Board of Studies and StuDent Experience

**Centre for Quality Support and Development**

Unit name goes here

**Minutes Template**

**Purpose**

The following template should be used to record minutes from meetings of the Board of Studies and Student Experience (BoSSE). It aims to support the recording of termly reflections on the programme(s). This includes reflecting and reviewing upon progress and evaluating the impact of programme level activities in the School Teaching Enhancement Action Plan and onward reporting where relevant.

**Onward reporting**

Completed Minutes Templates should be forwarded to the Chair for approval, and then be submitted to the School Director of Teaching and Learning (SDTL) within 3 weeks of the BoSSE meeting.

The SDTL will review the minutes and report any matters arising to the School Management Board (SMB) and will instruct the Secretary to forward relevant minute(s) and Actions to other appropriate committees, including the University Board for Teaching, Learning and Student Experience (UBTLSE). The Secretary will also forward the approved minutes to the BoSSE Circulation list[[1]](#footnote-1), and to relevant Action Plan Priority Lead(s) in order for them to update the Schools Teaching Enhancement Action Plans. Minutes relating to Section 6 of the standard agenda (i.e. Reflection on the organisation, quality assurance and enhancement of T&L and the student Experience…) should be submitted to the Secretary of DELT on a regular basis, and, if providing an aggregated version, no later than 1 November each year.

**Board of Studies and Student Experience for [*Insert name of BoSSE*]**

**Minutes**

 **Date:**

**1. Attendees:**

**2. Apologies:**

**3. Minutes of the previous meeting and updates on actions arising from those minutes**

**4. Matters arising not covered elsewhere on the agenda**

**5. Reflection on Student Feedback**(What student feedback has been considered? What are key points within the feedback and any follow up actions?)

**6. Reflection on organisation, quality assurance and enhancement of T&L and student experience (in light of any new sources of evidence e.g. metrics, reports from key stakeholders)**(What sources of evidence have been considered? See Appendix 1 in the BoSSE Guidance. What are the key points and any follow up actions? This Minute should be forwarded to the Secretary to DELT, no later than 1 November each year.)

**7. Reflection and progress against the School Teaching Enhancement Action Plan**(Please complete updates against the relevant Priority in the table below. This Minute should be forwarded to the relevant ‘Priority Leads’.)

|  |  |
| --- | --- |
| Priority: | Update: |
| Priority: | Update: |
| Priority: | Update: |
| *\*Insert additional rows as necessary* |  |

**Does any of the above information indicate a possible new priority/activity for the Schools Action Plan?**

**8. New programme or module developments and approvals**(i.e. Form As, Bs Cs or Ds requiring BoSSE discussion and sign-off)

**9. Any other business**

**10. Date of Next meeting**

**Actions List**(**Chair and Secretary to highlight any information or issues arising from the BoSSE that need onward reporting and action to relevant Committees including SMB and UBTLSE**.)

1. All BoSSE members, including those with Standing Invitations. [↑](#footnote-ref-1)