



# UNIVERSITÀ DEGLI STUDI DI MILANO

## Meeting of the EAEVE Quality Assurance Commission

<b>PLACE AND TIME:</b>	Library of Anatomia Patologica, December, 5th 2017, 2.00 pm
<b>PRESENT:</b>	Sacchelli Donatella <b>SD</b> (administrative representative)
	Lecchi Cristina <b>LC</b> (teaching staff)
	Minero Michela <b>MM</b> (teaching staff)
	Modina Silvia <b>MS</b> (teaching staff)
	Zani Davide <b>ZD</b> (teaching staff)
	Sala Vittorio <b>SV</b> (teaching staff)
	Soncini Chiara <b>SC</b> (administrative representative)
	Bariselli Simone <b>BS</b> (student representative)
Scanziani Eugenio <b>SE</b> (teaching staff)	

### AGENDA

- 1) Report about the meeting with QA deputy and technician of 'Facoltà di Scienze Agrarie e Alimentari' of Unimi
- 2) Evaluation of PostDoc and students CV
- 3) Plan the course on Quality system and ISO 9001-2015 provided by Certiquality
- 4) Day One Competences Questionnaires: identification of actions over the short term
- 5) Preparation of the SER, chapter 11: guidelines and timetable
- 6) Definition of procedures:
  - (i) SOP maxima and SOP of exam;
  - (ii) Operational instructions on the written exams
- 7) Date of next meeting
- 8) AOB