

Important information for Teaching Directors, Module Organisers and Course Directors

Annual Review and Update Cycle

Thank you for your input into the development of a new way of reviewing our taught provision. We have listened to the feedback and changed the process as much as we can for this interim year. With further IT developments we aim to improve the process further and welcome your input and feedback on these interim processes.

This is the first in a series of communications and covers:

- An overview of the new Module and Course Review and subsequent Update, for your information
- Advanced warning of the action required by Module Organisers to complete the module information for teaching delivery in 2019-20 (this is mainly assessment information).

Action required now

Teaching Directors to:

- Set their internal School deadlines for 1) Module Review and 2) Course Review (guidance is given below).**
- Ensure this document and the School deadlines are disseminated within their Schools by the most appropriate and effective means (School bulletin, email etc).**

Overview of the **NEW** Annual Review Process

The annual review process is the opportunity for Schools to fully review their course provision and consider how to improve and enhance course delivery. This year we have interim arrangements, before the full new Internal Quality Review and Development framework is implemented.

This year we are using Tableau dashboards to bring together data for module and course review and using online Microsoft forms to capture the output the reviews. This output will be viewable in Tableau and used to inform the update process, therefore avoiding duplication of effort.

1. Module Review

Schools should review all modules taught during 2018-19. The expectation is that Module Review will reference the module performance data (available on Tableau) and will normally take place after exam boards confirm marks, in time to feed into Course Review.

How? Module Organisers will be asked to view their module data via a Tableau Dashboard and record their recommended changes on an online Microsoft form. The output from this will then be viewable on Tableau to help inform Course Review and Module Update.

When? School Directors of Learning and Teaching should set internal deadlines that work for their School, but as a guide for standard undergraduate courses, the reviews

should take place after the marks are confirmed by exam boards and by 19 July (end of Graduation Week) where practicable.

2. Course Review

Schools should review all courses delivered during 2018-19.

How? Course Directors will be asked to view Course performance data and relevant module data (via a Tableau dashboard) and record their recommended changes on an online Microsoft form. The output from this is considered and approved at a School meeting – normally the first School Teaching Committee, or equivalent, of the year.

When? School Teaching Directors should set internal deadlines that work for their School, but as a guide the Course Reviews should follow on from the deadline set for Module Review. The review should be completed, and recommendations approved by the Teaching Committee, in time to feed into the update process.

Module Update

The module update tasks have been separated out into three distinct phases:

2019-20 – this is the module information for students taking their modules from September 2019. **This should be completed by 31 July.** More details of the requirements and process will be sent out next week.

2020-21 – this is the information available to students to help with module enrolment selection. This year, LTS will be updating the module task for 2020-21 using the output from Module Review, and Module Organisers will have a summary view to confirm any changes. This work will take place in the Autumn and more details will be circulated in early September.

2021-22 – This is the information that will be used to market our portfolio of courses to prospective students – those that are applying in 2020/21, and starting their courses in 2021/22. The module title and description will be available on the web as part of the Course Catalogue. This work will take place in the Autumn and more details will be circulated in early September.

Course Update

Course update will be informed by the approved changes from Course Review and the intention is that LTS will make the changes and Course Directors will check and approve. This will follow on from Module Update.

Separately, Course Directors will be asked to provide Course Overview material for ARM to use in their course marketing. Although informed by the Review and Update processes, this year the collection of the Marketing Course Overview will be managed separately from the LTS-managed Review and Update processes, in response to academics' feedback.

Next steps

The next communication will be circulated in the week commencing 17 June 2019; the communication plan is below for reference.

Message	Timeline
<ul style="list-style-type: none">• Introduction to Module and Course Review and Update (<i>this document</i>)• Request to set School Annual Review deadlines (Comms 1)	w/c 10 June 2019
<ul style="list-style-type: none">• Module Organisers to complete the final details eg assessments, for modules being delivered to students in 2019-20	w/c 17 June 2019
<ul style="list-style-type: none">• Launch of Module and Course Review including guidance on using Tableau dashboards and completion of forms	w/c 24 June 2019
	There will be a demonstration and Q&A session as part of the L&T and Student Support Briefing Session: 10 July 2019, 10.00-12.00 in Queens 1.03
<ul style="list-style-type: none">• Details of Module and Course Update	Early September 2019
	There will be a demonstration and Q&A session as part of the L&T and Student Support Briefing Session: 10 September 2019, 14.00-16.00 in LT4

Rachel Paley, Head of Learning and Teaching, r.paley@uea.ac.uk

Caroline Sauverin, Head of Learning and Teaching, c.sauverin@uea.ac.uk

12 June 2019