

LTC13D087 Appendix ii

Title: *Report to LTC – Implementation of the Quality Code B8:
Programme Monitoring and Review*

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1 Introduction

QAA UK Quality Code for Higher Education

This report sets the context for the supporting mapping documentation for Chapter B8: Programme Monitoring and Review

Chapter Expectation:

Higher education providers, in discharging their responsibilities for setting and maintaining academic standards and assuring and enhancing the quality of learning opportunities, operate effective, regular and systematic processes for monitoring and review

2. The Process

A B8 working group was established under a chapter champion. The members of the group were:

- Ms Michele Pavey, Chapter Champion (Learning and Teaching Manager, LTS)
- Dr Clive Matthews (Associate Dean for Learning and Teaching, HUM)
- Dr Nigel Clayden (Director of Learning and Teaching, CHE)
- Mrs Caroline Rose (Coordinator, LTS)
- Mr Rob Gray (Coordinator, LTS)
- Mrs Melanie Steele (Senior PGR Manager)
- Mr Anthony Moore (Student Union Support Worker)

A student member was nominated but did not attend any of the meetings.

Meetings were also carried out with a number of staff across the University to consider issues such as requirements of professional bodies and arrangements for programme monitoring and review in partner institutions.

This mapping exercise was focussed around ensuring sound quality assurance to maintain high academic standards and the document, therefore, records the following:

- evidence of compliance where the Group was satisfied that current processes meet The Expectation and Indicators
- action points where the Group identified opportunities for quality enhancement.
- responsibilities for action points

3 Implementation at UEA

The mapping document (Appendix 1) shows that the indicators are currently being met. Actions that have been identified relate to identification opportunities for quality enhancement over and above the requirements of the Code. These should be in place by December 2014.

4 Conclusion

The conclusion of the group was that the indicators were currently being met and any actions identified were to address quality enhancement opportunities rather than address deficiencies in terms of meeting the requirements of the code.

5 Attachments

Appendix 1- QAA Quality Code Chapter B8 Mapping Document

The Expectation:						
The Expectation: Higher education providers, in discharging their responsibilities for setting and maintaining academic standards and assuring and enhancing the quality of learning opportunities, operate effective, regular and systematic processes for monitoring and for review of programmes.						
Chapter Champion: Michele Pavey- Arts Hub Manager						
The Indicators	Indicator Lead	Location of Evidence	Actions	Who	By	When
1 Higher Education providers maintain strategic oversight of the processes for, and outcomes of, programme monitoring and programme review, to ensure processes are applied systematically and operated consistently.						
LTC Policy and Procedures 5 yearly review schedule including annual module and course review		\\lts-vfs\management_group\1. Management Group\Quality Assurance and Enhancement\Learning and Teaching Review Schedule V6140613.doc				
Code of Practice: Annual module monitoring and course review		http://www.uea.ac.uk/learningandteaching/documents/course_module/CoP_ModuleMonitoring_AnnualCourseUpdate_CourseReview	update/replace CoP to reflect revised process for annual monitoring & review (LTC agreed 2011)	L Ward		01/11/2014
Schedule of 5 yearly course reviews produced annually for LTC		https://www.uea.ac.uk/committeeooffice/ueacombds/ltc/ltc1314/231013/ltc13d025				
Faculty LTQC's report annually to LTC on the annual Course Monitoring and Update process		http://www.uea.ac.uk/learningandteaching/documents/learningteaching				
Action Plans and Reports for all 5 yearly reviews are considered by Faculty Learning and Teaching Committees (LTQC) and the University Learning and Teaching Committee (LTC)		http://www.uea.ac.uk/learningandteaching/documents/course_module/CoP_ModuleMonitoring_AnnualCourseUpdate_CourseReview	update/replace CoP to reflect revised process for annual monitoring & review (LTC agreed 2011)/ check what should be recorded for evidence ie action plans	L Ward		01/11/2014
Partnerships Handbook and Course Self Assessment Review and Evaluation Reports		http://www.uea.ac.uk/partnerships/policy-and-forms	Partnerships Office are updating the SAR	G Tash		tbc
pgr info awaited						
2 Higher Education providers take deliberate steps to use the outcomes of programme monitoring and review processes for enhancement purposes.						
Annual Module Monitoring- action plans produced		http://www.uea.ac.uk/learningandteaching/documents/learningteaching				
Annual Course Monitoring and Update- action plans produced		http://www.uea.ac.uk/learningandteaching/documents/learningteaching				
Annual Course Monitoring- School Summary-action plans reviewed and good practice dissemination		http://www.uea.ac.uk/learningandteaching/documents/learningteaching				
Annual Course Monitoring- Faculty Overview		http://www.uea.ac.uk/learningandteaching/documents/learningteaching				
Report and Action Plans from 5 yearly course reviews (CR2)		http://www.uea.ac.uk/learningandteaching/documents/learningteaching				
Faculty course Review Reports to LTC (CR3)- to raise issues for University wide consideration		http://www.uea.ac.uk/learningandteaching/documents/learningteaching				
PSRB annual report						
pgr info awaited						
NHS Performance Quality Framework Annual Review		Z:\Shared Access Folders\QAA\Part B Assuring and Enhancing Academic Quality\Chapter B8 Programme Monitoring and Review				
3 Higher Education providers operate a process to protect the academic interests of students when a programme is closed						
Procedure for Withdrawal/Closure of Courses		http://www.uea.ac.uk/learningandteaching/staff/courses_modules/closure	Policy amended by LTC 25/6/14			
Processes put in place following the University's decision to close the School of Music		Z:\LTS Folders\School of MUSIC\MUS Monitoring Group Meeting				
4 Higher Education providers define processes, roles and responsibilities for programme monitoring and programme review and communicate them to those involved.						
Code of Practice: Annual module monitoring and course review		http://www.uea.ac.uk/learningandteaching/documents/course_module/CoP_ModuleMonitoring_AnnualCourseUpdate_CourseReview	update/replace CoP to reflect revised process for annual monitoring & review (LTC agreed 2011)	L Ward		01/11/2014
Guidance on Module Review and Annual Course Monitoring and Update		http://www.uea.ac.uk/learningandteaching/staff/courses_modules/coursereview				
Role description for Associate Dean (Learning and Teaching) & School Directors of Learning and Teaching		http://www.uea.ac.uk/learningandteaching/staff/newstaff/academic_roles				
Role description for Course Directors		https://www.uea.ac.uk/committeeooffice/ueacombds/ltc/ltc1213/200313/ltc12d101dividerh				
Flow charts of processes outline responsibilities for annual and 5 yearly review		http://www.uea.ac.uk/learningandteaching/documents/course_module/CourseReviewFlowchart	Guidance for 5 yearly reviews being updated	L Ward		01/11/2014
		http://www.uea.ac.uk/learningandteaching/documents/learningteaching/Annual+Monitoring+and+Course+Review+Flowchart+v1				
5 Higher Education providers evaluate their processes for programme monitoring and review and take action to improve them where necessary.						
University Review of Programme Monitoring and Review 2010/11		https://www.uea.ac.uk/committeeooffice/ueacombds/ltc/ltc1011/290611/dividerl10d115r				
University Schedule of Reviews of Handbooks, Policies & Procedures, Guidance and Student Charter		\\lts-vfs\management_group\1. Management Group\Quality Assurance and Enhancement\Learning and Teaching Review Schedule V6140613.doc				
Piloting online system to support annual module and course review		http://www.uea.ac.uk/learningandteaching/documents/learningteaching/Module+Review+and+Annual+Course+Monitoring+and+Update+-+Guidance+for+Staff+-+Online+Pilot	Server problems meant this did not happen in 2013/14. Being considered further	LW		01/12/2014
Review of research degree provision - cross references to Chapter B11 Research Degrees		\\lts-vfs\lts-docs\Shared Access Folders\QAA\Part B Assuring and Enhancing Academic Quality\Chapter B11 Research Degrees\B11 Mapping Document v6 March 2014.xls				
Process reviewed and approved at LTC. Revised process was also considered by TPPG and Faculty LTQCs		https://www.uea.ac.uk/committeeooffice/ueacombds/ltc/ltc1213/300113/ltcmins300113a				
pgr info awaited		Z:\LTS Folders\Committees\TPPG\2012-13\20130117 Meeting Documents\Doc A-Minutes_TPPG_2012_11_21				
			MS to provide for ClinPsyD			

	The Expectation:				
	The Expectation: Higher education providers, in discharging their responsibilities for setting and maintaining academic standards and assuring and enhancing the quality of learning opportunities, operate effective, regular and systematic processes for monitoring and for review of programmes.				
	Chapter Champion: Michele Pavey- Arts Hub Manager				
	6 Higher education providers make use of reference points and draw on expertise from those outside the programme in their processes for programme monitoring and review.				
	Annual Module Monitoring and Course Review draws on External Examiner Reports		http://www.uea.ac.uk/learningandteaching/documents/learningteaching		
	Annual Course Monitoring: PSRB Annual Reports where appropriate		http://www.uea.ac.uk/learningandteaching/documents/learningteaching		
	5 Yearly Course Review: External Representation from the discipline on Review Panels		http://www.uea.ac.uk/learningandteaching/documents/course_module/CoP_ModuleMonitoring_AnnualCourseUpdate_CourseReview		
	PSRB membership on course review panels where appropriate		add links		
	7 Higher education institutions involve students in programme monitoring and review processes.				
	Student evaluation as part of module review process		http://www.uea.ac.uk/learningandteaching/documents/learningteaching		
	Student Representatives on 5 yearly course review panels		http://www.uea.ac.uk/learningandteaching/documents/course_module/CoP_ModuleMonitoring_AnnualCourseUpdate_CourseReview		
	UEA Student Experience Survey		add links		
	NSS/PRES/PRES		add links		
	Student representatives on Faculty Learning, Teaching and Quality Committees which consider outcomes of annual module and course and 5 yearly reviews		http://www.uea.ac.uk/calendar/section2/committees/sencoms/ltqc		
	Student reps on School Boards		http://www.uea.ac.uk/calendar/section2/committees/bdsosfch		
	Student representatives on the University Learning and Teaching Committee which considers outcomes of annual and 5 yearly reviews and reviews relevant policies and processes		https://www.uea.ac.uk/committeefoffice/ueacombds/lc/lcmem		
	Staff Student Liaison Committees		http://www.uea.ac.uk/learningandteaching/documents/student/CoPStudentRepresentationandStaffStudentLiaison		
	PGR student representation at PGR Executive and Faculty Graduate School Executives		http://www.uea.ac.uk/committeefoffice/unipolicies/Postgraduate+Research+Executive+		
	pgr info awaited				
	8 Higher education providers enable staff and other participants to contribute effectively to programme monitoring and programme review by putting in place appropriate arrangements for their support and development.				
	Staff training courses run by the Centre for Staff and Educational Development-courses include How to Manage a Degree Programme: the Role of Course Director/Programme Leader & Organising and Managing a Module		http://www.uea.ac.uk/csed		
	LTS Bulletins and Briefings		http://www.uea.ac.uk/learningandteaching/staff/teaching/newsletter/LT+Bulletin+2013		
	University Learning and Teaching Days		http://www.uea.ac.uk/learningandteaching/staff/teaching/Ltdays		
	Academic Director of Taught Programmes/CSED development sessions		https://www.uea.ac.uk/csed/Programme+13-14/lts1		