**EDUCATIONAL QUALITY COMMITTEE AGENDA - MEETING 1**  
Tuesday 13 February 2018 – 11am-1pm  
Room AG01

### Part 1 - Preliminary Items

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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 | 11.00 |
| 2. | * Terms of Reference and Membership  
   To approve the Terms of Reference and Membership | Open | Chair | 11.05 |
| 3. | # Minutes and Actions Arising  
   a) To note the minutes of the meeting of Education and Student Committee held on 9 November 2017  
   b) To note matters arising from Education and Student Committee business which do not appear elsewhere on the agenda | Open | Chair | 11.10 |
| 4. | # Annual Calendar 2017/18  
   To note the annual calendar of business and forthcoming work agreed for this academic year | Open | Chair | 11.15 |
| 5. | * Chair’s Business  
   To receive a report on important institutional business from the Chair | Verbal | Chair | 11.20 |

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

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| 6. | * Education and Student Committee  
   To note the proposed arrangements for communications with the Education and Student Committee and receive an update on priorities, projects and forthcoming work | Closed | Chair | 11.30 |
| 7. | # Students’ Union Standing Report  
   To receive a report from the Students’ Union | Verbal | VP Education | 11.35 |
| 8. | # Student and Academic Services Standing Report  
   To receive a report on activities of the Directorate | Verbal | Assistant Director QUAD | 11.40 |
| 9. | # LEaD Standing Report  
   To receive a report on the activities of LEaD | Verbal | Dept Director LEaD | 11.45 |
| 10. | # Undergraduate Assessment Strategy Review  
   To receive an update on the review | Verbal | Dept Director LEaD | 11.50 |

### Part 3 - Educational Quality

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| 11. | # Annual Assurance Report to Senate and Council  
   To review the action plan and agree the next steps | Open | Chair | 11.50 |
| 12. | * Senate Assessment Regulations  
   To approve a Board of Studies consultation paper | Open | Assistant Registrar (Quality) | 12.00 |
13. **Senate Policies**
   a) **Periodic Review and Programme Approval, Amendment and Suspension**
      To receive an update on the consultation and next steps
   b) **Extensions and Late Work**
      To receive an update on the consultation and next steps
   c) **Admissions Policy**
      To approve updates to the Policy

14. **Programme Developments**
   a) To note the schedule of programme approval activity and progress to date
   b) To note the schedule of periodic review activity and progress to date, and Appendix 1 – the forward planning schedule

15. **Annual Programme Evaluation (APE)**
   a) To receive an overview and update on the APE process
   b) To consider the quality report for Undergraduate APEs received for the 2016/17 academic year

16. **Professional, Statutory and Regulatory Bodies**
    To note a report from the School of Health Sciences relating to PRSB reporting

17. **External Examiners**
    To approve the appointment of the Academic Lead for External Examining

18. **Graduate School**
    To receive the minutes of the meeting held in September 2017, November 2017 and January 2018 and note the key developments

19. **Collaborative Provision Committee**
    a) To receive the minutes of the meeting held in November 2017 and note the key developments
    b) To note the Internal Audit Report on Partnerships 2016/17

20. **Any Other Business**

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Next Meeting
- 12 April 2018 2pm-4pm – AG04
- 14 June 2018 2pm-4pm – D427

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.