

Appendix 2: Key contacts

- Secretary to Strategic Planning & Resource Development Committee (SPRDC) and for general advice on process: Hilary Birtwistle, (Head of Quality Systems) H.Birtwistle@bolton.ac.uk
- Secretary to Programmes Committee and for general advice on Programme Approval process: Angela Nuttall, (Standards and Enhancement Senior Officer) A.Nuttall@bolton.ac.uk
- Secretary to the University Standing Panel (USP): tbc (SEO Administrator)
- SEO Advisor: Dr. Lisa Cove, Head of Standards and Enhancement (Taught Provision) [L.A. Cove@bolton.ac.uk](mailto:L.A.Cove@bolton.ac.uk)
- SEO Officers who manage programme design development & approval:
 - Danyaal Atcha D.Atcha@bolton.ac.uk
 - Angela Hale A.Hale@bolton.ac.uk
 - Jill Provan J.Provan@bolton.ac.uk
 - Angela Nuttall A.Nuttall@bolton.ac.uk
- For module codes: Alison Broadbridge A.Broadbridge@bolton.ac.uk in Student Data Management (SDM).

Your comments on any Standards and Enhancement Office processes and documents are welcome and should be addressed to the Standards and Enhancement Office seo@bolton.ac.uk.