***CQAG Communication Template 2 – Inviting confirmed CQAG members to a meeting***

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

Dear (**name of confirmed 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. Thank you for your contribution as a member of the (**Name of CQAG**) within the College of (**Name of College**).

This is an invitation to the (**first or next**) scheduled meeting of (**Name of CQAG**):

|  |  |
| --- | --- |
| Date | [ please insert ] |
| Time | [ please insert ] |
| Location | [ please insert ]  *Campus information and site maps can be accessed* [*here*](https://www.flinders.edu.au/campus) |

Approximately one month prior to the meeting, an agenda will be circulated, together with data reflecting the health of the courses and course specialisations within the (**name of CQAG**). For student representatives and external members, tailored course data and information will be provided.

I would be grateful if you would indicate your availability, at the earliest opportunity, to attend at the specified meeting time.

Kind regards

(**Name of CQAG Chair**)