

## Quality Assurance and Enhancement Committee

A meeting of the Quality Assurance and Enhancement Committee will take place on Tuesday 9<sup>th</sup> of October 2018 from 14.00 to 16.00 in H2.5, 2<sup>nd</sup> Floor, Hunter Wing

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### Agenda

1. **Apologies for absence**

Apologies for absence have been received from Sue David, Dr Frances Gibson and Dr Ahmed Younis. Dr Marcus Jackson, Dr John Hammond, Prof Iain MacPhee, Dr Janette Myers and Prof Jane Saffell will arrive late due to other commitments.

2. **Minutes of the meeting of 13<sup>th</sup> June 2018**

To receive and approve the minutes of the meeting held on 13<sup>th</sup> June.

Paper QAEC/18-19/1/A

3. **Matters arising from the minutes of the meeting of 13<sup>th</sup> June 2018**

To consider matters arising from the minutes of the meeting 13<sup>th</sup> June not covered elsewhere on the agenda.

Paper QAEC/18-19/1/B

4. **Membership and Terms of Reference**

To confirm the Committee's membership and ToR for 2018-19.

Paper QAEC/18-19/1/C

5. **Internal Quality Audit**

To receive the draft report on Internal Quality Audit (feedback).

Paper QAEC/18-19/1/D

To consider the Internal Quality Audit for assessment 2018-2019.

6. **Review of the Programme Approval procedure**

To receive and consider the summary of outcomes on the discussions of the QAEC sub-group on programme approval procedure.

Paper QAEC/18-19/1/E

7. **BSc Clinical Pharmacology**

To receive an update on the outcome of the scrutiny of the Clinical Pharmacology programme.

Paper QAEC/18-19/1/F

8. **MBBS (International) Periodic Review**

To receive an oral update on proceedings to finalise the Periodic Review.

**9. Data Oversight Group - Update**

To receive for discussion the notes of the Data Oversight Group's 4<sup>th</sup> meeting.

**Paper QAEC/18-19/1/G**

**10. Annual Provider Review**

To receive for discussion a report on the future of the annual provider review.

**Paper QAEC/18-19/1/H**

**11. Quality Manual reissue**

To receive the updated Modifications to programmes of study and modules (Quality Manual – section D) for consideration and approval.

**Paper QAEC/18-19/1/I**

To receive the updated Programme Specifications (Quality Manual – section J) for consideration and approval.

**Paper QAEC/18-19/1/J**

**12. Programmes under development**

To receive the updated programmes under development tracker for information.

**Paper QAEC/18-19/1/K**

**13. Any other business**

Discussion on student contracts

**14. Dates of future meetings**

Thursday 8 November 2018

Tuesday 11 December 2018 (H5.21)

Wednesday 9 January 2019

Wednesday 13 March 2019

Wednesday 10 April 2019

Tuesday 14 May 2019

All meetings will start at 2pm (unless otherwise stated) and take place in H2.5 (unless otherwise stated).

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ER/October 2018