

# Important information for Teaching Directors, Module Organisers and Course Directors

## Communication Three – Launch of Module Review

This is the third in a set of planned communications.

### Action required now:

**Module Organisers to commence review of their module(s) and record the output on the Microsoft form. The deadline for completion will be determined by the School's Teaching Director.**

It was agreed by LTC in March 2018 that all modules and courses would be reviewed annually from the 2018/19 academic year. The review process is informed by the School's Teaching Excellence Plan.

This sets out how Module Review will operate in this interim year before the full new Internal Quality Review and Development framework is implemented. We recognise that this is a work in progress and so we would really welcome your feedback.

Module Organisers should view the data about their module on the Module Performance dashboard on [Tableau](#), guidance on this is available in the [Module Performance – Report Helpsheet](#). The report is viewable by all academic staff and so do please share with your teaching team.

When reviewing your module, please ensure that you take into account feedback from students. Any responses received through evaluation can be viewed in the [End of Semester Evaluation \(Module\) Report](#) and the [Mid-Module Evaluation Report](#). Please note that for data security reasons, these reports are not open access, but are available to you as Module Organiser.

We would encourage you to access the dashboard even if you have not used Tableau before, please be assured that you cannot break anything! If after having worked through the guidance, you feel that you would like more support, please try to attend the L&T and Student Support briefing session on 10 July where the dashboards will be demonstrated or contact [sis.records@uea.ac.uk](mailto:sis.records@uea.ac.uk) who will be pleased to provide guidance.

The output of Module Review should be recorded on the relevant [Microsoft form](#).

Guidance for completing the forms is available in the document [“Guide to online Microsoft forms for Module and Course Review”](#).

The information provided on the form will be viewable in Tableau to Course Directors and Teaching Directors and will help inform Course Review. You are invited to make recommendations for changes to your module(s) for academic years 2019-20, 2020-21 and 2021-22. Please note that this information will be used to inform the update process and so please be as specific as possible.

### Next communication

The next communication will be circulated in the week commencing 1 July 2019; the communication plan is below for reference.

Message	Timeline
<ul style="list-style-type: none"><li>• Introduction to Module and Course Review and Update</li><li>• Request to set School Annual Review deadlines</li></ul>	w/c 10 June 2019

(Comms 1)	
<ul style="list-style-type: none"> <li>Module Organisers to complete the final details eg assessments, for modules being delivered to students in 2019-20</li> </ul>	w/c 17 June 2019
(Comms 2)	
<ul style="list-style-type: none"> <li>Launch of Module Review including guidance on using Tableau dashboards and completion of forms (this document, Comms 3)</li> </ul>	w/c 24 June 2019
<ul style="list-style-type: none"> <li>Launch of Course Review including guidance on using Tableau dashboards and completion of forms</li> </ul>	w/c 1 July 2019
(Comms 4)	
<p>There will be a demonstration and Q&amp;A session as part of the L&amp;T and Student Support Briefing Session:</p> <p style="text-align: center;"><b>10 July 2019, 10.00-12.00 in Queens 1.03</b></p>	
<ul style="list-style-type: none"> <li>Details of Module and Course Update</li> </ul>	Early September 2019
(Comms 5)	
<p>There will be a demonstration and Q&amp;A session as part of the L&amp;T and Student Support Briefing Session:</p> <p style="text-align: center;"><b>10 September 2019, 14.00-16.00 in LT4</b></p>	

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