



UNIVERSITÀ DEGLI STUDI DI MILANO

Meeting of the EAEVE Quality Assurance Commission

PLACE AND TIME: Office of Prof. Modena, July, 6th 2017, 2.30 pm

AGENDA

1. Approval of the minutes of the previous meeting (1st, June 2017)
2. Revision of “short dictionary of the Faculty” (Terms and Definitions)
3. Brief report from each reference persons for subchapters of SER chapter 11 with special emphasis on the actions listed in the table below
4. Date of next meeting
5. AOB

PRESENT:	Lecchi Cristina LC (teaching staff)
	Minero Michela MM (teaching staff)
	Modina Silvia MS (teaching staff)
	Scanziani Eugenio SE (teaching staff)
	Sala Vittorio SV (teaching staff)
APOLOGIES:	Bariselli Simone BS (student representative)
	Ceriani Federica CE (assistant researchers representative)
	Sacchelli Donatella SD (administrative representative)
	Zani Davide ZD (teaching staff)

Subchapter	Person(s) in charge	Actions
11.1 subchapter	all	Organization of 2 seminars (1. external speakers; 2. internal discussion) on "Quality assurance"
11.2 subchapter	SV	Document on how the actual program has been developed
11.3 subchapter	ZD	<ul style="list-style-type: none"> • Assessment of students (exams): evaluation and suggested changes • Written examinations
11.4 subchapter	ZD	
11.5 subchapter	SE	<ul style="list-style-type: none"> • Teacher training • Teachers recruitment • Monitoring of young staff
11.6 subchapter	SD, BS	Evaluation of funds provided and quality and amount of practical teaching
11.7 subchapter	BS, LC to liaise with the Joint Committee	Survey on day 1 skills, overview on training activities offered
11.8 subchapter	LC, MM	Internet site
11.9 subchapter	MS	Monitoring of the revision process and future steps
11.10 subchapter	SV	Collect and process data regarding external quality assurance