***CQAG Communication Template 1 – Extending an invitation to potential CQAG members***

***NB – This template is intended as a guide only and may be modified to suit***

Dear (**name of proposed CQAG member**)

In accordance with its [Award Course Improvement and Accreditation Procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/award-course-improvement-accreditation-procedures.pdf), Flinders University is establishing a number of Course Quality Advisory Groups (CQAG) across each of its six Colleges. Course Quality Advisory Groups will make a valuable contribution to the quality of curriculum and teaching at Flinders by meeting at least once each year to retain oversight of a range of quality indicators for a group of related courses and course specialisations, and the topics within them. The Terms of Reference for Course Quality Advisory Groups can be found at [Annex A](https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/award-course-improvement-accreditation-procedures.pdf) of the abovenamed procedures.

It is my pleasure to invite you to become a member of the Course Quality Advisory Group for (**name of CQAG**) within the College of (**name of College**). Your voluntary contribution to this group will only require a small time commitment each year and will be highly valued by the College. A list of the courses and course specialisations included in the (**name of CQAG**) is included as an attachment to this email.

Please let me know if you are able to contribute your expertise to the (**name of CQAG**) to support the College of (**name of College**) to continue to review and improve its curriculum and teaching in this area. If you confirm that you can provide support for the group, you will soon receive an invitation to attend the (**first/next**) scheduled meeting during the (**first/second**) half of (**year**).

Kind regards

(**Name of College Dean (Ed**)).

**Attachment – List of courses and course specialisations included in the (name of CQAG).**