Programme Committee Meeting Basics

See below for some top tips for organising and preparing for the Programme Committee meetings as part of your student rep role:

- When attending meetings, bring a way to take notes—such as a laptop or pen and paper—so you can refer back later.

- Programme Committee Meetings are organised by the University, and reps are expected to attend. If you can't make it, submit your apologies in advance to retain your Rep Reward.

- You can bring additional feedback beyond your initial Your Voice submission. These meetings focus on enhancing the student experience, so be prepared to discuss feedback in depth and note any feedback received after submission for discussion.

- Ensure you can access the agenda, (outlines meeting structure), action sheets (update on previous actions), and feedback trackers (the feedback submitted from reps), as physical copies are limited. You can print these documents in advance or view them on a device. A checklist can help you stay organised and cover all your intended points.

- The agenda will outline the process of the meeting and will tell you about the order in which subjects will be approached. The action sheet is updated every PCM and keeps you informed of the actions taken from the previous PCM. The PCM tracker sheet keeps you informed of which courses have submitted feedback and how much feedback was collated for each course.