

# Quality Assurance & Enhancement Committee

Wednesday 10<sup>th</sup> April 2019

**2.00PM H2.5, HUNTER WING, SECOND FLOOR**

## Agenda

1. **Apologies for absence:** Prof Jane Saffell, Verity Allison, Prof Iain MacPhee, Dr Janette Myers
2. **Minutes**  
  
To receive and consider: the minutes of the meeting held on 13<sup>th</sup> March 2019.  
**Paper QAEC/18-19/6/A**
3. **Action points and matters arising not covered elsewhere**  
  
To receive and note: the action points arising from the minutes not covered elsewhere.  
**Paper QAEC/18-19/6/B**
4. **Monitoring Committee Reports**  
  
To receive and consider: UMBEC annual monitoring report  
**Paper QAEC/18-19/6/C**
5. **International MBBS Teach Out Plan**  
  
To receive and note: an update on the International MBBS teach out plan  
**Paper QAEC/18-19/6/D**
6. **External Examiners**  
  
To receive and note: a summary of the processes undertaken by the Exams team in dealing with External Examiners  
**Paper QAEC/18-19/6/E**
7. **Revised Programme Proposal Form**  
  
To receive and consider: a revised Programme Proposal Form that combines previous templates into a single form to be cumulatively completed through validation process stages  
**Paper QAEC/18-19/6/F**
8. **Management and retention of student records**  
  
To receive and consider: a policy on the Management and retention of student records  
**Paper QAEC/18-19/6/G**
9. **Any other Business**
10. **Dates of Meetings in 2018-19**  
  
Tuesday 14 May 2019  
  
All meetings will start at 2pm (unless otherwise stated) and take place in H2.5 (unless otherwise stated).

GD/08 April 2019