

Example of a DPC's Annual Agenda

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Annually, a number of agenda items relevant to a DPC reoccur at set times of the year. In addition, on occasion, particular institute-specific agenda items can be scheduled. As a committee, it is advisable to establish an Annual Agenda, in order to ensure that relevant topics are not 'forgotten', or are only added to the agenda at the last minute. An Annual Agenda will also be useful during agenda consultations with the Directorate.

Month	Agenda Item	Nature of Agenda Item
September	Commencement of new Academic Year	For discussion
	Proposed internal regulations	For discussion / approval
October		
November		
December		
January	Results of SSS* and PSS**	For information / discussion
	TER*** schedule	For information
February	Monitoring execution of current TER	For discussion
March	TER – (delivery of initial draft in accordance with schedule)	For discussion / review
April	TER – (subsequent drafts)	For advisory purposes from the IPC to the Student Faction
May	TER – (final version)	For advisory purposes from the IPC to the Student Faction
June	Results of NSS**** and PSS	For discussion
	Proposed DPC meeting schedule for the next Academic Year	For discussion / approval
	Training plan for the council	For discussion
	Monitoring execution of current TER	For discussion
July / August	No teaching taking place	

* Student Satisfaction Survey, or 'SSS'

** Personnel Satisfaction Survey, or 'PSS'

*** Teaching & Examination Regulations, or 'TER'

**** National Student Survey, or 'NSS'

REMARKS:

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One of a DPC's important tasks is to provide advice regarding policy plans and execution plans that are established on the basis of recommendations and conclusions resulting from evaluation reports; particularly self-evaluations, visitations, accreditations and Fontys student surveys. The quality system within the institute provides reports on the basis of internal evaluations, which are conducted on a cyclic basis and can be incorporated in the Annual Agenda.

You could add another column to the schedule, in which you indicate who to contact on that subject within your institute for more information or discussion (i.e. about the TER you could have contact with the writer of the TER, about evaluations you could have contact with the quality assurance manager).

Of course, it will not be possible to schedule many topics stemming from the responsibilities summary at fixed times. Such topics will need to be dealt with upon initiation by either the Directorate or the DPC. In particular, this is valid for the provision of (non-) solicited advice regarding everything relating to education (i.e. book listings, educational materials to be purchased, schedules, et cetera).