

LTC14D028

**Title:** Annual Module Review and Course Monitoring – 2013-14  
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## Background

In order to ensure further progress in embedding our Annual Module and Course Review procedures across the institution, the Learning and Teaching Service introduced for 2013-14 more clearly defined administrative processes to ensure that academic colleagues were appropriately supported to conduct timely reviews for triggered modules and courses. The processes are designed to ensure that regular reminders are emailed to academic staff at defined intervals directing them to a Blackboard site housing all guidance, forms and data necessary to complete the reviews. In addition, module and course trackers 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. LTS delivered a number of briefing sessions to promote the new processes and to ensure that administrative and academic staff were fully aware of the importance of the reviews and of the University's aim to ensure 100% compliance across all Faculties.

In addition, LTS designed a web-based system with the intention of piloting this in a number of areas. However, following a serious and unexpected IT issue outside of LTS' control, the pilot had to be abandoned and schools involved in the pilot directed to revert to the processes outlined above. Future development of SITS functionality to support Annual Review is under consideration but will be competing with a number of other priorities for development time and the timescale for this is, therefore, uncertain. In the meantime, LTS is currently discussing with SITS colleagues the feasibility of running a further web-based pilot in 2014-15.

## Compliance Report – 2013-14

The majority of undergraduate module and course reviews for 2013-14 should now be completed according to the deadlines outlined in the procedure. There are a number of modules and courses which run to later deadlines, for example postgraduate and much of FMH provision. These reviews are not scheduled for completion until later this academic year and will be reported to a future LTC.

The grid below provides a summary, by school, of compliance to date. The non-compliance recorded is as a result of a number of different reasons, for example issues within LTS which have impacted on the administrative support, failure to meet the published deadlines, communication between LTS and academic staff, inconsistencies in completing the reviews and/or forms, varying interpretations of what modules and courses are covered by the documentation. These issues have been noted in order to introduce further improvements and clarification, where possible.

Some reviews are at various stages of completion but cannot be recorded as fully completed until all stages are completed and signed off by the Teaching Director. It is anticipated that the majority of the reviews will be completed in due course, albeit behind schedule.

	<b>UG Modules Triggered for Review</b>	<b>UG Module Reviews Completed (QAR1)</b>	<b>% Module Review Compliance</b>	<b>UG Courses</b>	<b>UG Course Reviews Completed (QAR2)</b>	<b>% Course Review Compliance</b>	<b>% Overall Compliance</b>	<b>School Summary Completed (QAR 3)</b>
<b>AMS</b>	21	19	90%	13	13	100%	94%	No
<b>ART</b>	13	11	85%	25	23	92%	89%	No
<b>BIO</b>	21	21	100%	25	25	100%	100%	Yes
<b>CHE</b>	27	27	100%	18	18	100%	100%	Yes
<b>CMP</b>	17	1	6%	35	0	0%	2%	Yes
<b>DEV</b>	8	8	100%	12	8	67%	80%	Yes
<b>ECO</b>	20	20	100%	9	8	89%	97%	Yes
<b>EDU</b>	38	37	97%	4	3	75%	95%	Yes
<b>ENV</b>	29	27	93%	31	26	84%	88%	No
<b>FTM</b>	18	14	78%	7	7	100%	80%	No
<b>HIS</b>	20	14	70%	9	4	44%	62%	No
<b>HUM</b>	5	5	100%	10	10	100%	100%	No
<b>LAW</b>	53	37	70%	7	4	57%	7%	Yes
<b>LCS</b>	43	42	98%	40	40	100%	99%	?
<b>LDC</b>	56	0	0%	8	0	0%	0%	No
<b>MED</b>	5	5	100%	2	0	0%	71%	No
<b>MTH</b>	26	26	100%	18	0	0%	59%	No
<b>NAT</b>	11	2	18%	6	6	100%	47%	Yes
<b>NBS</b>	39	39	100%	9	9	100%	100%	Yes
<b>PHA</b>	19	15	79%	2	2	100%	86%	Yes
<b>PHI</b>	14	14	100%	6	6	100%	100%	No
<b>PSI</b>	13	11	85%	12	9	76%	40%	No
<b>PSY</b>	23	23	100%	3	2	67%	96%	No
<b>RSC</b>	18	18	100%	3	3	100%	100%	Yes
<b>SWK</b>	2	2	100%	1	1	100%	100%	Yes