

Annual outcome review, ninety minute agenda pack

One meeting a year, within a month of results. Close what you can with owners and dates, and calendar the rest with their data prepared.

Programme		Date and time	
Chair		Minute taker	

Minutes	Item	Papers needed	Output
0 to 10	Attainment table for every programme outcome against target	Attainment worksheet, tool export	Shared understanding
10 to 25	The three weakest outcomes, with their map cells and evidence	Curriculum map	Three named problems
25 to 70	One decision for each weak outcome, course, owner, date, re measurement	Course syllabi	Minuted decisions
70 to 80	Outcomes far above target, check for assessment drift	Blueprints	Review actions
80 to 90	Calendar, annual status report, next meeting date	Academic calendar	Dates fixed

Decision record

Outcome	Attainment and target	Change agreed	Course	Owner	Date	Re measurement

Based on the ERAS Africa Outcome Based Education course, 2026, the EAA training manuals on competency based curriculum implementation and education quality assurance, the ETA Implementation Guideline for Accreditation of Medical and Health Science Programs (January 2022) and the WFME global standards. Free to copy and adapt with attribution.