Board of Study Minutes

**Faculty of XXX**

**Board of Study:   
[list programmes covered]**

**Date [dd/mm/yyyy] Time**

**UNRESERVED MINUTES**

***Guidance notes are provided in italics and should be removed.***

**In Attendance:** *List attendees clearly identifying names and roles*

1. **Apologies for Absence:**

*List those who have given apologies*

1. **Minutes of the last meeting held xx/xx/xx**

*The minutes were agreed as an accurate record / The following amendments were required (list amendments).*

1. **Matters arising from the minutes of the last meeting of the Board of Study held on date:**

*Review actions from last meeting:*

*Update:*

1. **PCIP Updates**
2. **Module review**

[*Complete module review action log*](#moduleactionlog)

1. **Programme review**
2. Retention data

* Continuation rates per year
* Withdrawal and interruption per year

1. Approval and review of approved modifications
2. Outcomes from Student Staff Liaison Minutes
3. **Approval and review of proposed module and programme modifications** i.e. design, assessment and delivery
4. **Induction, transitions and in-year student academic support**
5. Preparing students for start and returning to University
6. Review of student engagement with PAT review meetings throughout the year
7. **Any Other Business**
8. **Next Meeting – Date, Time and Venue**

**Faculty of XXX**

**Board of Study:   
[list programmes covered]**

**Date [dd/mm/yyyy] Time**

**RESERVED MINUTES**

1. Minutes of the last meeting held *[dd/mm/yyyy]*
2. Matters arising
3. Research matters

Item A

Item B

1. Staff updates
2. University updates and announcements

Module Review Action Log

The Module Review Action Log table should be used to reflect the outputs from module review discussions (Item 5). The idea is to record any actions identified as a result of discussions on key areas around attendance monitoring and attainment gaps. This action log should be completed by the Boards of Study Administrator and sent around to the Board members along with the Minutes, approx. one working week following the meeting. Example text is provided in italics.

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| --- | --- | --- | --- | --- | --- |
| **MODULE CODE** | **DISCUSSION AND KEY ACTION**  *Provide very brief description of discussion points and note down action* | | | | |
| **Attendance monitoring data** | **Attainment gaps data** | **Assessment submission rates and performance** | **External Examiner Report** | **Additional comments** |
| CLXXX | * *6 students had not attended* * *4 had poor attendance recorded*   ***ACTION:*** *XX to check that all students with non/poor attendance recorded, have been contacted and regular review meetings arranged with Personal Academic Tutor (PAT). PATs to set deadlines for students to engage otherwise they will be withdrawn.* | * *To date, direct entry students to Level 5 have shown lower performance throughout Level 6.*   ***ACTION:*** *XX to review the entry criteria for next year’s direct entry applicants in the subject area for discussion at the next BoS.* | * *Poor submission and pass rate in end of Semester 2 timed assessment.*   ***ACTION:*** *XX to change assessment type to open book style essay but still with timed conditions and review end of semester 2 results in 2021.* | * *Assessment does not cover all learning outcomes*   ***ACTION:*** *Consult with EE outside of BoS to revise assessment. Ask EE to formally approve.* |  |
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