EXTRACT FROM TEACHING AND LEARNING COMMITTEE MINUTES: 20.6.12

12.73 COURSE HANDBOOK TEMPLATE FOR TAUGHT COURSES

 The Chair presented a paper on the Course Handbook Template (TLC/12/19). It was noted that the development of a downloadable template by CHEP to replace the guidance in the Programme Approval, Management and Review (PAMR) Handbook had been a recommendation from a Review of Information provided to Students undertaken for Academic Development and Enhancement Committee. The initial structure had been developed by a Working Group and approved by ADEC in April 2010. It was noted that the outline had now been expanded to take account of new developments, such as HEAR and EDGE. The recent ADEC requirement for all courses to have a course support area in Blackboard Learn also provided the opportunity for Course Directors to supplement the basic information for students by giving adding linked online information. It was noted that the balance between paper and on-line material should be appropriate to the course. Standard wording was provided for some entries to ensure accuracy and consistency.

 As well as having the template on the Academic Office website, it was suggested that consideration be given to pre-populating the Blackboard Learn course support area with the principal headings and links.

 Professor Montgomery emphasised the need for relevant future course handbooks and prospectus entries to make explicit the re-location of courses from the Jordanstown to the new Belfast campus.

 AGREED that:

1. the Course Handbook ‘template’\* be endorsed;
2. the 2012 Handbooks (PAMR and Partnership) include the structure and headings only, with the full document made available on the Academic Office web page, and that Access and Distributed Learning be asked to consider its availability on BbLearn;
3. Deans and Heads of School ensure the dissemination of the template to relevant staff and that it was adapted as necessary and populated with accurate information;

\*For template see handbooks section at:

 [www.ulster.ac.uk/academicoffice/Documents&Forms.htm#](http://www.ulster.ac.uk/academicoffice/Documents%26Forms.htm)