



Guidelines and manual for course board meeting minutes

Chalmers' course evaluation process

About these guidelines

According to the process description for Chalmers common course evaluation process ([C 2016-1300](#)), minutes should be taken at all course board meetings. In these guidelines it is described how this should be done, what templates should be used, and who is responsible for writing and archiving the minutes.

Who writes the course board meeting minutes?

The course board meeting minutes are usually written by the programme board representative in the course board, i.e. the head of programme/master's programme (PA/MPA) or director of studies/education officer (UBS/UBH) chairing the course board meeting.

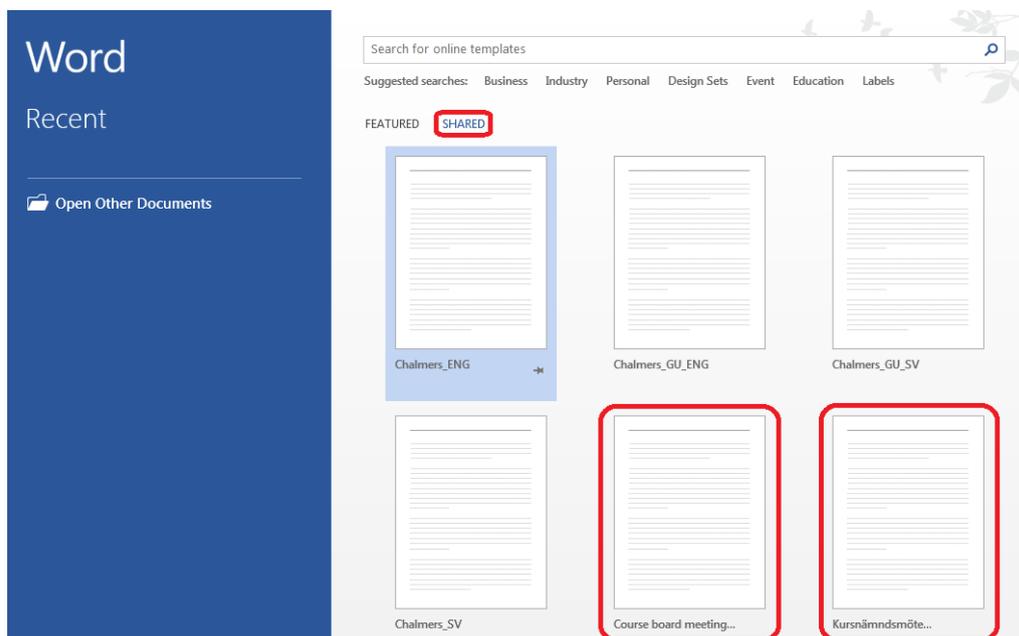
The responsibility for writing the minutes can be delegated to another member of the course board. In such cases, the person who is intended to write the minutes must be asked to do so at latest when the meeting starts, while being provided the template for course board meeting minutes and be given these guidelines to be read either before or after the meeting. The responsibility for the minutes and their quality remains always with the person chairing the meeting.

Template for course board meeting minutes

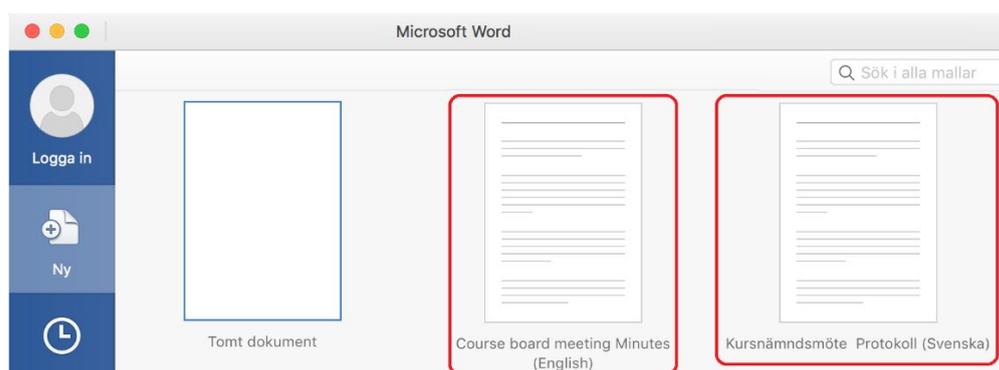
The templates that should be used for course board meeting minutes are available to download from Intranet through the link below. Can only be reached by employees at Chalmers:

<https://intranet.chalmers.se/en/tools-support/educational-support/follow-up-and-develop/course-evaluation/>

The template is also available via Chalmers computers through Microsoft Word's tool for shared templates. If you are using Word for Windows, you can find them by choosing *File* → *New* and then clicking *Shared*.



If you are using Word for Mac OS, you can find them by choosing *File* → *New*:



The template is available in two versions – one in Swedish and one in English – and follows the structure of the course survey.

For courses which are instructed in Swedish, the Swedish template should be used, and the minutes should be written in Swedish. For courses which are instructed in English, the English template should be used, and the minutes should be written in English. Exceptions can be made for minutes for courses with English as their language of instruction if all members of the courseboard speak Swedish and if all course participants belong to a programme with Swedish as main language of instruction, in which case the minutes may be written in Swedish in the Swedish template.

The template starts with some fields for background information about the course:

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

Fill in all the fields above. Select academic year, study periods, programme, programme code, 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.)

A joint meeting has been held for the following courses:

Enter the courses that participated in the meeting

In these fields you enter course name, course code, programme owning the course etc. If you are unsure about any of the information, you can find it in the course syllabus. Course name, course code, and responsible Director of Studies/Education Officer are filled in manually, while the remaining fields are filled in by selecting an option from each drop-down list. Note

that dates must be selected from the drop-down calendar view. Also make sure that the course name follows the Chalmers standard of having the first letter in the name as upper case and remaining letters as lower. Add attendees and their role in the meeting under *Meeting participants*. If the meeting handled several courses, these can be included under the next heading.

After these fields you will find the headings *Summary, Prerequisites and learning outcome, Learning, examination and course administration, Work climate, To keep for next course round, Suggested changes* and *Other matters*. If you do not use a heading, you can hide it and the associated text field by hovering the mouse pointer just above the heading and then clicking the grey arrow. At the meeting you must however cover the content of all headings (as they follow the structure of the course survey).

What do I write in the course board meeting minutes?

In the course board meeting minutes you write what is discussed during the course board meeting, sorted under the different headings of the template.

Summary

Summarize the meeting discussions and the general impression of the course and student's learning in this field. If the grade distribution of the course is available, please note them 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 student's overall impression of the course is 3,0 or below, an action plan needs to be made for the course – if so, this should be mentioned here.

Prerequisites and learning outcome

In this field you write what is discussed concerning course prerequisites and learning outcomes.

Learning, examination and course administration

In this field you summarize the discussions concerning pedagogical structure, teaching, literature, examination and course administration. If teachers, teaching assistants or other persons involved in the course are mentioned 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 high-lighted in this field. Also mention if something in this course can serve as a good example for other courses.

Suggested changes

Suggestions for changes in the course should be listed here, preferably in a bullet point

list. Be as specific as possible so that the suggested changes are easy to understand also for someone who were not involved in the course

Other matters

In this field you can high-light things which do not fit under one of the other headings. For instance, if something from with mid-course meeting or from the previous course rounds course board meeting minutes deserves mentioning, it could be mentioned here.

Minutes from a course board meeting should rarely exceed one A4 page, corresponding to two pages in the template including header and headings. What's most important is that it becomes clear how the learning activities of the course have progressed, if something should be changed, and if so – how. The minutes should be written in a way that makes it clear also to someone who did not attend the meeting what was discussed. The minutes should reflect the course survey as well as the student representatives and examiners views of the course.

Make sure to use constructive language in the minutes. It is easier to understand what changes the meeting wanted to see in the course if you write “The students feel that their learning would be greater if the course contained more active parts during the lectures, e.g. tutorials” instead of “The lectures were not very rewarding”.

Make sure not to write something that can be considered as particularly personal data in the minutes because such information should not be stored in course board meeting minutes. Particularly personal data are, in this case, information about the person (other than the name) that reveal:

- Race or ethnic heritage
- Political views
- Religious or philosophical conviction
- Membership in trade union
- Personal information about health or sexuality

Hence note that you for example cannot write that a teacher has been sick during part of the course.

Distribution of minutes to the members of the course board

The programme representative in the course board is responsible for distributing the minutes to all participants of the meeting (and also to course board members who could not attend the meeting). The course board members should be given the opportunity to provide feedback on the minutes before they are archived.

Archiving and publishing of minutes

When the feedback has been considered, the minutes (in Word format) are promptly sent to the director of studies (UBS) or education officer (UBH) of the programme owning the course. UBS/UBH arranges the archiving in Chalmers 360 and publishing on the Student portal and QlikView.