University Committee for Education – UC-E (UC-Ow)

Meeting date Click to enter a date.

AGENDA ITEM: Click here to enter text.

author: Click here to enter text.

author(s) attending the meeting: Max. 2



type of discussion: Choose an item.

estimated time of discussion: Click here to enter text.

involved service department(s): Choose an item.

attached document(s): Click here to enter text.

1. DRAFT text OUTCOME:

The University Committee for Education Click here to enter the outcome: (the UC-E) takes note of ... / advices (the EB) to ... / agrees to ... / gives input on the following questions (max 3) ….

1. Summary of the subject:

Click here to enter a SHORT summary of the subject (maximum 200 words). The full proposal should be added in the attachment.



1. Advice / recommendation involved platforms / stakeholders:

|  |  |
| --- | --- |
| Educational Platform | Choose an item. |
| Content advice: | Click here to enter text. |

|  |  |
| --- | --- |
| Educational Platform | Choose an item. |
| Content advice: | Click here to enter text. |



1. PROPOSAL FOLLOW-UP PHASE DECISION MAKING PROCESS:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Forum | Date | Type of discussion |
| [ ]  | EB-Deans (CvB-Decanen) |  | Choose an item. |
| [ ]  | Strategic Board (SB) |  | Choose an item. |
| [ ]  | University Council (UR) |  | Choose an item. |
| [ ]  | Executive Board (CvB) |  | Choose an item. |
| ☐ | Other, being:  |  |  |

1. COMMUNICATION:

Additional communication:

Click here to enter a description on how to communicate about this in the organisation.

Standard communication each UC-E agenda item is as follows:

Same week: Concept advice/outcome text is forwarded to the author of the agenda item for the follow-up.

After establishing minutes: Minutes are published on the UC-E-website.