***CQAG Communication Template 1 – Extending an invitation to proposed external members to join CQAG***

***NB – This template is intended as a guide only and may be modified to suit***

Dear (**name of proposed CQAG member**)

In accordance with its [Award Course Improvement and Accreditation Procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/award-course-improvement-accreditation-procedures.pdf), Flinders University has established Course Quality Advisory Groups (CQAGs) across its six Colleges. CQAGs play a pivotal role in enhancing curriculum and teaching quality at Flinders by meeting at least once annually to oversee key quality indicators for a designated group of related courses and course specialisations, and the topics within them. The Terms of Reference for CQAGs are detailed in [Annex A](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/award-course-improvement-accreditation-procedures.pdf) of the abovenamed procedures.

It is my pleasure to invite you to become a member of the CQAG for (**name of CQAG**) within the College of (**name of College**). Your voluntary contribution to this CQAG will only require a small time commitment each year and include consideration of course data and making recommendations particularly regarding the currency and relevance of the course/s. A list of the courses and course specialisations included in the (**name of CQAG**) is included as an attachment to this email.

Please let me know if you are able to contribute your expertise in the (**discipline area**) to support the College of (**name of College**) in the continuous monitoring and improvement of its curriculum and teaching delivery in this area by (**date**). If you confirm that you can provide support for this CQAG, you will soon receive an invitation from the CQAG Chair to attend the upcoming meeting.

Your expertise and contribution will be highly valued and appreciated by the College.

Kind regards

(**Name of College Dean (Ed**))

**Attachment – List of courses and course specialisations included in the (name of CQAG).**