

Quality Assurance & Enhancement Committee

Wednesday 19th May 2021



2.00PM ON MICROSOFT TEAMS

Agenda

1. **Apologies for absence:** Dr Aileen O'Brien, Dr Marcus Jackson, Sarah Jones, Dr Vanessa Ho, Dr Saranne Weller
2. **Minutes**
To receive and consider: the minutes of the meeting held on 20th April 2021.
Paper QAEC/20-21/8/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/20-21/8/B
4. **The impact of Covid-19 on quality assurance**
To receive and consider: a paper on how Covid-19 has impacted quality assurance processes
Paper QAEC/20-21/8/C
5. **Short Course Committee**
To receive and consider: proposed revision to the Short Course Committee process and Short Course Proposal Form (two versions of the form are included, one has tracked changes to highlight the revisions)
Paper QAEC/20-21/8/D
6. **Lecture Capture Policy**
To receive and consider: an annual report reviewing the Lecture Capture Policy
Paper QAEC/20-21/8/E
7. **Update on revisions to Quality Manual**
To receive and note: an overview of planned revisions for the 2021-22 reissue of the quality manual
Paper QAEC/20-21/8/F
8. **Any other Business**
9. **Dates of Meetings in 2020-21**

22 June 2021

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

GD/May 2021