

## Example of a/an IPC / DPC / SDPC meeting agenda

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An example of how an agenda for a meeting can be structured has been outlined below. Such a document is of importance to chairpersons/secretaries who must draft agendas for a/an IPC, DPC or SDPC. This document can be utilised as a format, customised by supplements and/or amendments in line with your own situation. This document consists of two components, i.e. the format for an agenda and a number of remarks and tips regarding how the agenda can be drafted in the most clear and utilisable manner for the members of your forum. This example has been based upon an IPC-B meeting (whereby approval of the TER has been included in the agenda).

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To: **IPC/DPC/SDPC** members  
From:  
Regarding: Invitation to a/an **IPC/DPC/SDPC** meeting – a/an **A/B/Faction** meeting  
Date:  
Time:  
Location:

	Agenda Item	Purpose	Time	Associated Documents
1	Opening		5 min.	
	Welcome and confirmation of agenda			
	Inventory of questions			
2	Notifications	For information	10 min.	
	- Personnel Faction			
	- Student Faction			
	- Directorate / Management			
3	Minutes and action points from previous meeting	For discussion	10 min.	Minutes dated <b>DD-MM-YYYY</b>
4	Items received and dispatched	For information	5 min.	
5	TER	For approval	15 min.	TER, version date <b>DD-MM-YYYY</b>
				DPC recommendation

...	.....	...	...	...
8	Further business / questions		5 min.	
9	Conclusion			
Subsequent meeting dates: DD-MM-YYYY at [time] DD-MM-YYYY at [time] DD-MM-YYYY at [time]				

**Remarks:**

- For an A-meeting, the agenda would be very similar. In an A-meeting, items would also be included in the agenda that are not (yet to be) discussed in a B-meeting.
- For each agenda item, it is important to include details of the attachments/documents that will be required in order to deal with the item, as well as the purpose of the item. In addition, indicate the current status of a given document (i.e. draft, definitive version).
- For items received, also discuss what has been and/or is to be done with such items.
- The purpose of the time allocation is to allow the chairperson to monitor the progress of the meeting, which the members will also be obliged to take into account. Good preparation should limit the time required to discuss each agenda item in a meeting.
- The purpose of an agenda item may be for approval, for discussion, for advisory purposes or for information.
- Notifications may also be included at the end of the agenda, as this agenda item often takes up more time than strictly required. The topics discussed regarding such notifications are for information purposes and will have no influence on the agenda items – otherwise, these would need to be included as individual agenda items.
- The most important agenda items should be listed first, related agenda items should be listed together and all agenda items must be clearly named.
- The purpose of the questions round is to pose questions that could not be directly related to the other agenda items. Therefore, important points for discussion should not be included in the questions round.

**Tip:**

- For each agenda item, include the central question to be addressed. This will encourage the contributor of the item to focus on what is important, will focus the preparation of an agenda item and will also focus the associated discussion (whereby sundry details will not need to be discussed). Alternatively, include a bookmark (i.e. the manner in which you would prefer the members to prepare themselves in relation to a given agenda item).