**EDUCATIONAL QUALITY COMMITTEE AGENDA - MEETING 4**  
**Tuesday 18 September 2018 – 14.00 to 16.00**  
**Room ELG11**

### Part 1 - Preliminary Items

<table>
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<th>Paper¹</th>
<th>Speaker</th>
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| 1. | * Welcome and apologies and to agree:  
  * (for discussion); # (discuss only matters of importance/concern arising); all others (for information)² | Verbal | Chair | 14.00 |
| 2. | * Minutes  
  To approve the minutes of the meeting held on 14 June 2018 | Open | Chair | 14.05 |
| 3. | # Terms of Reference and Membership  
  a) To note the current Terms of Reference and updates to the membership  
  b) To consider the annual calendar of Committee business | Open | Chair |  | |
| 4. | # Matters Arising  
To note matters arising from the previous meeting which do not appear elsewhere on the agenda | Open | Chair |  | |
| 5. | * Chair’s Business  
To receive a report on important institutional business from the Chair | Verbal | Chair | 14.10 |

### Part 2 – City Developments, Priorities and Standing Reports

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| 6. | # Education and Student Committee  
To receive the minutes of the meeting held on 6 June 2018 | Open | Chair |
| 7. | * Education and Student Strategy  
To receive an update on the redevelopment of the Strategy | Closed | Chair | 14.20 |
| 8. | # Students’ Union Standing Report  
To receive a report from the Students’ Union | Open | VP Education | 14.25 |
| 9. | # Student and Academic Services Standing Report  
To receive a report on activities of the Directorate | Verbal | Assistant Director QUAD | 14.30 |
| 10. | # LEaD Standing Report  
To receive a report on the activities of LEaD | Verbal | Dept Director LEaD | 14.35 |
| 11. | * Academic Year  
To consider a proposal for a review of the academic year | Open | Assistant Director QUAD | 14.40 |

### Part 3 - Educational Quality

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| 12. | * Annual Assurance Report to Senate and Council  
To receive the draft Assurance Report for the 2017/18 academic year | Open | Assistant Registrar (Quality) | 14.50 |
13. **Senate Regulation and Policies**
   a) To receive an update on the Extensions and Late Participation in Assessment and proposed actions
   b) To approve updates to the Admissions Policy

14. **Programme Developments**
   To consider the summary reports for
   a) Current Programmes – the Credit Framework Register
   b) Programme Approvals
   c) Programme Amendments

15. **Module Evaluation Process Review**
   To consider the draft policy and proposed actions

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

17. **Periodic Review**
   To receive a report on the themes arising from 2017/18 review activity and the schedule for 2018/19

18. **External Examiners**
   To receive
   a) the summary of appointments/reappointments for 2018/19
   b) a thematic review of External Examiner Reports 2016/17

19. **Internal Audit – schedule and reports**
   To receive an update on the schedule for 2018/19 activity

20. **Graduate School**
   To receive the minutes of the meeting held in xxx 2018 note the key developments

21. **Lecture Capture**
   To receive an update on Lecture Capture

22. **Any Other Business**

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**Next Meetings**

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<th>Date</th>
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<tbody>
<tr>
<td>Thurs 8 November 2018</td>
<td>2.00pm – 4.00pm</td>
<td>Thurs 7 February 2019</td>
<td>2.00pm – 4.00pm</td>
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<tr>
<td>Thurs 11 April 2019</td>
<td>2.00pm – 4.00pm</td>
<td>Thurs 6 June 2019</td>
<td>2.00pm – 4.00pm</td>
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**Secretary:** Helen Fitch  
**Email:** Helen.Fitch.1@city.ac.uk  
**Telephone:** 020 7040 8793

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1 City, 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 Council and 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 without hesitation on the web. “Restricted” papers are made available to staff. Staff should treat “Restricted” papers as confidential and not to share or discuss them with anyone other than City staff.  
2 Recommendations included in papers not starred and not discussed will be taken as approved.