

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

### Agenda

1. **Apologies for absence:** Jenny Laws, Dr Rachel Allen
2. **Minutes**  
To receive and consider: the minutes of the meeting held on 10<sup>th</sup> April 2019.  
**Paper QAEC/18-19/7/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/18-19/7/B**
4. **Annual monitoring: to approve summary report to Senate (schedule of business)**  
To receive and consider: the summary report to Senate on annual monitoring  
**Paper QAEC/18-19/7/C**
5. **Initial Programme Proposal Form**  
To receive and approve: the Programme Proposal Form for MA Healthcare and Biomedical Education  
**Paper QAEC/18-19/7/D**
6. **Assessment and Feedback**  
To receive and consider: *Thematic Strategy: Feedback* and to provide initial feedback on the draft, in particular in response to the attached questions.  
**Paper QAEC/18-19/7/E**  
To receive and note: a draft flyer for staff on the technological tools available for the enhancement of feedback and assessment practices  
**Paper QAEC/18-19/7/F**  
To receive and note: an update on the progress of the Assessment and Feedback Enhancement Project  
**Paper QAEC/18-19/7/G**
7. **One year follow-up 2017-18 Validations and Reviews (schedule of business)**  
To receive and note: a follow-up report on Postgraduate Certificate in Healthcare and Biomedical Education  
**Paper QAEC/18-19/7/H**  
To receive and note: a follow-up report on MRes Translational Medicine  
**Paper QAEC/18-19/7/I**
8. **Periodic Review schedule 2019-20 (schedule of business)**  
To receive and approve: the periodic review schedule for the academic year 2018-19  
**Paper QAEC/18-19/7/J**
9. **Revisions to Quality Manual (schedule of business)**  
To receive and consider: an update on revisions to the Quality Manual  
**Paper QAEC/18-19/7/K**
10. **Internal Quality Audit – plans for 2019-20 (schedule of business)**  
To receive and consider: a paper on whether a third IQA should be launched, while both the Assessment and Feedback IQAs have not yet concluded.  
**Paper QAEC/18-19/7/L**
11. **Committee effectiveness review (schedule of business)**  
To consider: the effectiveness of the Quality Assurance & Enhancement Committee
12. **Any other Business**

**13. Dates of Meetings in 2019-20**

08 October 2019	15 January 2020	21 April 2020
13 November 2019	12 February 2020	20 May 2020
10 December 2019	11 March 2020	23 June 2020

All meetings will start at 2pm (unless otherwise stated). The locations will be confirmed once scheduling has been completed at the end of July.

GD/08 May 2019