

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**  
**QUALITY AUDIT AND ASSURANCE COMMITTEE**

**Thursday 6 October 2005**

**MINUTES**

**Members:** Professor Ian Brown (Chair)  
Dr Monik Charette\*  
Ms Jo Halliday  
Mr Terry Harvey  
Dr Elizabeth Moore  
Dr William Radice\*  
Dr Graham Smith  
Dr Charles Tripp

**In attendance:** Ms Jennifer Hearn (Secretary)

\* those marked with an asterisk were not present.

**1 Membership and Terms of Reference**

The Committee noted its membership and terms of reference [Appendix A], and welcomed a new member, Dr Charles Tripp.

**2 Minutes**

The minutes of the meeting held on 9 June 2005 were **APPROVED**.

**3 Matters Arising**

*3.1 Interim Departmental and Programme Reviews of the Department of Financial and Management Studies and of the Language Centre (minute 21.3)*

The Committee noted that a new Head of the School of Languages was now in post, and that officers would be meeting with him to ensure that the Language Centre was fully integrated into the School's quality assurance systems. The Secretary was also continuing to follow up outstanding issues from the IDPRs of DeFiMS, South East Asia and Africa.

*3.2 Points arising from the Review of the Near & Middle East Department (minute 19.1, 09.06.05)*

The Committee noted that officers were continuing to follow up points arising from the twelve-month report and would report to the next business meeting.

*3.3 The recording of double blind marking (minutes 12.2, 27.01.05, and 19.2, 09.06.05)*

The Committee noted a letter sent by the Chair to the Chair of the Learning and Teaching Policy Committee [Appendix B].

## **4 Departmental and Programme Reviews**

### *4.1 Departmental and Programme Reviews 2005/06*

Members noted the DPR dates for 2005/06 as follows:

- Thursday 8 December 2005 –DPR of the Department of Linguistics
- Thursday 9 March 2006 –DPR of the Department of Development Studies
- Thursday 4 May 2006 – DPR of the Department of the Languages and Cultures of South Asia

### *4.2 Amendments to Departmental and Programme Review process*

The Committee noted the revised guidelines for Departmental and Programme Review [Appendix C], which had been sent to the Heads of those Departments due for review in 2005/06.

### *4.3 Panel memberships for Departmental and Programme Reviews 2005/06*

The Committee approved the panel memberships for each of the DPRs in the forthcoming session [Appendix D]. It was agreed that the Committee would co-opt an additional member for the review of the Department of Linguistics.

## **5 QAAC annual report to Academic Board**

The Committee noted that the Chair's report would be circulated for comment in the coming week.

## **6 Any other business**

The Committee noted that it would be necessary to approve a procedure for the review of non-departmental programmes during this session. A draft procedure would be considered at the next business meeting.

## **7 Date of next meeting**

The next scheduled meeting was the DPR of the Department of Linguistics on Thursday 8 December 2005. The next business meeting would be held on 26 January 2006.