A meeting of the Undergraduate Studies Committee will be held on **Tuesday 16th February 2010 at 2.15pm – 4.00 pm** in the Board Room, Provost’s House.

**AGENDA**

**Section A (Policy and Implementation)**

1. Minutes of the meeting of 1st December 2009 (encl.)

2. Matters arising

3. Undergraduate Course Proposals
   a) Bachelor in Acting Studies
      Professor Brian Singleton to attend (encl.)
   b) TR071 Moderatorship Option – Functional Biology
      Dr Michael Wride to attend (encl.)

4. External Examiners: comments and issues
   Memorandum, *Issues arising from reports of External Examiners for Undergraduate Studies, 2008-9*, from the Senior Lecturer, dated 11th February 2010 (encl.)

5. Strategic Planning (SP)
   a) School Strategic Planning Guidelines
      Memorandum from the Academic Secretary to Heads of Schools, dated 10th February 2010 (encl.)
   b) Recognising Learning Outside the Classroom (SP actions 4.2, 4.5)
      Proposal for Provost’s Roll of Honour Recognising Learning in Extra-Curricular, Voluntary Activity, from the Dean of Students, dated 9th February 2010 (encl.)
   c) Student Evaluations of Modules and Programmes (SP action 2.2)
      ii) Online Survey Templates (encl.)
   d) Joint USC/GSC Taskforce on International Student Recruitment (SP actions 2.8, 2.14)
      Vice/Provost Chief Academic Officer to Report

6. Learning Outcomes
   Progress Report, from the Director of CAPSL dated 12th February 2010 (encl.)

7. Any other business

**Section B (Minutes)**

There are no Section B items

**Section C (For Information)**

1. Memorandum, *Reasonable accommodations for local assessment*, from the Senior Lecturer, dated 9th February 2010. (encl.)

2. Memorandum, *Undergraduate Student Recruitment*, from the Admissions Liaison Officer, dated 9th February 2010. (encl.)

3. Copy of e-mail, *Labour Market Activisation Update*, from the IUA, dated 4th February. (encl.)