



CHALMERS

Course board meeting: Minutes

<i>Course name:</i>	Enter the official course name	<i>Academic year:</i>	Enter year
<i>Course code:</i>	Enter course code	<i>Programme owning the course:</i>	Enter programme
<i>Study period (start):</i>	Enter study period	<i>Department instructing the course:</i>	Enter department
<i>Study period (end):</i>	Enter study period	<i>Date:</i>	Enter date

Fill in all the fields above. Select study periods, academic year, programme, department, and date from the respective drop-down menu.

Meeting participants: Enter the meeting participants in this field. Please indicate the role of each participant (eg. examiner, student representative etc.).

Keeper of the minutes: Enter the keeper of the minutes.

A joint meeting has been held for the following courses: If a joint meeting has been held for several courses, enter these here.

Summary

Summarize the meeting discussions and the general impression of the course and students' learning in this section. If the grade distribution of the course is available, please note it here. If the response rate of the course survey stands out it could be helpful for the interpretation of the minutes to note it in this section. If the average of the question on students' overall impression of the course is 3.0 or below, an action plan needs to be written for the course – if so, it should be mentioned here.

TIP: If you do not write anything in one of the sections you can hide it by clicking on the grey arrow which appears when you hover the mouse pointer just above the heading.

Prerequisites and learning outcomes

Please write what you discuss concerning course prerequisites and learning outcomes in this section.

Learning, examination, and course administration

Please summarize the discussions concerning pedagogical structure, teaching, literature, examination, and course administration in this section. If teachers, teaching assistants or other persons involved in the course are mentioned especially favorably in the survey or during the meeting, please mention it in this section as it can be of importance when compiling a pedagogical portfolio.

Work climate

In this field you write about the work climate in the course (workload, cooperation between students, contact between students and teachers, equality, diversity, and inclusion etc.).

To keep for next course round

Parts of the course which have worked particularly well for the students' learning should be highlighted here. Please mention if something in this course can serve as best practice for other courses.

Suggested changes

Suggestions for changes in the course should be listed here, preferably in a bullet point list. Please be as specific as possible so that the suggested changes are easy to understand also for someone who was not involved in the course.

External collaboration

Here you can write if there was any collaboration with an external part in the course and how the students experienced the element(s) and its connection to the programme. Please describe the type of collaboration (study visit, guest lecture, tutorial, case...), with which party (organization) and contact person. Don't forget that collaboration can take place with more parties than companies, for example authorities, institutes or non-profit organizations.

Other matters

Other notes.