

## To: Members of the Programme Evaluation Meeting (PEM)

## Dear Colleagues

Please attend the Programme Evaluation Meeting (PEM) for the (insert name of programme) to be held on (insert date, time and venue).

Panel Members: (list)

In Attendance: (list)

Refreshments will be available at the beginning of the meeting (based on School procedures)

### AGENDA

1. Welcome and Introductions
2. Presentation of:
   1. Programme Overview and Rationale
3. Discussion of detailed issues (to include):
   1. Design principles underpinning the programme being considered to include definitions and appropriateness of standards e.g. QAA benchmarking; FHEQ Levels and T4 student visa compliance
   2. Anticipated demand and the resources needed to support the programme referencing business plan and market intelligence as submitted to Faculty
   3. Relationship with other programmes and modules in the area
   4. Content of the Programme Specifications to include educational aims, skills and learning outcomes
   5. Content of the Module pro-forma to include module learning outcomes, skills and assessment profiles
   6. Programme quality assurance including monitoring and review arrangements and External Examiner nominations.
4. Discussion on Content of Panel Report (Suggested headings)
   1. Programme Overview and Rationale
   2. Evidence of Demand, Academic Planning Issues and Resources
   3. Programme Specifications – Course Structure; Programme Educational Aims and Learning Outcomes
   4. Module Content/Descriptions
   5. Assessment Profiles
   6. Quality Arrangements