**Planning Meeting Notes and Agenda**

**Notes:**

A Planning Meeting is convened by the SEO Officer, normally at least 10 days in advance of the meeting date, with the SEO Chair and those identified in the SEO Scoping Meeting invited. Normally these will include:

* The Proposer (For OfCD proposals the Proposer is invited by the Partnership Co-ordinator)
* The Head and Academic Operational Lead
* The Internal Advisor - AC SELE, Senior Partnership Manager (SPM) or equivalent Quality Lead for the area

+ the Partnership Co-ordinator (PC) if an OfCD proposal

+ the Director of Apprenticeships (for apprenticeship programmes)

+ the nominated Programme Approval Panel Chair for Route B approvals

The following documents will be distributed with the invitation to attendees:

The Programme Approval Form

The Programme Approval Handbook

Annex 1 Programme Approval Process in Detail

Annex 2 Programme Approval Criteria and Check-List

Annex 3 PDR Documentary Requirements and Structure

A link to Annex 4 Programme Design Guidance

An External Advisor Nomination Form - Annex 8ii

Items for consideration at the Planning Meeting will include:

* Nature of the proposal and the approval route (as determined at the SEO Scoping Meeting)
* Subsequent steps and deadlines to determine a target date of the Approval Panel/USP (Annex 1)
* Programme Approval Criteria (Annex 2)
* PDR Requirements (Annex 3).
* Completed Nomination Form and CV for new External Advisor or member(s) of External Advisor Pool to be approved at the Planning Meeting (Annex 8ii)

**Planning Meeting: Agenda & Action Notes**

**Date and time of Meeting:**

**Zoom link:**

**List of those in attendance and role in Approval Process:**

**List of any apologies and their role in the Approval Process:**

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| 1. **Programme(s) Overview**
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| **School/Academic Area:**  |
| **Programmes for approval – Titles and delivery mode (FT/PT etc)** |
| **SPRDC Date and Minute** (if applicable) |
| **Programmes Committee Date and Minute:** |
| **Link to PDR on Moodle:** |
| **Additional Considerations**  | **Yes/No** | **Notes**  |
| **Off Campus Partnership?** Name, place of delivery and nature of partnership |  |  |
| **Apprenticeship?**  |  |  |
| **PSRB?** |  |  |
| **Online programme?**  |  |  |
| **Any additional assessment regulations?**  |  |  |
| **Proposed Approval Route: Route A or Route B:** |
| **Details of the development:**  |
| **Details of any additional learning resource requirements and Library liaison.** |
| **Details of External Advisor and whether approved.** |

1. **Approval Process and Requirements**
	1. **Summary of Steps to be undertaken – See Annex 1**
	2. **Programme Approval Criteria – See Annex 2**
	3. **Documentary Requirements – See Annex 3**
2. **Timelines**

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| **Route A and Route B** | **Activity** | **Proposed Deadline** |
| **Step 3**: **Initial Programme Development**  | Programme Design advice and guidance provided by SEO and/or AC SELE. This may already have taken place.  |  |
| **Step 5**: **Programme Refinement and Consultation**+ Completion of Approval Check-List by Programme Proposer  | Consultation with Internal and External Advisors, partner staff (if delivered off campus), students, employers/professionals and relevant PSRBs to refine programme structure and documentation.  |  |
| **Step 6**: **External Advisor Sign-Off** *Allow at least 2 weeks*  | External Advisor Completes Check List and EA Consultation Report  |  |
| **Step 7 Internal Advisor Sign Off** *Allow at least 1 week* | Internal Advisor Completes Check List and IA Consultation Report |  |
| **Step 8:** **SEO PDR Completion Check**  | SEO Officer conducts a PDR completion check.  |  |
| **Step 9:** **PDR Open to Panel for Scrutiny**  | SEO Officer confirms that PDR documentation is available to the Panel for scrutiny.  |  |

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| **Route A ONLY**  | **Activity** | **Proposed Deadline** |
| **Step 10RA:** **Scrutiny of documents by USP members**  | USP members scrutinise documentation on the PDR and submit feedback prior to meeting.  |  |
| **Step 11RA**: **USP Meeting**  | The Panel meets to determine whether due process has been followed, there is complete and acceptable set of final programme documentation and the programme is ready for recruitment and delivery. USP recommends an outcome and the Secretary completes a USP Report. | **Target USP Date:**  |

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| **Route B ONLY**  | **Activity** | **Proposed Deadline** |
| **Step 10RB:** **Scrutiny of documents by Approval Panel members** | Panel members scrutinise documentation on the PDR and submit lines of enquiry.  |  |
| **Step 11RB**: **Programme Approval Panel Meeting**  | The Panel meets with programme/management staff, potential students, and employers to determine if the programme is ready for recruitment and delivery | **Target PAP Date:** |

1. **Route B Event Considerations**

**Proposed Panel Members:**

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| **Name of the Panel Chair:** |  |
| **Name of the agreed External Advisor(s)** |  |
| **Internal Panel member:** |  |
| **Student Panel member:** |  |
| **PSRB representative, as relevant:** |  |

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| **Nature of event, virtual, in person or blended**  |  |

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| **Proposed Schedule for Programme Approval Panel Meeting**  |
| **Private Panel Meeting***Suggested duration: 15 minutes, according to complexity of the proposal.**To confirm the Agendas for the meeting with staff and the meeting with students.* |  |
| **Meeting 1: Presentation***Suggested duration: 20-30 minutes incl. questions, according to complexity of the proposal* *The proposing team leader(s) present the proposal to the Panel.* |  |
| **Private Panel Meeting***Duration: 45 minutes**To review the outcomes of the presentation and make any required adjustments to the Agenda.*  |  |
| Comfort break as required. |  |
| **Meeting 2: Students***Suggested duration: 30 minutes**Panel meets a representative group of 5-10 prospective or current students.*  |  |
| **Meeting 3: Employers** *Suggested duration: 30 minutes**Panel meets a representative group of 2-4 employers.*  |  |
| Comfort/ lunch break, as required. |  |
| **Private Panel Meeting** to record the outcomes of Meetings 2 and 3. *Suggested duration: 30 minutes* |  *Chair and Panel make any required adjustments to the themes for discussion for use during the meeting with staff.* |
| **Meeting 4: Management** *Suggested duration: 20 minutes**Panel meets the senior managers* |  |
| **Meeting 5: Staff** *Suggest duration: 1 hour Panel meets the programme team (can be merged with meeting 4 if small team)* |  |
| **Private Panel Meeting** to record the outcomes of Meetings 4 and 5. *Suggested duration: 30 minutes* | *To determine the outcome of the event: whether to recommend approval of the programme(s) to Senate* |
| Comfort break, as required |  |
| **Meeting 6: Conclusion***Suggested duration: 5-10 minutes**Chair to provide verbal report on outcomes to the Programme Proposer and available staff and managers.* |  |