

### **Format Suggestion agenda item**

*This document has been produced by the Centre for Administrative Activities, or 'CAA'. The CAA supports participation within the Fontys University of Applied Sciences and is involved in: the Central Participation Council, or 'CPC', Service Department Participation Councils, or 'SDPC's', Institute Participation Councils, or 'IPC's', (Joint) Degree Programme Committees, or '(J)DPC's' and Fontys LINK!. The CAA can be contacted via the advisor associated with your council and/or committee, or by e-mail, via [cba@fontys.nl](mailto:cba@fontys.nl).*

#### *Introduction*

*This document contains a standard format for delivering agenda items for a DPC meeting. The yellow shaded text should be adapted.*

### **Agenda item for (DPC name degree programme) meeting**

Date meeting:

Delivered by:

Subject:

Type of agenda item:

(Information – Advice – Discussion)

Central question to be answered:

Time needed to discuss the agenda item:

Enclosure (status of document concept/definitive):

Action required:

Explanation:

Check, before you submit the agenda item, the points below to determine if the agenda item should be discussed by the (J)DPC.

It is a (J)DPC subject when:

- It is about the TER *or*
- It is about educational issues concerning the degree programme (for example list of books or schedule) *or*
- It is about policy or execution plans resulting from evaluations  
*and*
- it is not an individual problem.