Course Quality Advisory Group Meeting

for (name of CQAG) within the College of (name of College)

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| Meeting number: 20XX – #  |
| Date:  |
| Location:  |
| Present:  |
| Apologies:  |

1. Acknowledgement of Kaurna Land
2. Welcome and apologies
3. Overview of the CQAG Terms of Reference *- for the first meeting of the year only*
4. Follow up on actions from last meeting, including implementation progress of previously approved recommendations (to be documented in the CQAG Brief Summary Report)
5. Discussion of industry currency of the curriculum and student feedback, including suggestions for improvement and identification of good practice – *external members’ and student representatives’ involvement concludes with this item*
6. Discussion of the key quality indicators for the CQAG courses and topics within them (incl. Topic Coordinator’s Structured Summary Reports)
7. Confirmation of recommendations to support teaching quality and continuous improvement of the CQAG courses (to be included in the CQAG Brief Summary Report)
8. Any other business
9. Next meeting