



SETTING-UP OF THE INTERNAL EVALUATION COMMITTEE (CAI)

MEETING MINUTES

Date: September 20, 2022

Time: 12:00 m

Venue: online (*Teams*)

Attendees:

Alcaide, Fernando
Blasi, Joan
Castelo-Branco, Camil
Cervera, Ricard
Garcia, Concepció
Hidalgo, Maria
Junqué, Carme
Lopez, Enrique
Nadal, Belén
Nolla, Joan M.
Ruz, Carmela

Absent:

Trilla, Antoni

Agenda:

1. Welcome
2. Setting-up of the Internal Evaluation Committee (CAI; *in Catalan: Comitè d'Avaluació Interna*) for the Bachelor's Degree in Medicine
3. Accreditation development process: Self-assessment Report and External Evaluation Committee (CAE; *in Catalan: Comitè d'Avaluació Externa*) meeting
4. Round of questions

Session course:

Dr Cervera opens the meeting at 12:05 pm

1.- Welcome

Dr Ricard Cervera, President of the Quality Commission, welcomes attendees and asks for any objection to recording the session.



2. Setting-up of the CAI for Bachelor's Degree in Medicine (academic year 2022-2023)

Dr Ricard Cervera states the setting-up of the CAI, responsible for carrying out the accreditation process (*see members listed in the table*).

CAI Members

NAME	POSITION
Fernando Alcaide Fernandez de Vega	Head of studies - Bellvitge Campus
Carme Junqué Plaja	Head of studies - Clínic Campus
Joan Blasi Cabús	Teacher - Bellvitge Campus
Camil Castelo-Branco Flores	Teacher - Clínic Campus
María Hidalgo Sanuy	Student - Bellvitge Campus
Enrique López Ruiz	Student - Clínic Campus
Antoni Trilla Garcia	Dean
Ricard Cervera Segura	Vice-dean of Academic Affairs UFR Medicine-Clínic Campus and of International Affairs; President of the Quality Commission
Joan Miquel Nolla Solé	Vice-dean of Academic Affairs UFR Medicine-Bellvitge Campus
Concepció Garcia Prunell	Head of the Secretary's Office - Bellvitge Campus (PAS)
Carmela Ruz Carrillo	Head of the Secretary's Office - Clínic Campus (PAS)
Belén Nadal Martín	FM&HS Quality Office (PAS)

PAS: Administration and Service Staff

3. Accreditation development process: Self- assessment Report and CAE meeting

Dr Cervera points the accreditation process, which includes the Self-assessment Report (SAR) and the CAE meeting. This accreditation includes the standards of the WFME and AQU. In this sense, AQU will provide a specific guide that includes all the required dimensions.

B. Nadal informs about the timing of the process, keeping in mind that SAR must be submitted the first half of February 2023, and that the CAE meeting will be held on the first half of May 2023. The draft of the SAR and the collection of evidence should be done in the period October 2022-January 2023. On February 2023 this 1st version will be published in the web of the Faculty to enable feedback from other related degree agents not included in writing the SAR.

B. Nadal has sent the heads of studies, Dra. Junqué and Dr. Alcaide, the documents and guides for starting the writing of the SAR and the collection of evidence.



Regarding to the CAE meeting, B. Nadal informs that the FM&HS has not been told by AQU of the composition of this committee. Probably there will be two international members and the usual CAE members.

3.- Round of questions
No additional questions

Dr Cervera declares the meeting closes at 12:30 pm

Belén Nadal
Secretary

Ricard Cervera
President