

Agenda for Chair of the Panel and Head of Department's/School's Preliminary Meeting

This meeting should take place at least one week before the Periodic Review.

1. Clarify any matters arising from scrutiny of the programme documentation and the SED
2. Request any further information/documents
3. Confirm diary invites have been sent out by Panel Secretary with relevant links for Zoom/Teams meetings
4. Confirm staff participation in aspects meetings (meetings should involve a representative range of staff)
5. Confirm arrangements for the meeting with students, including any separate meetings for students on online programmes delivered with KOL or studying at Truman Bodden Law School as appropriate
7. Respond to any queries/problems/worries in Department/School
8. Any other business