**Notes of the electronic Senate Quality Assurance Committee conducted from
Wednesday 20 December 2017 to Friday 12 January 2018**

NOTES

1.   Formal Business

1.1   The electronic meeting was conducted to enable the Committee to approve items which did not require substantial discussion and provide feedback to schools in a timeous manner.

2.   For Approval

2.1   Internal Review Reports and Responses

The Committee received the following Reports and Responses:

- **Teaching Programme Review of Linguistics and English Language 2016-17 - Year on response**
- **Postgraduate Programme Review of Chemistry 2017-18 – Final Report**
- **Postgraduate Programme Review of Clinical Sciences 2017-18 – Final Report**
- **Postgraduate Programme Review of Engineering 2017-18 – Final Report**
- **Teaching Programme Review of Social Anthropology 2017-18 – Final Report**

Members noted the following recommendation in the PPR of Chemistry:

- "The Review Team recommends that a wider and group of clearly identifiable Postgraduate Advisers be made available to students for pastoral support throughout the academic year and that diversity be considered during this process."

It was noted that the last PPR of Business also included a recommendation to establish a position of Postgraduate Advisor to be a first point of contact for PhD students to discuss any problems they would not wish to raise with their supervisor. It was suggested that this issue should be explored by the University.

> **Action: Academic Services to refer comments to the Researcher Experience Committee for further consideration.**

Members noted that the reports and responses contained an appropriate balance of commendations and recommendation which recognise the clear strengths within the respective subject areas whilst also identifying areas for further development and enhancement with a suggested direction of travel to facilitate progress. It was also noted that reports helpfully identify recommendations for key stakeholders at subject, School and College levels and that the commendations and recommendations appeared to be broad, useful to the subject areas and, importantly, achievable. It was noted that there may be existing Institute for Academic Development (IAD) training and resources to support some of the recommendations.

The Committee approved the final reports.

> **Action: Academic Services to publish the final reports on the Academic Services website.**

3.   For Information

3.1   Service Excellence Programme

The Committee received and noted a brief update of the work being undertaken by the Student Administration & Support strand of the Service Excellence Programme, as part of a commitment to ensure that the Senate Committees are appraised of progress across each of these projects.

4. **Date of Next Meeting:**
Thursday 8 February 2018 at 2pm in the Raeburn Room, Old College