

# EQ-Arts Code of Conduct

## Chairing and Participating in Meetings

These notes are intended to provide an *aide memoire* for those Chairing, or participating as EQ-Arts team members, at meetings that form part of an EQ-Arts Accreditation, Assessment and Enhancement Reviews.

### Role of Chairs

- I. Welcome everyone – facilitate introductions of the Evaluation Team and institutional group
- II. Remind all present to turn off their mobile phones
- III. Summarise briefly the (specific) of aims of the meeting – the confidentiality of the meetings (particularly with student groups and externals) – and that it is a peer review process
- IV. Make sure that some time is allowed at the end of the meeting for the group to add any further information or clarify any of their earlier responses – tell the group that you have planned for this in the length of the session
- V. Remind members of the scheduled length of meeting and for the need for answers to be focussed and concise (good time management) – apologise in advance if the need to cover all the business of the meeting in the time available may require strict chairing
- VI. Welcome a range of views and say that the panel prefer – where appropriate – that all members of the group speak and respond to questions
- VII. Try to ensure that all participants are engaged in the meeting – check all view points, does the group generally agree with what is being said
- VIII. Avoid getting bogged down in detail – request further documentary information to be provided if necessary
- IX. Ask the participants if there are any further points they wish to mention that the panel have not discussed
- X. Try to end the meeting as early as possible, avoid running over time as this will have a knock-on impact on the planned schedule
- XI. Thank everyone for participating

## The Role of Team Members

- I. Begin the meeting with a sign of courtesy and respect; stand up when participants enter the room and when they leave it at the end of the meeting
- II. Maintain an open and collegiate attitude throughout the meeting (peer review)
- III. If you wish to ask a supplementary question as a follow-on to a response to a question asked by another team member, signal to the Chair that you wish to do so and wait for them to bring you in
- IV. When asking a question, maintain eye contact with the individual, or general eye contact with the group, that you are addressing and listen to the response(s) in a respectful manor
- V. Keep strictly to the particular questions that have been allocated to you in the meeting, keep follow-on questions to a minimum
- VI. Avoid writing notes while listening to the response to your question, if necessary wait to make notes when the questioning has passed to another team member
- VII. Generally, keep note-taking to a minimum during meetings – it is better to concentrate on listening
- VIII. Be aware of the portion of time that your set of questions and responses is taking, try to ensure that you use meeting time efficiently, be concise and allow for others to speak
- IX. Ensure that you can see the Chair of the meeting from where you are sitting and visually check with them, when you are asking questions, that you are not running over time or to see if they want to bring in a supplementary question from another team member
- X. Wherever possible, ask open questions. If necessary ask a supplementary question to clarify what you think you have understood or ask how you might get more information on the topic – either through documentation or through calling another member of institutional staff to a future meeting
- XI. If translation is necessary, ensure that you break up your question into short sentences that can be easily translated
- XII. If listening to a response through translation, maintain eye contact with the person who responded to the question rather than look towards the translator

- XIII. Avoid formulating questions that have multiple parts, if necessary break these down into separate questions or just focus on the most important issue
- XIV. Make it clear if your question is to an individual in the group that you are meeting rather than seeking a group response.