

Important information for Teaching Directors, Module Organisers and Course Directors

Communication Four – Launch of Course Review

This is the fourth in a set of planned communications.

Action required by Course Directors:

The data to support Course Review is now available as Tableau reports on the RE-Portal, Course Directors are asked to complete Course Review to the timeline as advised by their School's Teaching Director and record the output in the relevant Microsoft form, which is viewable in Tableau.

This sets out how Course 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.

Course Directors should view the data about their course on the Course Review report accessed on the RE-Portal in [Tableau](#), guidance on this is available in the [Course Review –Report Helpsheet](#) The report is viewable by all academic staff and so do please share with your teaching team.

When reviewing your course, please ensure that you take into account feedback from students, such as the NSS/PTES or internal surveys. Any responses received through evaluation can be viewed in the [End of Semester Evaluation \(Course\) Report](#) – Please note that for data security reasons, these reports are not open access, but are available to you as Course Director.

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 dashboard will be demonstrated or contact sis.records@uea.ac.uk who will be pleased to provide guidance.

The output of Course Review should be recorded on the [Course Review 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 and considered at a meeting of School's Teaching Committee (or equivalent meeting). You are invited to make recommendations for changes to your course(s) for academic years 2019-20, 2020-21 and 2021-22. Please note that this information will be used to inform the course update process and so please be as specific as possible.

Next communication

The next communication will be circulated in early September; the communication plan is below for reference.

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

(Comms 1)	
<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
(Comms 2)	
<ul style="list-style-type: none"> Launch of Module Review including guidance on using Tableau dashboards and completion of forms (this document, Comms 3) 	w/c 24 June 2019
<ul style="list-style-type: none"> Launch of Course Review including guidance on using Tableau dashboards and completion of forms 	8 July 2019
(Comms 4)	
<p>There will be a demonstration and Q&A session as part of the L&T and Student Support Briefing Session:</p> <p style="text-align: center;">10 July 2019, 10.00-12.00 in Queens 1.03</p>	
<ul style="list-style-type: none"> Details of Module and Course Update 	Early September 2019
(Comms 5)	
<p>There will be a demonstration and Q&A session as part of the L&T and Student Support Briefing Session:</p> <p style="text-align: center;">10 September 2019, 14.00-16.00 in LT4</p>	

Information is on the [website here](#)

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