

2015-16 Undergraduate Annual Module and Course Review (Compliance Report for LTC)

(listed by Faculty, then by School)

		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
Faculty	School	Number of modules triggered for review	Number of reviews on LTS Quality Review BB site	Number of reviews completed (eg TD has signed off)	Number of reviews awaiting TD or MO sign off	% Compliance	Number of Courses	Number of reviews on LTS Quality Review BB site	Number of reviews completed (but still need CD and/or TD final sign off)	% Compliance	Completed (QAR3)
FMH	HSC (post reg)	19	19	19	0	100%	8	8	8	100%	
FMH	HSC (pre reg)	67	62	62	5	93%	12	12	8	67%	
FMH	MED	13	13	4	9	31%	2	2	2	100%	
FMH - COMPLIANCE RATES						74%				89%	0%
HUM	AMA	51	51	23	28	45%	14	14	14	100%	QAR3 completed
HUM	HIS	28	28	28	0	100%	6	6	6	100%	QAR3 completed
HUM	HUM (Interdisciplinary Institute for the Humanities)	3	3	1	2	33%	8	0	0	0%	QAR3 completed
HUM	LDC	27	27	0	27	0%	8	3	3	38%	QAR3 completed
HUM	PPL	89	89	13	76	15%	53	0	0	0%	QAR3 completed
HUM - COMPLIANCE RATES						39%				48%	100%
SCI	ACT (CMP)	9	9	5	4	56%	3	3	3	100%	
SCI	BIO	32	32	25	7	78%	21	14	7	33%	QAR3 completed
SCI	CHE	30	30	28	2	93%	27	27	27	100%	QAR3 completed
SCI	CMP	9	9	9	0	100%	13	13	13	100%	
SCI	ENG (MTH)	9	9	8	1	89%	3	0	0	0%	
SCI	ENV	31	31	22	9	71%	31	19	19	61%	QAR3 completed
SCI	MTH	22	22	22	0	100%	8	8	8	100%	
SCI	NAT	no modules hit a trigger	n/a	n/a	n/a	n/a	6	6	6	100%	QAR3 completed
SCI	PHA	13	13	13	0	100%	5	5	5	100%	QAR3 completed
SCI - COMPLIANCE RATES						86%				77%	56%
SSF	DEV	14	14	14	0	100%	14	14	14	100%	QAR3 completed
SSF	ECO	21	21	21	0	100%	9	9	9	100%	QAR3 completed
SSF	EDU	28	28	28	0	100%	2	2	2	100%	QAR3 completed
SSF	LAW	58	58	58	0	100%	5	5	5	100%	QAR3 completed
SSF	NBS	43	43	43	0	100%	8	8	8	100%	QAR3 completed
SSF	PSY	12	12	12	0	100%	5	1 (1xQAR2 for all courses)	1	100%	QAR3 completed
SSF	SWK	10	10	10	0	100%	2	0	0	0%	QAR3 completed
SSF - COMPLIANCE RATES						100%				86%	100%

Following up gaps

		Report (5.12.16) by Jean Whiting, AQO (1) AQO checked status of annual review on trackers and BB site on (2) update provided to Caroline Sauverin for feeding into Ads meeting	Report (30.11.16) by Jean Whiting, AQO (1) AQO checked status of annual review on trackers and BB site on (2) update provided to Caroline Sauverin for feeding into Ads meeting	Interim report (17.11.16) by Jean Whiting, AQO (1) AQO checked status of annual review on trackers and BB site on 17.11.16. (2) Coordinators and Team Leaders chased up by AQO. (3) Hub Managers in the loop (4) Reminder added to LTS news (5) Update provided to PVC, Assoc Deans, Hub Managers and Andrea and Caroline 17.11.16	Interim report (10.11.16) by Jean Whiting, AQO (1) AQO checked status of annual review on trackers and BB site on 10.11.16. (2) Coordinators and Team Leaders chased up by AQO. (3) Hub Managers in the loop (4) Reminder added to LTS news (5) Update provided to PVC, Assoc Deans, Hub Managers and Andrea and Caroline 10.11.16	Interim report (28.10.16) by Lisa Atthowe, AQO	Interim report (21.10.16) by Jean Whiting, AQO (1) AQO checked status on BB site on 21.10.16. (2) Coordinators and Team Leaders were chased up by AQO. (3) Some late deadlines (4) Keeping Hub Managers informed (5) Reminder added to LTS news (6) Update provided to PVC, Assoc Deans, Hub Managers and Andrea and Caroline 21.10.16 (7) Lisa to give update to Andrea, ADs, Hub Managers in w/c 24.10.16	Interim report (13.10.16) by Jean Whiting, AQO (1) AQO checked status on BB site on 12.10.16. (2) Coordinators and Team Leaders were chased up. (3) Some late deadlines (4) Keeping Hub Managers informed (5) Adding reminders to LTS news (6) I'll provide update at end of October
FMH	HSC - post reg	QAR3 outstanding	QAR3 outstanding	QAR2s and QAR3 outstanding.	pending completion of paperwork - HSC follow different timelines			
FMH	HSC - pre reg	Some QAR1s and QAR3 outstanding	Some QAR1s and QAR3 outstanding	QAR3 outstanding (awaiting QAR2s to be completed). Note: snapshot data - HSC do not operate a standard academic year.	pending completion of paperwork - HSC follow different timelines	LA to speak with team as struggling to track data across large number of courses	QAR1s, QAR2s and QAR3	5 QAR 2 recorded but don't fit same categories as listed for QAR1. AQO needs clarification.
FMH	MED	Some QAR1s and QAR3 outstanding. QAR3 expected in February. Asking AD (Emma Sutton) if the 6 fitness to practice modules can be taken out of the stats as they are reviewed by the Professionalism Annual Report.	Some QAR1s and QAR3 outstanding. QAR3 expected in February. Asking AD (Emma Sutton) if the 6 fitness to practice modules can be taken out of the stats as they are reviewed by the Professionalism Annual Report.	QAR1s, QAR3 outstanding.	QAR2s outstanding, QAR3 outstanding	4 QAR1s complete in past week	expecting documents at a later date	No QAR2 or QAR3 forms on BB site.
HUM	AMA	Some QAR1s and QAR3 outstanding	Some QAR1s and QAR3 outstanding	QAR1s and QAR2s outstanding, but QAR3 has been completed by School and needs signed by AD.	QAR1s, QAR2s and QAR3 outstanding	Several QAR1 signed off in the past week	QAR1s, QAR2s and QAR3	Some QAR1s still to be reviewed by MO and TD. Hub team to follow up. No QAR2 or QAR3 forms on BB site. 5.10.16 - ask Hub team Team have chase the non-compliant AMA staff members? She has already chased twice and has escalated this to the new teaching director Sanna Inthorn so we expect some movement soon 12.10.16 - AMA - There are 20 QAR 1 incomplete but of these 5 modules had the wrong module organiser on the tracker, one was on maternity leave but has contacted teaching director for advice, one is on research leave until 2017, two are no longer at the UEA. I have emailed final reminders to the remaining as a final attempt after which I will forward details of the outstanding QARs to Michele Pavey. Sanna Inthorn will go on to Blackboard to complete the QAR 1 stage 2 now completed by Module Organisers.
HUM	HIS	complete	complete	QAR3 to be signed by Assoc Dean	QAR2s to be signed off and QAR3 outstanding	2 more QAR1s signed off in past week	QAR1s, QAR2s and QAR3	No QAR2 or QAR3 forms on BB site. Also more modules were reviewed than triggered. 12.10.16 - update - HIS Has 5 QAR 1s outstanding - Matthias Neumann is chasing.
HUM	HUM (Interdisciplinary Institute for the Humanities)	some QAR1s, QAR2s and QAR3 outstanding.	some QAR1s, QAR2s and QAR3 outstanding.	QAR2s outstanding. QAR3 outstanding.	QAR2s and QAR3 outstanding	No change since last week	QAR1s, QAR2s and QAR3	Nothing recorded on module tracker - unsure how many modules were triggered. No QAR2 or QAR3 forms on BB site.
HUM	LDC	some QAR1s, QAR2s and QAR3 (although completed) still needs to go on BB site.	some QAR1s, QAR2s and QAR3 (although completed) still needs to go on BB site.	QAR1s and QAR2s outstanding, but QAR3 has been completed by School and needs signed by AD.	QAR1s outstanding, QAR2s outstanding, QAR3 to be signed off by AD	No change since last week	QAR1s, QAR2s and QAR3	No QAR2 or QAR3 forms on BB site. Also more modules were reviewed than triggered. 12.10.16 - update - LDC - Have a different system in operation - not sure I'll have time to chase today but will do so on Monday

HUM	PPL	QAR1s and QAR2 outstanding	QAR1s and QAR2 outstanding	QAR1s and QAR2s outstanding, but QAR3 has been completed by School and needs signed by AD.	QAR1s, QAR2s and QAR3 outstanding	No change since last week	QAR1s, QAR2s and QAR3	Nothing recorded on module tracker - unsure how many modules were expected to be reviewed. No QAR2 or QAR3 forms on BB site. 12.10.16 - update - PPL – There are over 70 QAR1s Outstanding - I have started to email individual module organisers and hope to complete this before the end of the day.
SCI	ACT (CMP)	QAR1s and QAR3 outstanding	QAR1s and QAR3 outstanding	QAR1s outstanding. QAR2s need TD to sign. QAR3 outstanding.	1 x QAR1 and 1 x QAR2 outstanding, QAR3 outstanding	1 QAR1 signed off in past week	QAR1s, QAR2s and QAR3	Unsure how many modules were triggered (no detail on tracker). QAR1s still need completing. No QAR2 or QAR3 forms. 5.10.16 - ask Hub there are currently three outstanding QAR1 forms for CMP, one for ACTSCL, four for ENG and two for MTH which is holding up the process. I have chased MOs again today copying in relevant people within each School and informed them they are at risk of being reported for non-compliance. We will continue to chase to get this sorted
SCI	BIO	QAR1s and QAR2 outstanding	QAR1s and QAR2 outstanding	QAR1s and QAR2s outstanding, but QAR3 has been completed by School and needs signed by AD.	QAR2s outstanding. QAR3 so be signed off	No change since last week	QAR1s	Need more QAR1s signed off by TD. Need QAR2s to be follow up. Hub team to action. 5.10.16 - ask Hub 6.10.16 - We raised the issue of outstanding QAR1s with BIO DLT on Monday 3 October and a further reminder email was sent to MOs on 4 Oct cc'd DLT. Previously MOs were sent reminder emails 19 Aug and 01 Sep requesting they complete QAR1. The DLT was notified of stage 2 completed QAR1s on 1 Sep for completion of stage 3 by 9 Sep. Course Directors have also been sent reminder for completion QAR2s cc'd to DLT on 4 Oct
SCI	CHE	QAR1s outstanding	QAR1s outstanding	QAR1s outstanding. QAR3 to be signed by Assoc Dean	QAR3 outstanding	Several QAR1 and QAR2 forms completed in past week	QAR1s, QAR2s and QAR3	more modules were reviewed than triggered. Some QAR1s still to be reviewed by MO and TD. Hub team to follow up. 5.10.16 - ask Hub 5.10.16 - pre-populated QAR2s for CHE & PHA on Mon & we will send QAR2 call out once we have checked these
SCI	CMP	QAR2s and QAR3 completed but need signing off	QAR2s and QAR3 outstanding	QAR1s need TD to sign off. QAR2s outstanding. QAR3 outstanding.	QAR2s outstanding, QAR3 outstanding	Some QAR1s completed in past week	QAR1s, QAR2s and QAR3	Some QAR1s outstanding. These need followed up by the Hub team. No QAR2 or QAR3 forms on BB site. 5.10.16 - ask Hub there are currently three outstanding QAR1 forms for CMP, one for ACTSCL, four for ENG and two for MTH which is holding up the process. I have chased MOs again today copying in relevant people within each School and informed them they are at risk of being reported for non-compliance. We will continue to chase to get this sorted
SCI	ENG (MTH)	some QAR1s, QAR2s and QAR3 outstanding	some QAR1s, QAR2s and QAR3 outstanding	QAR1 (one form) and QAR2s and QAR3 outstanding.	1 x QAR1 outstanding, QAR2s outstanding, QAR3 outstanding	No change since last week	QAR1s, QAR2s and QAR3	Nothing recorded on module tracker - unsure how many module were triggered. TD needs to sign off QAR1 forms. No QAR2 or QAR3 on BB site. 5.10.16 - ask Hub there are currently three outstanding QAR1 forms for CMP, one for ACTSCL, four for ENG and two for MTH which is holding up the process. I have chased MOs again today copying in relevant people within each School and informed them they are at risk of being reported for non-compliance. We will continue to chase to get this sorted
SCI	ENV	QAR1s, QAR2s and QAR3 outstanding	QAR1s, QAR2s and QAR3 outstanding	QAR1s and QAR2s outstanding, but QAR3 has been completed by School and needs signed by AD.	QAR1s outstanding, QAR2s outstanding, QAR3 so be signed off by AD	No change since last week	QAR1s, QAR2s and QAR3	

SCI	MTH	QAR3 outstanding	QAR3 outstanding	QAR3 outstanding	QAR1s, QAR2s and QAR3 outstanding	No change since last week	QAR2s and QAR3	<p>Lots of modules triggered. Not many on BB site (are there more to upload etc?). MO and TD need to review QAR1 forms. Hub team to follow up. 5.10.16 - ask Hub</p> <p>there are currently three outstanding QAR1 forms for CMP, one for ACTSCL, four for ENG and two for MTH which is holding up the process. I have chased MOs again today copying in relevant people within each School and informed them they are at risk of being reported for non-compliance. We will continue to chase to get this sorted</p>
SCI	NAT	complete	complete	QAR3 to be signed by Assoc Dean	QAR3 outstanding (Hub Team have called for QAR3 07.11.16, deadline 28.11.16)	No change since last week	QAR2 and QAR3	<p>Nothing recorded on module tracker - unsure which modules were triggered. Nothing on BB site. No QAR2, QAR3 on BB site. 4.10.16 - ask Hub</p> <p>5.10.16 - NAT had no modules which hit a trigger for module review 15/16 so there are no QAR1s. We are just launching request for QAR2s I'm afraid. We will get prepopulated forms on BB site ASAP.</p>
SCI	PHA	complete	complete	QAR3 to be signed by Assoc Dean	QAR3 so be signed off by AD	No change since last week	QAR2 and QAR3	<p>more modules were reviewed than triggered. No QAR2 and QAR3. Team to follow up.</p> <p>5.10.16 - pre-populated QAR2s for CHE & PHA on Mon & we will send QAR2 call out once we have checked these.</p>
SSF	DEV	complete	complete	QAR3 to be signed by Assoc Dean	QAR2s outstanding. QAR3 so be signed off by AD	2 QAR2s complete since last week, 11 more to be done	QAR2s and QAR3	
SSF	ECO	complete (I believe that ECO had one QAR 1 outstanding but this was for the YA module which didn't have any students on it 2015/16 so really shouldn't have been included in module review.)	QAR1 pending	QAR3 to be signed by Assoc Dean	QAR2s to be signed off by TD. QAR3 so be signed off by AD.	No change since last week	1xQAR1 and QAR3	
SSF	EDU	complete	complete	QAR3 to be signed by Assoc Dean	QAR3 so be signed off by AD	AD to sign off QAR3 then process is complete		<p>Nothing recorded on module tracker - unsure how many module were triggered. QAR1s on BB still need TD to complete. No QAR2s, QAR3 on BB site. 5.10.16 - ask Hub</p>
SSF	LAW	complete	complete	QAR3 to be signed by Assoc Dean	QAR3 so be signed off by AD	No change since last week	QAR1s, QAR2s and QAR3	12.10.16 - update - SSF This is a healthier picture and are in the QAR 3 stages.
SSF	NBS	complete	complete	QAR3 to be signed by Assoc Dean	QAR3 so be signed off by AD	AD to sign off QAR3 then process is complete		12.10.16 - Update - SSF - This is a healthier picture and are in the QAR 3 stages.
SSF	PSY	complete	complete	QAR3 to be signed by Assoc Dean	QAR3 so be signed off	No change since last week		<p>Nothing recorded on module tracker - unsure how many module were triggered. QAR1s on BB still need TD to complete. No QAR2s, QAR3 on BB site. 6.10.16 - ask Hub 11.10.16 - asked Hub</p>
SSF	SWK	QAR1s and QAR2s outstanding	QAR1s outstanding	QAR2s and QAR3 outstanding	QAR1s, QAR2s and QAR3 outstanding	No change since last week	QAR1s, QAR2s and QAR3	<p>Nothing recorded on module tracker - unsure how many module were triggered. QAR1s on BB still need TD to complete. No QAR2s, QAR3 on BB site. 6.10.16 - asked Hub 11.10.16 - asked Hub</p> <p>12.10.16 - update - SSF - This is a healthier picture and are in the QAR 3 stages.</p> <p>13.10.16 being followed up - also suggested that the School Manager is contacted to enlist her help as well re SWK. SWK had a change of TDs over summer so both have been contacted - that could have played a part.</p>

QAR1 (Module Reviews)					QAR2 (Course Reviews)			QAR3 (School Summary)
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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)
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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%	