***CQAG Communication Template 2 – Inviting confirmed CQAG members to a meeting***

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

Dear (**name of confirmed 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 has established a number of Course Quality Advisory Groups accross each of its six Colleges. Thank you for your contribution as a member of the (**Name of CQAG**) within the College of (**Name of College**).

This is an invitation to the (**first or next**) scheduled meeting of (**Name of CQAG**). The meeting will take place in (**room number**) in (**name of building**) on the (**Bedford Park/Tonsley/Victoria Square**) Campus of Flinders University. Campus information and site maps can be accessed [here](https://www.flinders.edu.au/campus).

Approximately one month prior to the meeting, an agenda will be circulated, as well as a Tip Sheet to provide you with guidance about accessing quality indicator data for the courses and course specialisations within the (**name of CQAG**). For external members, hard copy information will be provided about the relevant quality indicator data.

I would be grateful if you would indicate your availability, at the earliest opportunity, to attend at the specified meeting time.

Kind regards

(**Name of CQAG Chair**)