



UNIVERSITÀ DEGLI STUDI DI MILANO

Minutes of the meeting of the EAEVE Quality Assurance Commission

PLACE AND TIME:	Library of Anatomia Patologica, September 20 th 2017, 2.30 pm
PRESENT:	Bariselli Simone BS (student representative)
	Lecchi Cristina LC (teaching staff)
	Minero Michela MM (teaching staff)
	Modina Silvia MS (teaching staff)
	Sacchelli Donatella SD (administrative representative)
	Scanziani Eugenio SE (teaching staff)
APOLOGIES:	Ceriani Federica CE (assistant researchers representative)
	Sala Vittorio SV (teaching staff)
	Zani Davide ZD (teaching staff)

AGENDA

1. Amendment of the QAC roles
 2. General and specific updatings:
 - a) Organization chart of the DP Quality System
 - b) Informal meeting with Certiquality
 - c) Organization of a workshop on QA
 - d) DP Commissions: upgrade, students representatives, public communication(name, organization chart, mission, regulation, documents delivered)
 - e) Day one competences questionnaires: data analysis
 - f) Design of a logbook by students and teachers (with the Joint Committee)
 3. Analysis of the Madrid SER: strenghts and weaknesses
 4. "Ethic green number"
 5. Monitoring plan of the QA Commission
 6. Register of actions completed by the QAC
 7. Public information: selection of indicators
 8. Definition of procedures
 9. Updates from different members of the QAC
 10. Date of next meeting
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