

2.00PM ON MICROSOFT TEAMS

Agenda

1. **Apologies for absence:** None received, as of 13th January 2021
2. **Minutes**
To receive and consider: the minutes of the meeting held on 8th December 2020.
Paper QAEC/20-21/4/A
3. **Action points and matters arising not covered elsewhere**
To receive and consider: the action points arising from the minutes not covered elsewhere.
Paper QAEC/20-21/4/B
4. **Annual Report on External Examiner session 2019-20**
To receive and consider: the annual report on external examiner session 2019-20
Paper QAEC/20-21/4/C
5. **Real Patient info and consent documentation**
To receive and consider: A Consent, Data Storage and Centralisation Process for the use of Real Patients in Teaching and Assessment Programmes
Paper QAEC/20-21/4/D
6. **Recurrent themes raised at QAEC during 2019-20**
To receive and consider: the review of reports received by QAEC in 2019-20
Paper QAEC/20-21/4/E
7. **Quality Assurance Report for Council – review draft report**
To receive and consider: a draft report on Quality Assurance to be submitted to Council in March
Paper QAEC/20-21/4/F
8. **External Examiners and Conflicts of Interest**
To receive and consider: if any action is required to be taken to address a potential conflict of interest.
Paper QAEC/20-21/4/G
9. **Programme of support for new course directors**
To receive and note: an update on work in relation to a proposed programme of support for new course directors
Paper QAEC/20-21/4/H
10. **SOLTS report**
To receive and consider: an report on SOLTS to evidence student satisfaction in the quantity and quality of online teaching
Paper QAEC/20-21/4/I
11. **PORT update**
To receive and note: an update on the Peer Observation & Review of Teaching scheme for staff
Paper QAEC/20-21/4/J
12. **Student and Consumer Protection**
To receive and note: an oral update from the Consumer Law Protection compliance group
13. **Validation and review processes: evaluation**
To receive and note: a report on validation and review activity in academic year 2019-20
Paper QAEC/20-21/4/K
14. **Any other Business**

15. Dates of Meetings in 2020-21

22 February 2021 (Enhancement meeting)
25 March 2021
20 April 2021
19 May 2021
22 June 2021

All meetings will start at 2pm and will take place online until further notice.

GD/Jan 2021