

LTC13D107

Title: Annual Module Monitoring and Course Review – 2012-13
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Date: 13 June 2014
Circulation: Learning and Teaching Committee – June 2014
Agenda:
Version: Final
Status: Open

Issue

Annual Module Monitoring and Course Review: 2012-13.

Further Information

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Attachments

Report attached

Report on Annual Module Monitoring and Course Review

2012-13

As a result of difficulties experienced in providing adequate support to academic colleagues for completion of the 2012-13 Annual Module and Course Reviews, the deadline for completion was extended to 8 November 2013. Only those modules which hit one or more triggers, as outlined in the Procedure approved by LTC on 29 June 2011, are required to undergo module review. However, as the triggering process was not properly initiated and supported for the 2012-13 reviews, it was agreed that Schools of Study would review modules in accordance with their own plans. As required by the Procedure, the expectation is that all courses will undergo review on an annual basis.

The following provides an overview of 2012-13 module and course reviews conducted and reported to FLTQCs.

	Module Reviews Planned		Module Reviews Conducted		Courses		Course Reviews Conducted		Reported to FLTQC		% Overall Compliance (Completed Module and Course Reviews)	
	UG	PGT	UG	PGT	UG	PGT	UG	PGT	UG	PGT	UG	PGT
AMS	23	4	23	3	17	7	17	7	Yes	No	100%	91%
ART	4	6	4	6	16	7	7	7	Yes	No	55%	100%
BIO	14	9	0	9	29	6	0	6	No	Yes	0%	100%
CHE	19	6	19	1	21	1	14	0	Yes	No	82.5%	14%
CMP	0	0	0	0	20	16	0	0	No	No	0%	0%
DEV	10	15	10	15	8	24	8	10	Yes	No	100%	64%
EDU	29	0	29	0	3	24	3	0	Yes	No	100%	0%
ECO	36	15	36	15	9	8	9	0	Yes	No	100%	65%
ENV	9	7	9	7	10	9	10	6	No	Yes	100%	81%
FTM	16	10	12	8	4	4	4	4	Yes	Yes	80%	86%
HIS	21	13	2	11	5	9	5	0	Yes	No	27%	50%
HUM	N/A	0	N/A	0	N/A	1	N/A	0	No	No	N/A	0%
LAW	0	19	0	10	9	13	9	1	Yes	Yes	100%	34%
LCS	48	13	20	10	15	6	15	6	Yes	No	56%	84%
LDC	tbc	tbc	tbc	tbc	9	18	9	18	Yes	No	-	-
MED	3	9	0	7	2	18	1	12	No	No	20%	70%
MTH	0	2	0	2	11	4	3	0	No	No	27%	33%
NAT	12	0	0	0	0	0	0	0	No	No	-	-
NBS	37	90	37	76	5	10	4	10	Yes	Yes	98%	86%
NSC	69	16	67	15	28	9	18	1	No	No	88%	64%
PHA	0	3	0	0	5	2	5	0	No	No	100%	0%
PHI	5	4	5	1	8	8	8	0	Yes	No	100%	8%
PSI	14	15	14	0	9	10	9	0	Yes	No	100%	0%
PSY	0	9	0	6	2	4	2	4	Yes	Yes	100%	77%

RSC	2	5	2	0	3	18	3	5	Yes	No	100%	22%
SWK	3	11	3	11	2	12	2	6	Yes	Yes	100%	74%

As demonstrated by the above data, the 2012-13 exercise resulted in significant areas of non-compliance. In some instances, reviews were not completed. Other instances of non-compliance may be attributable to documentation not completed or not submitted to LTS by the extended deadline for collection of forms by 28 March 2014.

2013-14

Robust administrative processes have now been introduced to support the reviews for 2013-14 and subsequent years, and LTS staff suitably briefed to enable them to work closely with academic colleagues to ensure that the module and course reviews are completed and documentation submitted by the published deadlines.

In addition, LTS is piloting an online system in the following areas:

NSC September 2013 UG Intake
RSC UG
CMP UG and PGT

The online system will provide a web-based environment for academic and administrative staff to access the documentation and data and will accommodate the retention of the completed forms. The system will provide automated reminders for all stages of the process, thorough record keeping and tracking and is intended to deliver significant efficiencies. The results of the pilot will be reviewed following completion of the 2013-14 Annual Review cycle and, if successful, the aim will be to roll out the web-based review management system to all curriculum areas for 2014-15.

It is hoped that the above plans will enable academic and support staff to work together to demonstrate to the QAA 100% compliance for 2013-14 and subsequent years.

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13 June 20