

LTC17D058

Title: Annual Module and Course Review – UG Compliance Report 2015-16
Author: Jean Whiting, Learning and Teaching Manager, Assessments and Quality Office (AQO)
Date: 17 November 2016
Circulation: Learning and Teaching Committee – 29 November 2017
Agenda: LTC17A002
Version: Final
Status: Open

Issue - The report considers the Annual Module and Course Review compliance for the academic year 2016-17.

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.

Discussion – 2016-17 UG Annual module and course review

The majority of undergraduate module and course reviews for 2016-17 are now completed. There are a number of modules and courses which operate with different timelines (eg HSC and MED). These reviews are scheduled for completion at a later date and the data 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 and an updated report will be provided to LTC in early 2018.