

Unit & Programme Management System

Committee Meeting Minutes – Guidance on recording approval decisions

This document provides guidance on how to record programme and unit approval decisions in a format which is clear, concise and auditable.

1. Committee secretaries are responsible for ensuring that committee minutes accurately record the approval of unit and programme changes. This is essential for tracking when programmes/units have changed and when this was approved.
2. Minutes should include as much detail as possible and must state the following (text in *italics* is for guidance):

Received: [*insert PROPOSAL TITLE, PROPOSAL REFERENCE, list of all programmes/units included in proposal (codes and titles)*]

- *Make sure the proposal title reference includes the type of proposal (e.g. new programme/unit, changes to programmes/units, withdrawal of programme/unit).*
 - *Make sure that for all changes to programmes any associated programmes/exit awards are also detailed (e.g. the withdrawal of the MSc in Basket Weaving may also include the withdrawal of the PG Dip and Cert in Basket Weaving).*
 - *Note the details of the discussion that took place. Make sure all details are recorded including unit/programme codes, relevant dates (e.g. to start in AY 15/16).*
 - *Record the committee's approval decision using **one** of the following standard formats:*
 - a) The Committee APPROVED the proposal.
 - b) The Committee APPROVED the proposal with the condition that [*insert DETAILS OF CONDITIONS*]. The updated version of the proposal must be approved by the Chair OR, if s/he thinks appropriate, returned for discussion at the next meeting.
 - c) The Committee did NOT APPROVE the proposal at this time. The proposal needs to be re-worked taking into account the issues raised by the Committee. The proposal should be brought back to the Committee for approval at a later date.
 - d) The Committee REJECTED the proposal.
2. The following must be included for all proposals where a decision has been taken by the Chair between formal meetings:

The Chair reported that the following programme and unit approval decisions were made under Chair's Powers;

- a) The Chair has APPROVED the following:
List all relevant proposals [proposal reference, title] ensuring that details of unit/programme codes, titles and relevant dates (e.g. to start in AY 15/16) are included.
 - b) The Chair has REJECTED the following:
List all relevant proposals [proposal reference, title] and include all details of unit/programme codes, titles and relevant dates (e.g. to start in AY 15/16).
3. The following must be included after the committee/chair's decision if the proposal contains either Joint Honours programmes or programmes which are formally owned at Faculty level:

The Committee NOTED that an approval decision for the proposal is also being sought from the [*insert JOINT SCHOOL/FACULTY COMMITTEE NAME, e.g. School of Modern Languages; Faculty of Science*] and that the proposal is not fully approved until all relevant committees have given full approval.