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Faculty Academic Committee

Terms of Reference

The Faculty Academic Committee (FAC) is responsible to the Academic Board for the functions set out below. The FAC is responsible for assuring the quality and standards of the Faculty's undergraduate and postgraduate taught provision and will report directly to AQSC regarding these matters. It will similarly report to the Higher Degrees Committee as necessary in relation to research degree students.

In undertaking these functions it will establish sub-committees as indicated, and both the FAC and its sub-committees will liaise with Academic Board and its standing committees as appropriate. The sub-committees will report both to the FAC and directly to the relevant standing committees of Academic Board as required.

1. Considering issues of academic direction, strategy and policy for the Faculty. Receiving and considering reports and recommendations on academic issues, policies and procedures from Academic Board and its standing committees. Making recommendations to these bodies and raising issues for debate.
2. Taking oversight of, monitoring and reviewing academic development and approval and curriculum modification processes under the University's devolved academic approval scheme (reporting directly to AQSC).
3. Monitoring and reviewing approved academic provision in accordance with University quality management processes (reporting directly to AQSC and the Higher Degrees Committee as appropriate). As a consequence of monitoring academic quality and standards the FAC shall promote improvements and initiate specific action to remedy identified shortcomings.
4. Taking oversight of the operation of the Faculty's academic provision delivered in collaborating institutions or at remote (including overseas) locations, reporting directly to AQSC.
5. Referring issues or recommendations which have Faculty strategic, resource, planning or management implications to the Faculty Executive. Considering issues referred to it by the Faculty Executive.
6. Commissioning work from its sub-committees, overseeing their work and considering reports and recommendations from them.
7. By means of its Subject Authority Boards, Postgraduate Boards, its Progression and Awards Board and its Research Committee, monitoring and reviewing the academic provision of the Faculty, determining student achievement and progression and making recommendations for granting University awards to students as appropriate.
8. Taking oversight of the student experience in the Faculty, for example by monitoring and reviewing the operation of personal tutor functions and student feedback arrangements.

In the discharge of these duties the FAC may establish such working groups as are necessary and, subject to the approval of the Academic Board, may establish further sub-committees.

Constitution of Faculty Academic Committee

Dean (Chair)

Faculty Manager

Head of Quality (Deputy Chair)

Head of Undergraduate Studies

Head of Postgraduate Studies

Head of Research

Chair of each SAB (or nominee)

Heads of School/Department (if not SAB chairs)

Two elected academic staff members elected by permanent academic staff of the Faculty

Chair of the Faculty Learning and Teaching committee if not otherwise a member

Two students elected by students of the Faculty.

Collaborative Coordinator

Academic Registrar or nominee

Head of Curriculum Planning

Head of Quality Assurance or nominee

Head of Library Services or nominee

Sub-committees:

Learning and Teaching

External Examiners Audit

Collaborative Provision

Subject Authority Boards

Postgraduate Programme Boards

Faculty Progression and Awards Board

Research

Research Degrees (Faculties with devolved powers only)

DE MONTFORT UNIVERSITY**STANDING ORDERS FOR ACADEMIC BOARD, ITS STANDING COMMITTEES
AND RELATED COMMITTEES**

The following Standing Orders, agreed by the Board at its meeting on 10 November 1999 are based on examples of best practice elsewhere, with particular thanks to Cheryl Penna, Registrar at the University of Northumbria. The main aim has been to provide a clear and concise framework which is unobtrusive.

1 Membership

- 1.1. The maximum and minimum number of members of a committee should be specified in the terms of reference of the committee. (Note that the maximum membership of Academic Board is set by the Articles of Government of the University).
- 1.2. A Standing Committee of Academic Board may vary its formal composition by advance agreement of the Board, although advice may be sought and may be given from other bodies.
- 1.3. Ex officio members have an indefinite period of office. Elected members will serve for three years unless otherwise agreed. Immediate re-election is permissible. Nominated members will serve for three years and are eligible for re-nomination. Nominated members will be requested from the constituency concerned via the appropriate line manager.
- 1.4. Unexpected vacancies should be filled as soon as possible with the new member seeing out the remaining term of office.
- 1.5. Co-opted members are regarded as full members of a Committee. Unless otherwise specified in a committee's Terms of Reference, the maximum number of concurrent co-options is four. Co-options are made for a finite period, normally one year, and are renewable.
- 1.6. Except in cases where the constitution requires the nomination of a Deputy Chair, members will elect a Deputy Chair from the members of the Committee to stand in for the Chair if required. In the absence of the Chair and Deputy Chair at a particular meeting members shall elect a Chair for the meeting.
- 1.7. Except where a Committee has expressly agreed otherwise, a member unable to attend a meeting can, with the agreement of the Chair, ask a substitute to attend the meeting to represent him or her without voting rights.
- 1.8. Members are expected to demonstrate commitment to a committee/group. If members do not attend meetings on a regular basis, attending at least half of the scheduled committees in a session, the Chair may ask the member to step down and be replaced.

- 1.9. Nominated and elected members are expected to consult and report back to their constituencies.

2 Convening Meetings

- 2.1. Meetings are normally fixed annually in advance. For a meeting of a committee to be properly constituted, members must receive advance notice of a meeting in writing (including via email) at least three working days beforehand.
- 2.2. All meetings should begin punctually at the appointed time and should be closed formally at the end of business.
- 2.3. At every meeting attendance shall be recorded, and all proceedings entered in minute books (or electronic equivalent) which shall be kept in accordance with arrangements notified by the Academic Registrar.
- 2.4. (a) Unless otherwise specified in the Terms of Reference for a particular committee, or as specified below, the quorum of a committee will be 50% of the current appointed membership, minus one.

(b) For small committees, with a composition of less than ten, the quorum will be three.

(c) For board of assessment staff are expected to attend but meetings can proceed in the absence of any member provided the Chair and secretary and external examiner (where present) agree that the board has sufficient expertise available to enable it to make informed decisions.
- 2.5. If the quorum is not achieved within 15 minutes of the formal start time of the meeting as indicated on the agenda, then the meeting can either be dismissed by the Chair or carried out on an informal basis.
- 2.6. If a meeting is inquorate, decisions are not valid. Recommendations of inquorate meetings can, however, be ratified at the next quorate meeting.
- 2.7. Officers or other persons may be invited to attend for all or part of a meeting in an advisory capacity only.
- 2.8. Chair's action is normally only taken with the advance agreement of the Committee, on specific, approved items, and within a specified time limit. Chair's actions are reported in full to the next available meeting for note and ratification.

3 Committee Administration

- 3.1. A Secretary for each committee will be appointed from a relevant area of the University's administration.
- 3.2. All members should receive papers for the meeting in hard copy format ideally at least three working days beforehand.
- 3.3. All documents for committee should be produced in the standard format and include a recommendation to the Committee/Group in respect of action required, the author of the document, and the date the document was produced. The electronic file name of the document should also be added for future reference.
- 3.4. Agendas should state clearly what the purpose of an item is.
- 3.5. Minutes will be taken at all meetings of formal committees and formally constituted groups according to the agreed University house style (as determined by the Academic Registrar).
- 3.6. As soon as possible after meetings, and in line with agreed good practice guidelines, minutes will be circulated to members. If they are circulated by email, then a hard copy will be provided as part of the papers for the next meeting.
- 3.7. Minutes can be circulated to other groups for information.
- 3.8. The Committee Secretary is responsible for advising members and officers of any actions required and for ensuring that progress is reported back to the committee.

4 Points of Order for the Conduct of the Business in Meetings

- 4.1. The business of the meeting will be as set out on the agenda in the order specified unless the meeting agrees to change it. Members wishing to raise items for discussion under "Any Other Business" should notify these to the Chair preferably in advance of the meeting, otherwise at the start of the meeting. The Chair has the authority to refuse to accept items of other business.
- 4.2. Members should restrict comments/points to the subject under discussion and should direct questions, observations, comments etc., to the Chair and to the proposer/other members only through the Chair.
- 4.3. Members have a duty to read the papers for a meeting beforehand and to be prepared to contribute to debates and carry out any actions asked of them.
- 4.4. Tabled papers will only be accepted and considered with the consent of the committee.
- 4.5. Debates should be conducted in an orderly and civil fashion, with members invited to speak by the Chair.

- 4.6. Motions and amendments to motions should be formally proposed and agreed by the committee.
- 4.7. Once a decision has been made, no further discussion should take place of the topic at the same meeting. Normally no decision taken by a committee should be revisited by that committee for the remainder of the academic session.
- 4.8. Whilst there is no regulatory limit on the number of times a member may speak for or against a motion/point of discussion or on the length of comments, the proposer's right of reply is to be respected. The Chair may limit opportunities to speak if debates become lengthy or unfocused.
- 4.9. Voting can only take place at quorate meetings, and only members can vote.
- 4.10. Voting, if necessary, will be by a show of hands during the meeting as called by the Chair who will not participate, except to exercise a casting vote. Details of the decision will be recorded in the minutes on the following basis, including the number of votes cast :
- Motion carried unanimously, i.e. all voting in favour
 - Motion carried nem con, i.e. none vote against but some abstain
 - Motion carried by a large majority, i.e. only a few abstain or vote against.
 - Motion carried by a majority, the voting is close
 - Motion lost
- 4.11. If at any meeting any question arises regarding the committee's procedures or the conduct of the meeting or the conduct of any member, the Chair of the meeting will make a decision on the matter, which shall be binding.
- 4.12. Members must declare any pecuniary, family or other personal interest that they may have in any matter under discussion, and shall withdraw from the meeting while the matter is under consideration.
- 4.13. All students, whether members or in attendance, must withdraw from a meeting when the Chair declares that a meeting is about to discuss a reserved item of business. Students may return to the meeting once the reserved business is concluded. Students will not receive any papers or information relating to a reserved item of business. Reserved items comprise:
- Matters affecting the admission, academic management and withdrawal on grounds of academic failure of individual students
 - The procedures of boards of assessment
 - Matters affecting the personal affairs of individual members of staff

- Any other matters declared as reserved business by the Chair.

5. Suspension of Standing Orders

When circumstances justify, an individual standing order can be suspended by a Chair of a committee or by the agreement of the committee itself.

This is regarded as an exceptional proceeding.

September 2000

Standingorders4/h/acbd/tor

Management SAB Agendas

Each SAB is responsible for the curriculum planning and management of programmes that fall within its authority (see the current *Handbook and Regulations for Undergraduate awards* for the full terms of reference and constitution).

In addition to any substantive items for discussion, SABs are expected to consider the following items of business at particular times of the year:

Term 1

SAB One: October SABs

- ✓ **Confirmation of Terms of Reference, Constitution and Membership**
- ✓ **Confidentiality:** Chairs should remind staff of the importance of confidentiality and the implications of the Data Protection Act and Freedom of Information Act.
- ✓ **SAB Annual Report :** To include review of applications and recruitment, retention and progression (with statistical evidence), overview of issues raised by module reports / module evaluation forms.
SAB Reports to be considered by FAC following SAB discussion.
- ✓ **External Examiners Reports:** Consideration of key issues for SAB response. SAB chair to respond and include summary in SAB report & action plan.
- ✓ **Curriculum:** New proposals and major revisions to existing curriculum. Definitive documentation for SAB approval prior to FAPC early November
- ✓ **Recruitment:** Review of enrolment figures compared to targets for new intake

SAB Two: November SABs

- ✓ **Review of Programme Journal**
- ✓ **Student Issues:** Staff Student Consultative Committee minutes, reports from Student Representatives, Student evaluations of programmes and modules
- ✓ **Issues for / from FAPC for new programme proposals**
- ✓ **Recruitment targets**
- ✓ **Retention and Progression Issues:** Review of pass/progression figures for each programme and module, distribution of final honours classifications. Retention figures. Attendance monitoring and notification of interim progress meetings (where applicable).
- ✓ **Library Issues:** Discussion with library subject representative.

Term 2

SAB Three: February SABs

- ✓ **Curriculum Issues for March / April FAPC**
- ✓ **Student Issues:** Staff Student Consultative Committee minutes, reports from Student Representatives, Student evaluations of programmes and modules
- ✓ **Retention and Progression Issues:** Interim progress meetings
- ✓ **Student Recruitment:** student entry profiles (MIS report)
- ✓ **Library Issues:** Discussion with library subject representative.

SAB Four: May SABs

- ✓ **Review of Programme Journal**
- ✓ **Student Issues:** Staff Student Consultative Committee minutes, reports from Student Representatives, Student evaluations of programmes and modules
- ✓ **Library Issues:** Discussion with library subject representative.

Other items discussed may include:

- ✓ Report from standing / parent committees or working parties
- ✓ Summary of issues to be reported to the FAC
- ✓ Reports in preparation for validations
- ✓ Reports in preparation for periodic review or audits

FLTC**A5 05/06****De Montfort University****Faculty of Humanities****Faculty Learning and Teaching Committee**

The next meeting will be held on Tuesday 14 February 2006 at 11.30 in the
Clephan Boardroom.

It is anticipated that proceedings will conclude by 1.30 pm.

Apologies for absence should be notified to Ms A Simon, Ext: 1234,
email: ASimons@dmu.ac.uk.

Agenda

- 1. Introduction and Chair's Welcome**
- 2. Apologies for Absence**
- 3. Notification of Other Business**
- 4. Minutes of the Previous Meeting**
To approve minutes of the meeting held on 14 December 2005 B5 05/06
- 5. Matters Arising and Confirmation of Action Points**
- ISSUES FOR CONSIDERATION / DISCUSSION**
- 6. Student Support Provision**
 - 6.1 Attendance Monitoring:** To consider paper from Bharti Patel C5 05/06
 - 6.2 Interim Progress Meetings / Follow up of 'at risk' students.** D5 05/06
- 7. Peer Observation**
 - 7.1 To discuss current progress**
 - 7.2 To approve new scheme and how it will operate in the Faculty** E5 05/06
- ISSUES FOR INFORMATION**
- 8. DMU Awards to recognise Teaching Excellence**
To receive verbal report from Jasu Sen
- 9. ISAS Newsletter January 2006** F5 05/06
- 10. Any Other Business**
- 11. Date of the Next Meeting**
Tuesday 14 March 2006

SAB CODE**A2 05/06**

**DE MONTFORT UNIVERSITY
FACULTY OF ART AND DESIGN**

SUBJECT AUTHORITY BOARD (MANAGEMENT)

The next meeting of the ???? Subject Authority Board (Management) will be held at
???? on ???? in room ???? , ???? . It is anticipated that proceedings will conclude by
????

Apologies for the meeting should be notified to ???? on ext. ???
or [email address](#).

AGENDA

- 1 Introduction and Chair's Welcome**
- 2 Apologies for Absence**
- 3 Notification of Any Other Business**
- 4 Approval of Minutes of Previous Meeting**
The minutes of the previous meeting (Part 1) held on ?????????? **B1 05/06**
- 5 Matters Arising from the Minutes of the Previous Meeting and Confirmation of Action Points (Part 1)**
ITEMS FOR DISCUSSION / CONSIDERATION
- 6 Student Matters**
6.1 To consider verbal reports from Student Representatives
6.2 To consider minutes from the Staff/Student Consultative Committee **C1 05/06**
- 7 Library Matters**
To receive verbal report from the Subject Librarian, Tom Green
- 8 Review of the Programme Journal** **D1 05/06**
RESERVED BUSINESS
- 9 Approval of Minutes of Previous Meeting, Matters Arising and Confirmation of Action Points (Part 2)** **E1 05/06**
- 10 Evaluation of Results from Previous Session – Ariel/MIS Reports**
10.1 Pass/Progression Figures for each module and programme **F1 05/06**
10.2 Distribution of final honours classifications **G1 05/06**
- 11 External Examiners' Reports** **H1 05/06**
- 12 Any Other Business**
- 13 Date of Next Meeting**

Filename and Path

SAB CODE

A1 05/06

**DE MONTFORT UNIVERSITY
FACULTY OF ART AND DESIGN**

SUBJECT AUTHORITY BOARD (ASSESSMENT)

The next meeting of the ???? Subject Authority Board (Assessment) will be held at
???? on ???? in room ?????. It is anticipated that proceedings will conclude by
????

Apologies for the meeting should be notified to ???? on ext. ??? or [email address](#).

AGENDA

- | | | |
|----|--|----------|
| 1 | Introduction and Chairs Welcome | |
| 2 | Apologies for Absence | |
| 3 | Confidentiality | |
| 4 | Notification of Any Other Business (Assessment Issues) | |
| 5 | Approval of Minutes of Previous Meeting
Minutes of the meeting held on 21 June 2005 | B1 05/06 |
| 6 | Matters Arising from Previous minutes and Confirmation of Action Points | |
| 7 | Consideration of Assessment Results
7.1 SAB Reports - to consider and confirm module results and record
reassessment and any other requirements
7.2 Module Statistics – to discuss | C1 05/06 |
| 8 | External Examiners Comments
To receive verbal comments from Dr Singh | |
| 9 | Any Other Business | |
| 10 | Date of Next Meeting - ?????? | |

AQSC

A3 05/06

De Montfort University

Academic Quality and Standards Committee

The next meeting of the Academic Quality and Standards Committee will be held on **Wednesday 16th November 2005** in the **Boardroom, Trinity House**. The meeting will begin at 2.00pm and it is anticipated that proceedings will be concluded by 4.30pm.

Apologies for the meeting should be notified to XXXX (email: XXXX@dmu.ac.uk).

Agenda

1. **Apologies for Absence** 2.00pm

2. **Notification of Other Business**

3. **Minutes of Previous Meeting**

The minutes of the meeting held on 19th October 2005 are presented as **B3 05/06**.

4. **Matters Arising and Confirmation of Action Points**

Minute 205: British Psychological Society Accreditation – a verbal update on progress will be provided by the Head of Quality for the Faculty of Health & Life Sciences

Items for Discussion

5. **National Student Survey** 2.30 pm

A report of the results of the NSS will be introduced by the Head of Department of Academic Quality and is presented as **C3 05/06**

6. **Programme Journal Evaluation Report – Collaborative Journals** 2.45 pm

The annual Collaborative Journal Evaluation, with recommended actions highlighted for discussion, is introduced by the Quality Officer (Monitoring) and presented as **D3 05/06**

7. **Collaborative Agreements** 3.00 pm

A presentation by the University's Head of Legal Affairs on Collaborative Agreements.

Items for Note / Endorsement

8. **CPA Update on Progress** 3.15 pm

A verbal update will be presented by the Head of the Department of Academic Quality

9. DAQ Guide to 'Who Does What?' 3.30 pm

A guide to the responsibilities undertaken within the University in connection with Collaborative Provision is introduced by the Head of the Department of Academic Quality and presented as **E3 05/06**

10. Periodic Review Reports 3.45 pm

The following Periodic Review Interim Reports are presented for note:

- Interior Design **F3 05/06**
- Media **G3 05/06**

Items for Information

11. Faculty Academic Committees 4.00 pm

To receive for information Faculty Academic Committee minutes:

- Art and Design held on 27 September 2005, presented as **H3 05/06**
- Education and Contemporary Studies held on 28 September 2005, presented as **I3 05/06**
- Humanities held on 4 October 2005, presented as **J3 05/06**
- Business and Law held on 5 October 2005, presented as **K3 05/06**
- Computing Sciences and Engineering held on 23 September 2005, presented as **L3 05/06**

12. Institutional Reviews 4.15 pm

An updated Executive Summary of the action taken with regard to issues raised at the institutional review visit to Daly College in India is presented as **M3 05/06**

13. Any Other Business

14. Date of Next Meeting

18 January 2006 2-4pm, Trinity House Boardroom

FTUG

B2 05/06

**DE MONTFORT UNIVERSITY
FACULTY OF HUMANITIES**

FACULTY TIMETABLE USER GROUP

Minutes of the Faculty Timetable User Group held on Wednesday 16 November 2005, at 11.00am in the Clephan Boardroom, 0.29.

Dr Stuart Adams	Head of Quality (Chair)	✓	SA
Ms Louise Andrews	Subject Leader (Music Technology)	✓	LA
Ms Joanne Brown	Subject Leader (Dance)	A	JB
Dr Barry Green	Undergraduate Programmes Manager	✓	BG
Dr Shabina Patel	Subject Leader (English)	✓	SP
Dr Sebastian Phillips	Subject Leader (Journalism)	A	SPP
Mr Hanif Poptani	Acting Subject Leader (English)	A	HP
Mr Simon Rose	Subject Leader (Drama)	✓	SR
Mr Kevin Sargent	Deputy Head of Timetabling	✓	KS
Prof Rosemary Scott	Lecturer (Dance)	✓	RS
Prof Andrew Smith	Subject Leader (Film)	✓	AS
Servicing Officer:			
Ms Sarah Dean	Deputy Undergraduate Programmes Manager	✓	SD

38.	Introduction and Chair's Welcome	ACTION
	The Chair welcomed colleagues to the meeting.	
39.	Apologies for Absence	
	Apologies for absence are indicated above.	
40.	Notification of Other Business	
	Other business was notified as follows:	
	40.1. Academic calendar, Head of Quality.	
	40.2 Space in Clephan, Deputy Head of Timetabling.	
41.	Minutes of the Previous Meeting	
	The Board approved the minutes of the meeting which took place on Wednesday 6 July 2005.	
42.	Matters Arising and Confirmation of Action Points from the Minutes of the Previous Meeting	
	Item 21: The Chair confirmed that discussion has taken place with Module Leaders regarding the policy of teaching loading for 15 credit modules, to be evenly distributed throughout the academic year, as opposed being restricted to one term. Further discussion will take place, and changes will be incorporated into timetables for next year.	

Item 22.2: It was confirmed that updated class lists have been provided to Module Leaders via SAB Administrators. This process will continue in the future.

Item 31.1: It was confirmed that all subject areas responded by the July deadline for provisional timetables.

Item 32.2: With reference to confirmation of student numbers, Timetabling confirmed that no problems arose in this area.

43. Review of Level One Timetables

Positive feedback was received from Timetabling with regard to the provision of level one timetables. Humanities had entered all available data onto QLS by the agreed deadline. Timetabling had no issues to raise with the Faculty.

The Subject Leader for Dance reported that due to Dance exceeding their targets, lack of class space has been an issue. This has been resolved as far as it can be, with some use of spaces outside of the University. Problems are likely to continue for the foreseeable future and will continue to be monitored by the Dance SAB reporting to Faculty Academic Quality Committee and the Faculty Executive.

44. Review of Level Two Timetables

The Politics Subject Leader reported that there had been a last minute change to a seminar for a compulsory Politics module. This arose because a timetabling clash had occurred with a colleague in Business and Law. Timetables were re-issued to the students concerned.

The Chair was pleased that difficulties had been minimal, and were quickly rectified by Timetabling. In comparison with the teething problems that occurred with curriculum 2004 last year, the problematic areas have been resolved.

45. Issues from the Faculty

The Undergraduate Programmes Manager commented that the Faculty Office had made a number of cosmetic changes to the master timetable in order to make it clearer to students. It was asked whether Timetabling would be able to change the formatting. It was confirmed that this would be a simple change to make, and will be put into effect next year. There were no other issues to report.

The subject teams expressed their thanks to Timetabling for their ongoing help and support.

46. Issues from Timetabling

Timetabling had no issues to report.

47. Collection of Information for September 2006 Timetables

47.1 Dance, Drama and Theatre: Subject Leaders are to indicate the essential space required, specifying first and second choices. Timetabling will be allocating space in the new build. Timetabling had been told that this should be ready by September 2006, however, specifics are yet to be confirmed.

	Contingency plans need to be in place, and it is requested that this looked at by Christmas at latest.	Subject Leaders
47.2	Journalism: The increased intake has resulted in decreased space in computer labs. Specific requirements are to be confirmed to Timetabling. The Chair will liaise with relevant academics in Journalism, and will provide a co-ordinated response as soon as possible.	SPP
48.	Timetabling Schedule of September 2006 Timetables	
48.1	The schedule had been previously circulated by Timetabling. All timetabling information, including staff allocations and availability, is required by 23 January 2006. Before sending the information, it was verified that staff must speak to Subject Leaders, who will seek approval of teaching from the Head of School. The Subject Leader will then inform Timetabling of the teaching allocation. Louise Smith is happy to meet with colleagues to discuss any issues.	Subject Leaders
48.2	It is requested that staff inform Timetabling of the members of staff who will be involved in open days. The Timetabling Representative confirmed that information on the schedule of open days is available from Promotions and Recruitment in advance.	Subject Leaders
48.3	Timetabling requested that staff let them know of their specific needs and availability on Wednesday afternoons, in order that the requirements are met as closely as possible.	Subject Leaders
49.	Web Room Bookings and Viewing Module Timetables on the Web An on-line service for room bookings is now available on the staff web page. Timetabling confirmed that this is for ad-hoc bookings only, and not for additional teaching requirements. Staff should continue to liaise with Timetabling for teaching space.	
50.	Any Other Business	
50.1	Members discussed that having eleven weeks of teaching, then twelve weeks, followed by one week after Easter is problematic. It is to be confirmed whether this will be a teaching week, and staff are asked to bear this in mind when allocating their teaching. The Timetabling Representative will add comments from Humanities to the comments received from other Faculties.	KS
50.2	The Chair asked whether there has been increased pressure on the availability of space in Clephan, and this was verified by Timetabling. It was confirmed that lectures are being split in order that they fit in to the available space. This has resulted in a decreased level of flexibility. In the past, some Media lectures have been scheduled in Hawthorn, which does not provide the right environment for Media studies. Lecture rooms in Clephan are more ideal, but this does lead to repeat delivery of some lectures.	
51.	Date of Next Meeting: The date of the next meeting is to be confirmed.	

Minutes	Signed: _____ Dr S Andrews, Chair
	Approved: Date: ____ / ____ / ____

SAB CODE**B1 05/06**

**DE MONTFORT UNIVERSITY
FACULTY OF BUSINESS & LAW**

MA Human Resources Management Board

Minutes of the meeting held on 30 November 2005 at 2pm

Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	A	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	A	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Title_First Name_Surname	Position	✓	Initials
Servicing Officer:			
Title_First Name_Surname	Position	✓	Initials

1. Apologies

Apologies for absence are noted above.

2. Notification Of Other Business

There was no notification of any other business.

3. Constitution

The new membership list for 2005/06, with Dr Peter XXXX added, was noted.

4. Minutes Of The Previous Meeting, B1 05/06

The minutes of the meeting held on 21 June 2005 were approved and signed as an accurate record of the proceedings.

5. Matters Arising From The Minutes and Confirmation of Action Points

There were no matters arising from the previous minutes.

6. Student Business

There was no student business to report.

Action

7. Curriculum Review

It was noted that there would be a periodic review of the postgraduate programmes offered

by the Department of HRM in January 2006. The purpose of this exercise is to reflect and evaluate what programmes are offered in the portfolio and what new developments could be implemented.

8. Student Progression

The Chair reported that:

10 students had been awarded the MA, 1 with distinction.

1 student had been referred in the dissertation.

1 student had been referred in named taught modules.

9. Student Recruitment

The Chair reported that 18 new students had been enrolled this session – 10 on the fast track and 8 on the full-track – against a target of 25.

10. External Examiners' Reports

It was noted that the External Examiners agreed with the marks awarded for the work that they had moderated prior to the Assessment Board.

11. Programme Journal

04/02 – It was noted that this item was now closed as a marketing plan had been implemented in 2005 and that recruitment in September 2005 had been satisfactory.

04/04 – It was noted that this had now been implemented.

12. Supporting Distance Learning Students

It was noted that students were finding it increasingly difficult to attend study workshops. The Programme Leader proposed that tutors could do online tutorials where students would be expected to log onto BlackBoard at a set time and discuss academic issues with the module tutor and other students. It was agreed that this would need to be planned carefully as a number of international students lived in different time zones.

The Chair of the Board noted that Individual and the Organisation was already set up on BlackBoard and that this module could be used as a test module to establish if virtual learning tutorials were viable. It was noted that the module leader, would be asked if she could incorporate any virtual tutorials during the module.

It was agreed that the Programme Leader would email the Programme Team to ask for their suggestions and ideas on how to improve the study support offered to distance learning students.

13. Supervising NHS Projects

The Board agreed that it was proving very difficult to gain approval for research within the NHS, with major bureaucratic hurdles. It was noted that the NHS often imposed conditions

RB

SA

which the University could not meet. It was noted that students working for the NHS and their supervisors needed to be aware of this at the start of their studies.

14. Any Other Business

There was no other business to report.

15. Date Of The Next Meeting

The next meeting is scheduled for 13 February 2006.

Minutes	Signed: _____ ,	Name of Chair
	Approved: Date: ____ / ____ / ____	

SAB CODE**B1 05/06**

**DE MONTFORT UNIVERSITY
FACULTY OF HUMANITIES
SCHOOL OF ENGLISH, PERFORMANCE STUDIES AND HISTORICAL STUDIES
SUBJECT AUTHORITY BOARD – DANCE
ASSESSMENT MODE**

Minutes of the level [1/2/3] Subject Authority Board (Assessment Mode) held on [Day&Date] at [StartTime] in room [number] , Clephan Building.

[Title_First_Name_Surname]	Head of School, SAB Chair	✓	Initials
[In_alpha_order_following_Chair]	[Position]	X	Initials
[Title_First_Name_Surname]	[Position]	A	Initials
[Title_First_Name_Surname]	[Position]	A	Initials
[Title_First_Name_Surname]	[Position]	✓	Initials
[Title_First_Name_Surname]	[Position]	✓	Initials
[Title_First_Name_Surname]	[Position]	✓	Initials
[Title_First_Name_Surname]	[Position]	✓	Initials
[Title_First_Name_Surname]	[Position]	✓	Initials
[Title_First_Name_Surname]	[Position]	✓	Initials
Servicing Officer:			
[Title_First_Name_Surname]	[Position]	✓	Initials

1. Introduction and Chair's Welcome

The Chair welcomed members to the meeting and introduced the newly appointed External Examiner, Prof Sarah Hanley, to the Board.

2. Apologies for Absence

Apologies for absence are indicated above.

3. Notification of Other Business

It was reported that there was no other business to note.

4. Confidentiality

The Chair reminded the Board of the confidentiality of the proceedings, and also reminded staff that the personal circumstances of individual students cannot be discussed at this meeting.

5. Minutes of the Level 1, 2 and 3 Assessment SAB, 9 September 2004

The minutes of the above meeting were approved, subject to the following amendments:

ACTION

- Item 8.1:** In response to a query about evidence and consistency of second marking from the External Examiner a proforma for second marking will be circulated at the October Management SAB for discussion.

6. Consideration and Approval of Assessment Results

The Board considered assessment results and approved grades as attached as an appendix to the SAB Administrator's copy of these minutes. In arriving at its conclusions, the Board particularly discussed the cases of the following students:

DANS3008: The Mind is a Muscle: Postmodern Dance in America

Components are Essay (ESS1) and Seminar (OTH1)

Joe Bloggs	01234567	The query for ESS1 was confirmed as 45%
Joe Bloggs	01234567	Deferred for OTH1.
Joe Bloggs	01234567	Deferred for the module.
Joe Bloggs	01234567	The mark for OTH1 was amended due to a transcription error. The correct mark is 65%.

DANS3008: The Mind is a Muscle: Postmodern Dance in America – Melton

Components are Essay (ESS1) and Seminar (OTH1)

Joe Bloggs	01234567	The query for ESS1 was confirmed as 45%
Joe Bloggs	01234567	Deferred for OTH1.

DANS3012: Contemporary Dance Technique – Melton

Components are Class Work (OTH1)

Joe Bloggs	01234567	The query for ESS1 was confirmed as 45%
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7. External Examiners' Comments

7.1 **[Dr_First_Name&Last_Name] : [Subject_Area_&_Site]**

The Board considered verbal comments from the external examiner.
[.....]

7.2 **[Dr_First_Name&Last_Name] : [Subject_Area_&_Site]**

The Board considered verbal comments from the external examiner.
[.....]

8. Any Other Business

8.1 [.....]

9. Date of Next Meeting

The date of the next Assessment Board is to be confirmed.

Faculty of Humanities**Faculty Academic Planning Committee****Thursday 3 November 2005**

Attendance Sheet: Please would you sign on the appropriate line to signify your attendance at the meeting.

You are reminded that any comments formally recorded in committee minutes may be open to public disclosure under the Data Protection Act (1998) and the Freedom of Information Act (2000).

Member	Position	Signature/Apologies
Title, First Name, Surname	Head of Studies	
Title, First Name, Surname	Head of Quality	
Title, First Name, Surname	Dean (Chair)	
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	XXXXX to attend in place
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	Apologies
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	Late Arrival
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	Early Departure
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	
Title, First Name, Surname	Position	

Filename and Path

Useful Phrases to Include in Minutes

You may find it helpful when writing formal minutes to use a handful of stock phrases which are included below.

The Committee received paper C2 05/06

Members considered a paper outlining the...

The Board noted....

The Group approved the use of...

Members accepted the proposal...

Members discussed the advantages....

Members were generally in agreement that...

A majority of the committee agreed that..

The Head of Studies proposed that....

The Head of Quality commented that...

The Chair agreed to seek clarification regarding....

Concern was raised that...

It was recommended that..

It was reported that....

It was confirmed that....

The following phrases should be avoided in formal minutes:

‘This’ – ‘This was Sarah’s last meeting and everyone wished her well with her new job’. ‘The Committee decided to discuss this at the next meeting.’

‘Said’ – ‘Prof C Andrews said that the Board should recognise....’

‘Thought that’ – ‘The Faculty Manager thought that this would be a good idea.’

‘Everyone’ – ‘Everyone agreed with the proposal’

‘About’ – ‘Members talked about the proposal.’

Do not record discussions as a tennis match between individuals - ‘ Prof A Smith said that.....Jenny Stokes replied that..... Prof A Smith responded...’ Instead summarise main points of the committee discussion. Where there is broad agreement do not record in the minutes individual names but instead use ‘ the Committee agreed that..’ or ‘Members noted that..’

General Style Guide

This style guide is to be used in drafting information to be published for students, for example, programme guides and faculty handbooks. The Student Experience Unit, Student Services, ISAS and the Marketing Division compiled the guide. Compliance with this guide will help you to ensure that publications are compliant with legislation in respect of access to information and equal opportunities and will enable you to build on good practice.

Section 3 provides guidance specific to the De Montfort University Student Handbook.

1. Layout.

The layout should, wherever possible, be as follows

- 1.1 Arial, 12 pt (11pt for committee servicing)
- 1.2 Bold to highlight, no italics or underscores
- 1.3 Left justified
- 1.4 Indented spacing for paragraphs
- 1.5 Numbered bullet points
- 1.6 Do not start a new sentence at the end of a line
- 1.7 Wide margins
- 1.8 Cream paper
- 1.9 Allow for further information eg booklets, telephone numbers, websites
- 1.10 Full stops after headings
- 1.11 Avoid abbreviations
- 1.12 Illustrations to right of text
- 1.13 350 words per A4 page
- 1.14 Avoid tables of information (this is difficult to transcribe into Braille/tape)

2. Style.

- 2.1 University and university
Use an upper case U when referring to De Montfort University and a lower case u when referring to university in general i.e.
- 2.2 The University is building a new Students' Union.
Some students find it hard to settle into university life
- 2.3 Students' Union
When referring to the Students' Union ensure you use s'
- 2.4 Full and Part-time
Use a hyphen between part-time and full-time
- 2.5 Campus sites
When referring to the campuses use upper case for the campus title but a lower case c when referring to a campus in general

Leicester City Campus
The campus at Scraptoft

- 2.6 Telephone Numbers
Put brackets around the area code and spaces between the 3rd and 4th digit if there are 7 digits in the remainder of the number

(0116) 257 7359
(0116) 212344
Don't use brackets for the hotline numbers – 08459 45 46 47
- 2.7 Please use Tel: and not T: or tel: when listing a number
- 2.8 Email
No hyphen in email
- 2.9 De Montfort University
Never refer to De Montfort. It must be De Montfort University or DMU
- 2.10 For example
ie and eg and not i.e. and e.g.
- 2.11 Dates
Dates should read Monday 12 June not Monday 12th June
- 2.12 Bullets
Each bullet should start with an upper case.
No full stops in bullets other than the last bullet point
- 2.13 Headings
Headings do not all have caps (unless it's a pronoun). For example,
The student social scene and not The Student Social Scene
- 2.14 Pro Vice-Chancellor
Not Pro-Vice Chancellor
- 2.15 And last but not least
Please use and not &.

3 Style for University handbook only.

- 3.1 Third person style and addressed to students as individuals e.g. 'more information can be found' or 'you will have access to'
- 3.2 Reference pages to be included at the end and colour coding will be used. Please include all contact details/further information
- 3.3 At least 5 copies will be available in Braille, the handbook will also be available on tape and in large print.

4 Preparing text for the internet.

In order to assist the conversion of word documents to XML please bear in mind the following when preparing copy:

- 4.1 Formatting Chapter/Section/Paragraph titles –
use Word's pre-defined styles (e.g. Heading 1, Heading 2, etc.), rather than "bold". Use Heading 1 for chapters (e.g. Chapter 3), Heading 2

for sections (e.g. 3.1) , Heading 3 for paragraphs or subsections (e.g. 3.1.1), Heading 4 for the next level down (e.g. 3.1.1.1), etc. [The conversion software uses these to determine the start and level of a section.]

- 4.2 Don't use the Headings styles in any table cells. [The software thinks it's the start of a new section.]
- 4.3 Avoid using tables, tabs, or spaces to position text or objects. Use indent instead.
- 4.4 For the purposes of conversion, it doesn't matter what the text looks like (font, size, weight etc.). This is determined at a later stage, by a stylesheet.
- 4.5 Use Word's formatting to do special areas of text like bulleted or numbered lists, footnotes, etc. Avoid trying to do them by typing in your own numbers and using spaces or tabs. [The software can recognise Word's formatting instructions in a document file, but (for example) will not know that a particular combination of numbers and spaces is part of a numbered list.]
- 4.6 Details of the software are at <http://www.logictran.com> .

Glossary of Terms

- **AV Services:** Audio Visual Services. Organises the loan of technical equipment, eg flip charts and data projectors to staff for use in classrooms and lecture theatres.
- **Chair's Action:** A decision made following the meeting taken by the Chair. The action should be recorded formally at the next meeting.
- **Constitution:** A list of the members of the Board or Committee in terms of job roles. Refers to the roles of staff rather than names of individuals.
- **Co-opted Members:** Members of a Board who have been asked to attend for a specific reason, usually relating to their job role or involvement in the work of the committee.
- **Data Protection Act (1998):** Places responsibility on the University for ensuring that the personal data it collects and possesses about individuals is used appropriately and kept secure.
- **Declared Interest:** Any financial, family or other personal interest a member may have in any matter under discussion which should be declared to the Chair in advance of the meeting. The member should withdraw from the meeting prior to discussion of the matter.
- **Ex Officio Members:** An official member of a committee due to the person's job role.
- **Freedom of Information Act (2000):** Gives the public a right of access to all types of 'recorded' information held by DMU including committee minutes and papers.
- **Motion:** A formal proposal put to vote in a committee
- **Motion carried *nem con*:** None vote against but some members abstain.
- **Pecuniary:** Financial.
- **Quorum:** The minimum number of members required to attend in order to constitute a valid meeting.
- **Ratification:** formal confirmation.
- **Reserved Business:** confidential items.
- **SABs:** Subject Authority Boards. Divisions within a faculty which are responsible for the development, management, quality and standards of one or more subjects and the modules associated with them. SABs normally meet 4 times a year in Management mode to discuss quality issues and curriculum development. SABs normally meet twice a year in Assessment mode in June to confirm end of year module results and in August to confirm reassessment module results.

- **Standing Committees:** A committee reporting into Academic Board eg AQSC (Academic Quality and Standards Committee.)
- **Sub Committees:** A committee reporting into a higher authority committee eg Subject Authority Boards are sub committees of Faculty Academic Committee.
- **Tabled Papers:** Papers presented at a committee.
- **Terms of Reference:** Outline the general purpose of a committee.
- **University Standing Orders:** The regulations governing the proceedings of a formal committee including membership, quoracy and conduct.

Useful Contacts/Information

AV/Technical Support: 0116 257 7666 (Gateway 4.1D) avs@dmu.ac.uk

Data Controller: Roy Adams 0116 257 7038 RJA@dmu.ac.uk

Data Protection Act: http://intranet.dmu.ac.uk/isas/dmu/How_do_we_do_it/data/protection/20menu.htm

DMU Intranet: <http://intranet.dmu.ac.uk/>

Freedom of Information Act: <http://www.dmu.ac.uk/aboutdmu/policy/foi/index.jsp>

FOI Co-ordinator: Roy Adams 0116 257 7038 RJA@dmu.ac.uk

Human Resources: (to book training) 0116 250 6435,
http://intranet.dmu.ac.uk/trainingdevelopment/default_pages/Training_Activity/htm.

Scolarest (Catering): cateringforyou@dmu.ac.uk (0116 257 7370/250 6960)

Security: 0116 257 7642

Timetabling: 0116 250 6380 or via the intranet, select 'services and support', Academic Registry, Timetabling, 'on-line booking request'.

Freedom of Information and Data Protection Acts

Freedom of Information Act

The Freedom of Information Act (2000) gives a general right of access to all types of 'recorded' information held by public authorities, such as universities. The university is obliged to publicise a range of documents within distinct categories. All committee papers including progression, retention and completion data are as a consequence available to the public. Any written committee minutes could therefore be made available on request to any individual, group or media organisation. Extreme care must always therefore be taken when referencing individuals or recording discussions in minutes. For further information about the categories included please refer to the DMU website: <http://www.dmu.ac.uk/aboutdmu/policy/foi/index.jsp>.

Requests for information must be made in writing. Public institutions must respond to requests for information within 20 working days. If the information relates to personal information access should be made through the Data Protection Act. Staff discussing University matters in University committees speak as members of the organisation and not in a personal capacity. A number of limited exceptions permit the University to consider whether it may withhold certain information if the release of such information goes against public interest. For further information on how to handle a request please contact the Director of Information Services and Systems, Mr Roy Adams, ext 7038, email: RJA@dmu.ac.uk. Further information is available on the intranet: http://intranet.dmu.ac.uk/strategic_planning_management_information/default_pages/whathavewedone.htm.

The University FOI Co-ordinator is the Director of Information Services and Systems, Mr Roy Adams, tel: ext 7038, email: RJA@dmu.ac.uk.

The Data Protection Act

The Data Protection Act (1998) places responsibility on the University for ensuring that the personal data it collects and possesses about individuals is used appropriately and is kept secure. Committee minutes should not reference individuals without very good reasons. Staff discussing University matters in University committees speak as members of the organisation and not in a personal capacity. Committee secretaries should be aware that any papers including personal data are available to the subjects themselves. All committee papers should be kept securely.

For further information on processing requests contact the University Data Controller, Director of Information Services and Systems, Mr Roy Adams, ext 7038, email: RJA@dmu.ac.uk.

Further information about the Act can be found on the intranet: http://intranet.dmu.ac.uk/isas/dmu/How_do_we_do_it/dataprotection/Data%20Protection%20menu.htm.