

**LTC09D138**

**Title:** LTC Reviews  
**Version:** Final  
**Circulation:** Learning and Teaching Committee – 26 May 2010  
**Agenda:** LTC09A007  
**Status:** Open

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## **REVIEW GROUP - PROGRAMME MONITORING & REVIEW**

### PROPOSED MEMBERSHIP

**Chair:** A Faculty Associate Dean

**Members:** A School Director of Learning, Teaching & Quality from each Faculty  
Admissions Manager (MAS)  
The Assistant Registrar (PO) with responsibility for the provision of Management Information  
The Assistant Registrar (LTQO) with responsibility for Programme Monitoring and Review  
A Faculty Manager from a Taught Programmes Office  
A Senior Administrator from a Faculty Teaching Office with responsibility for supporting Programme Review (from a different Faculty from the Faculty Manager TPO)  
A Senior Administrator / Faculty Manager from the Faculty of Health  
A Faculty Admissions Manager (from a different Faculty from the Faculty Manager TPO)  
The Academic Officer of the Union of UEA Students and / or a Faculty Convenor  
A representative of the Graduate Students Association

**Ex Officio** The Director of Taught Programmes

**Co-opted** The Review Group will have the right to co-opt appropriate persons for specific issues, including the Equality and Diversity Manager, the Head of the Learning, Teaching & Quality Office, the Head of Marketing and Admissions, a representative of the Careers Centre, the Head of Library Academic Services, a member of the Learning Enhancement Team, a member of the SITS Team.

**Secretary:** The Assistant Registrar (LTQO) with responsibility for Programme Monitoring and Review

## DRAFT TERMS OF REFERENCE

1. To review the current procedures for Module Monitoring, Course Update and periodic Programme Review (a section of the University's *Code of Practice: Assuring and Enhancing Teaching Quality*), incorporating the associated procedures for gathering students' evaluation of teaching.
2. To consider, in particular, the ways in which the procedures can draw together the Committee's quality assurance and enhancement obligations with routine review of our portfolio of courses, in fulfilment of the Corporate Plan's Objectives 3<sup>1</sup> and 4<sup>2</sup>, and strategy ED4<sup>3</sup>,
3. To reflect on the ways in which the procedure can support Objective 9<sup>4</sup> of the Corporate Plan by focusing on the resources required to deliver a high quality student experience, including the resources committed to teaching, learning resources and assessment.
4. To consider the ways in which the procedures can make effective use of existing management information and generate effective management information themselves (in terms of viability of modules and courses, course content, equality monitoring etc.).
5. To ensure that as far as possible, the University's internal quality assurance and enhancement procedures mesh with or meet the needs of PSRB monitoring, revalidation and review.
6. To consider whether it remains efficient and effective for the procedures to support the University in meeting our obligations in respect of Equality legislation.
7. To review the resources committed to these routine quality assurance and enhancement procedures, including the management information which underpins them.
8. To reflect on the methods of reporting (quality assurance) and disseminating (quality enhancement) the outcomes of monitoring and review procedures to ensure that these are effective and efficient at School, Faculty and University levels.
9. To take account of the recommendations contained in the QAA Code of Practice: Section 7 – *Programme design, approval, monitoring and review* and to draw on good practice from across the sector.
10. To make recommendations to the Learning and Teaching Committee of Senate on a procedure for annual course and module monitoring and periodic programme review for implementation from September 2012/13.

### Frequency of Meetings

It is proposed that there will be no more than six meetings of the Review Group.

It is envisaged that recommendations on a revised policy and procedure will be made to the Learning and Teaching Committee of Senate at its meeting in May 2011, and thereafter to Senate.

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<sup>1</sup> To provide a student experience that is second to none in the UK

<sup>2</sup> To continue to increase the quality, number and range of student applicants

<sup>3</sup> Establish a range of **new programmes**, whilst rationalising and refreshing the existing portfolio, paying particular attention to demographic changes, changes in 14-19 education, student employability and the possible liberalisation of the fee regime.

<sup>4</sup> To ensure that our activities are sustainable financially

### Indicative Schedule of Work

Meeting	Issues to be Considered
Meeting 1 (June/July)	Scoping the project
Meeting 2 (autumn)	Evaluation of the student experience
Meeting 3 (autumn)	Module Monitoring
Meeting 4 (spring)	Course Update
Meeting 5 (spring)	Course / Programme Review
Meeting 6 (Easter) If required	Conclusions / outstanding issues