Quality Assurance Committee

Future of Quality and Planning SharePoint Site

Date of Meeting: [18/02/2026]

1.   Purpose of the Paper

1.1   This paper sets out a proposal for the future of the Quality and Planning SharePoint repository, which currently houses all documentation related to quality assurance for each School. The paper outlines a proposal using systems which are more easily accessible, controlled and used across the University.

1.2   This paper is provided for endorsement.

2.   Previous Consideration by / Further Approval Required

	Board/Committee	Date
Previously considered/approved by		[Click or tap to enter a date.]
Further consideration/ approval required by	Quality Assurance Committee (Endorsement)	[18/02/2026]
	University Education Committee (Endorsement)	[24/02/2026]

3.   Recommended Action

3.1   The Quality Assurance Committee (QAC) is invited to endorse the recommended action, as set out in sections 4.3-4.5.

4.   Discussion

4.1   The Quality and Planning SharePoint site was established a number of years ago to act as a repository for all quality-related documentation. This documentation includes submission of Annual Course and Programme Reviews; External Examiner Reports; Professional, Statutory and Regulatory Bodies documentation; Internal Teaching Review; Staff-Student Liaison Committee Minutes; and other relevant documentation.

4.2 The current site, using the SharePoint system, is challenging to navigate and to use. From an administrative perspective, it is challenging to keep track of membership of each section of the SharePoint site and to ensure that staff within Schools and within QAC have access to the relevant information required for their roles.

4.3 Therefore, it is proposed that the existing system is discontinued and a new site is set up within Microsoft Teams. It is proposed that the documentation currently stored on SharePoint is transitioned across to a new Teams site. The proposal is that there will be one Teams site, titled 'Quality Assurance (QA)' for which each School will have an individual private channel. This will mean that Schools will only have access to the information they require. The same is true of QAC.

4.4 The Quality Assurance Committee (QAC) will have a separate section of the Teams site for information related to Committee business, such as Agendas and Papers. It is proposed that this could be broadened to include training and other information relevant to the QAC member role.

4.5 Further, it is proposed that other Teams sites are consolidated alongside to ensure a streamlined approach. For example, it is proposed that the Exams.Officers.Teams. Site would be introduced as a private channel in the Quality.Assurance.(QA).Teams. Site.

4.6 If approval is granted, a transition period will be established whereby documentation will be transferred across to the new Teams site in time for academic year 2026/27.

5. Further Information

5.1 Further information is available from Steve Tucker (Dean for Quality Assurance and Enhancement, s.j.tucker@abdn.ac.uk) or Liam Dyker (Academic Policy and Quality Manager, liam.dyker2@abdn.ac.uk).

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Freedom of Information/Confidentiality Status

Open – Paper can be shared with colleagues across the University and published on the University webpages