

18.09.18

Meeting no. 4

Educational Quality Committee

Tuesday 18 September 2018 2pm - 4pm

Part 1 - Preliminary Items		Paper ¹	Speaker
1.	* Welcome and apologies and to agree: * for discussion; # (discuss only matters of importance/concern arising); all others (for information) ²	Verbal	Chair
2.	* Minutes To approve the minutes of the meeting held on 14 June 2018	Open	Chair
3.	# Terms of Reference and Membership a) To note the current <u>Terms of Reference and updates to the membership</u> b) To consider the <u>annual calendar of Committee business</u>	Open	Chair
4.	# Matters Arising To note matters arising from the previous meeting which do not appear elsewhere on the agenda	Open	Chair

Part 1 - Preliminary Items		Paper¹	Speaker
5.	* Chair's Business To receive a report on important institutional business from the Chair	Verbal	Chair
Part 2 City - City Developments, Priorities and Standing Reports			
6.	# <u>Education and Student Committee</u> To receive the minutes of the meeting held on 6 June 2018	Open	Chair
7.	* <u>Education and Student Strategy</u> To receive an update on the development of the Strategy	Closed	Chair
8.	# <u>Students' Union Standing Report</u> To receive a report from the Students' Union	Open	VP Education
9.	# Student and Academic Services Standing Report To receive a report on activities of the Directorate	Verbal	Assistant Director QUAD
10.	# LEaD Standing Report To receive a report on the activities of LEaD	Verbal	Deputy Director LEaD
11	* <u>Academic Year</u> To consider a proposal for a review of the academic calendar	Open	Assistant Director QUAD
Part 3 - Educational Quality		Paper¹	Speaker
12.	* <u>Annual Assurance Report to Senate and Council</u> To receive the draft Assurance Report for the 2017/18 academic year	Open	Assistant Registrar (Quality)
13.	* Senate Regulation and Policies a) To receive an update on the Extensions and Late Participation in Assessment and proposed actions	Open	Assistant Registrar (Quality)

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	b) To approve updates to the Admissions Policy * bi) University Admissions Policy bii) U18 Policy biii) Criminal Convictions Policy	Open	Head of Admissions
14. #	Programme Developments To consider the summary reports for a) Current Programmes - the Credit Framework Register b) Programme Approvals c) Programme Amendments	Open	Assistant Director QUAD
15. *	Module Evaluation Process Review To consider the draft policy and proposed action	Open	Assistant Registrar (Quality)
16. #	Annual Programme Evaluation (APE) To receive the a) Assessment Thematic Review report for 2016/17 APEs and note the proposed next steps for the Assessment Review (Year 2) b) Progression Priorities Thematic Review report for 2016/17 APEs and note the next steps c) summary of good practice noted arising from 2016/17 APEs	Closed	Deputy Director LEaD Assistant Registrar (Quality)
17. #	Periodic Review To receive a report on the themes arising from 2017/18 review activity and the schedule for 2018/19	Open	Assistant Director (QUAD)
18. #	External Examiners To receive a) the summary of appointments/re-appointments for 2018/19 b) a thematic review of External Examiners Reports 2016/17	Closed	Assistant Registrar (Quality)

Part 1 - Preliminary Items		Paper ¹	Speaker
19.	* <u>Internal Audit - Schedule and reports</u> To receive an update on the schedule for 2018/19 activity	Open	Director of Internal Audit
20.	# <u>Graduate School</u> To receive the minutes of the meeting held in xxx 2018 and to note the key developments	Open	Assistant Director QUAD
21.	# Lecture Capture To receive an update on Lecture Capture	Verbal	Chair of LEC
22.	# Any Other Business		
	Dates of next meetings: Thursday 8 November 2018 2pm - 4pm Thursday 7 February 2019 2pm - 4pm Thursday 11 April 2019 2pm - 4pm Thursday 6 June 2019 2pm - 4pm		
	Secretary: Helen Fitch E-mail: Helen.Fitch.1.@city.ac.uk Telephone: 020 7040 8793		

¹City, University of London's Publication Scheme, produced in accordance with the Freedom of Information Act 2000, makes clear that the papers and minutes of meetings of Senate and their committees are routinely published on the web. Restricted and closed papers are exempt under the Scheme. All other papers are Open and are published on the web. "Restricted" papers are made available to staff. Staff should treat "Restricted" papers as confidential and not share or discuss them with anyone other than City staff². Recommendations included in papers not starred and not discussed will be taken as approved.