

Quality Assurance and Enhancement Committee

A meeting of the Quality Assurance and Enhancement Committee will take place on Thursday 8th of November 2018 from 14.00 to 16.00 in H2.5, 2nd Floor, Hunter Wing

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Agenda

1. **Apologies for absence**
Apologies for absence have been received from Dr Aileen O'Brien. Jenny Laws will arrive at 15.00.
2. **Minutes of the meeting of 9th October 2018**
To receive and approve the minutes of the meeting held on 9th October.

Paper QAEC/18-19/2/A
3. **Matters arising from the minutes of the meeting of 9th October 2018**
To consider matters arising from the minutes of the meeting not covered elsewhere on the agenda.

Paper QAEC/18-19/2/B
4. **Schedule of Business**
To confirm the Committee's schedule of business for 2018-19.

Paper QAEC/18-19/2/C
5. **Internal Quality Audit**
To receive and discuss the action plan stemming from the Internal Quality Audit (feedback).

Paper QAEC/18-19/2/D

To receive and discuss a proposal to amend the current turnaround times in the Feedback policy.

Paper QAEC/18-19/2/E

To receive and discuss a programme for the Internal Quality Audit (assessment).

Paper QAEC/18-19/2/F
6. **BSc Clinical Pharmacology Validation**
To receive an oral update on the outcome of the validation event of the Clinical Pharmacology programme.
7. **MBBS (International) Periodic Review**
To receive an oral update on the results of the periodic review event.
8. **Data Improvement Group - Update**
To receive an oral update on the presentation of the data Workbooks to course leaders.
9. **Quality Manual reissue**

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

Paper QAEC/18-19/2/G

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

Paper QAEC/18-19/2/H

To receive the guidance to facilitate meetings between external examiners and students (Quality Manual – section I Appendix) for consideration and approval.

Paper QAEC/18-19/2/I

10. MBBS (International) closure action plan

To receive an updated closure action plan document.

Paper QAEC/18-19/2/J

11. Programmes under development

To receive the updated programmes under development tracker for information.

Paper QAEC/18-19/2/K

12. Any other business

Discussion on student contracts.

13. Dates of future meetings

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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