

LTC16D043

Title: Annual Module and Course Review – UG Compliance Report 2015-16
Author: Jean Whiting
Learning and Teaching Manager, Assessments and Quality Office (AQO)
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Issue

The report considers the Annual Module and Course Review compliance for the academic year 2015-16.

Recommendation

The Committee is asked to receive the report.

Resource Implications

n/a

Risk Implications

n/a

Equality and Diversity

n/a

Timing of decisions

This is an update for the Committee – the report contains no recommendations for approval.

Further information

For further information regarding the content of this paper, please contact Jean Whiting, Learning and Teaching Manager, Assessments & Quality, email: j.m.whiting@uea.ac.uk

Background

In 2013-14 academic year a clearly defined administrative process was introduced to aid colleagues with the review process for triggered modules and courses. The process ensures that regular reminders are emailed to academic staff at defined intervals directing them to a Blackboard site where all guidance, forms and data are available to assist with the completion of the reviews. In addition, LTS teams also use module and course trackers to monitor the progress of each module and course review in order to ensure that completed documentation and action plans are collated and available for auditing, reporting and for implementing changes and enhancements. The University's aim is to ensure 100% compliance across all Faculties.

This is an annual report produced for the Learning and Teaching Committee, designed to report on the compliance activity of the annual module and course review process.

Discussion

Compliance Report – UG 2015-16

The majority of undergraduate module and course reviews for 2015-16 should now be completed. There are a number of modules and courses which operate with different deadlines (eg HSC and MED). These reviews are not scheduled for completion until later this academic year and the data in this compliance report for these Schools is currently incomplete. The grid below provides a summary, by school, of compliance to date. The non-compliance areas are being followed up by the Assessment and Quality Office (AQO) Manager alongside LTS Hub teams, academic staff and Associate Deans for Learning and Teaching. Regular follow up action (by the AQO Manager) will continue to take place on a 2-weekly basis and it is anticipated that all reviews will be completed (and correctly “signed off” by appropriate academic staff) in due course. An updated report will be provided to LTC in early 2017.

| | QAR1 (Module Reviews) | | | | QAR2 (Course Reviews) | | | QAR3 (School Summary) |
|---|---|-----------------------------|---|--------------|--|---|--------------|--|
| | Standard deadline = 28 July MED deadline - 28 August SCI deadline = 9 September | | | | Standard deadline = 25 August MED deadline - 28 September SCI deadline = 7 October | | | Standard deadline = 22 September MED deadline - 28 October SCI deadline = 31 October |
| School | Number of modules triggered for review | Number of reviews completed | Number of reviews awaiting TD or MO input | % Compliance | Number of Courses | Number of reviews undertaken (but need CD and/or TD sign off) | % Compliance | Completed (QAR3) |
| ACT (CMP) | 9 | 5 | 4 | 56% | 3 | 3 | 100% | |
| AMA | 51 | 23 | 28 | 45% | 14 | 14 | 100% | QAR3 completed |
| BIO | 32 | 25 | 7 | 78% | 21 | 7 | 33% | QAR3 completed |
| CHE | 30 | 26 | 4 | 87% | 27 | 27 | 100% | QAR3 completed |
| CMP | 9 | 9 | 0 | 100% | 12 | 11 | 92% | |
| DEV | 14 | 14 | 0 | 100% | 14 | 14 | 100% | QAR3 completed |
| ECO | 22 | 21 | 1 | 95% | 9 | 9 | 100% | QAR3 completed |
| EDU | 28 | 28 | 0 | 100% | 2 | 2 | 100% | QAR3 completed |
| ENG (MTH) | 9 | 8 | 1 | 89% | 3 | 0 | 0% | |
| ENV | 31 | 22 | 9 | 71% | 31 | 19 | 61% | QAR3 completed |
| HIS | 28 | 28 | 0 | 100% | 6 | 6 | 100% | QAR3 completed |
| HSC (post reg) | 19 | 19 | 0 | 100% | 3 | 1 | 33% | |
| HSC (pre reg) | 67 | 62 | 5 | 93% | 12 | 1 | 8% | |
| HUM (Interdisciplinary Institute for the Humanities) | 3 | 1 | 2 | 33% | 8 | 0 | 0% | |
| LAW | 58 | 58 | 0 | 100% | 5 | 5 | 100% | QAR3 completed |
| LDC | 27 | 0 | 27 | 0% | 8 | 3 | 38% | QAR3 completed |
| MED | 13 | 4 | 9 | 31% | 2 | 2 | 100% | |
| MTH | 30 | 22 | 8 | 73% | 8 | 8 | 100% | |
| NAT | no modules hit a trigger | | | | 6 | 6 | 100% | QAR3 completed |
| NBS | 43 | 43 | 0 | 100% | 8 | 8 | 100% | QAR3 completed |
| PHA | 13 | 13 | 0 | 100% | 5 | 5 | 100% | QAR3 completed |
| PPL | 89 | 13 | 76 | 15% | 53 | 0 | 0% | QAR3 completed |
| PSY | 12 | 12 | 0 | 100% | 5 | 5 | 100% | QAR3 completed |
| SWK | 10 | 2 | 8 | 20% | 2 | 0 | 0% | |