Topic Organisation Meetings

The following is meant to be a list of potential ideas to be covered in the meetings to discuss delivery of topics. The list is not meant to be exhaustive and other issues particular to a given topic should certainly be discussed.

Please note that the meeting should involve **ALL** people involved in the delivery of the topic. That is academics, technical staff for prac if there are any, tutorial staff, demonstrators (if identified), PASS leaders if known, ideally any external people delivering any significant fraction of the material etc.

**Timetable:**
- Who is teaching when?
- When do tuts/pracs etc. start/finished?
- Who responsible for the scheduling/set up etc.
- When are the holidays? Does this affect anything?

**Content:**
- What is being taught and by whom?
- Where any issues last year? Did people not understand something? Why?
- Is there new content? How is it being covered?
- Are there really important concepts student must have for future study in this topic or other topics? Can we be sure they get these concepts?

**Assessment:**
- What is it? When is it? How much is it worth?
- Discussion of SAM and agreement on its contents
- Marking—who is doing? What are the expectations?
- Are there going to be answers provided? How are marks to be recorded?

**Student Experience:**
- What will the students get out of the topic?
- What are the agreed processes for providing effective feedback?

One of the important outcomes of these meetings is that students should get the same message regardless of who they talk to about an aspect of the topic.