

QUALITY REVIEW AND ENHANCEMENT FRAMEWORK

Chapter 2 - Quality Review and Enhancement of Taught Programmes

2. Quality Review and Enhancement of Taught Programmes

Annexes 1-7 to Chapter 2 should also be consulted when reading this policy. These Annexes provide additional information, together with templates, regarding Annual Module Review (AMR) Teaching Excellence Action Plans (TEAPS) and Teaching Excellence Monitoring (TEM) meetings.

Appropriate datasets to consider when undertaking activities within this Chapter include, but are not limited to:

- National Student Survey data (including qualitative comments and demographic splits).

- Postgraduate Taught Experience Survey (PTES).

- Other student feedback (end-of-module and mid-module feedback from: surveys, focus groups, discussion boards, clickers, etc).

- Student achievement and progression data.

- Comparative performance data (e.g., previous years and student achievement on other modules).

- Feedback from Student Staff Liaison Committee (SSLC) meetings.

~~XXXXXXXXXXXXXXXXXXXX~~

Support and staff development.

Good practice gathered.

Annual Module Review (AMR) forms.

Teaching Excellence Action Plans (TEAPs) from previous years, or draft TEAPs in-progress.

Teaching Excellence Monitoring (TEM) notes from previous years.

Many datasets are available in the University SharePoint MI Hub. This includes the Quality Review and Enhancement Dashboards listed above. Please note, you may need to use the Virtual Private Network (VPN) to access these.

2.1 Annual Module Review

This process is currently under review with an aim to explore the digitisation of the Annual Module Review (AMR) form and related processes.

The AMR process is undertaken by the Module Convenor/Lead (or equivalent) and then scrutinised by the Programme Director (or equivalent). This annual process of review should be initiated and co-ordinated by the Module Convenor/Lead (or equivalent) and involve all contributors to the module, making use of available data and feedback.

Faculties are provided with a template AMR Form, which can be adapted to local needs e.g., PSRB requirements. Use of this particular form is not mandatory; Faculties may use other versions as appropriate, e.g., forms, and SharePoint mechanisms.

See Annex 1 to Chapter 2 - AMR Template

The timing and approach taken to AMR, to ensure the quality review and enhancement of modules, is at the discretion of the Faculty (or delegated School).

As part of the AMR process, the available data and feedback should be used to consider the appropriateness of the module's stated aims and intended learning outcomes; teaching methods; assessment design; assessment and feedback strategies; specialist and generic skills development; and resources provision.

AMR is a local-level academic tool for self-reflection on a module's delivery and outcomes for students, and aids the consideration of improvements and enhancements, which can then feed into further centrally led Quality Review processes (such as TEAPs).

2.1.2 Output

The output of the AMR process will usually be:

Departments and Faculties should continue to review and update their Teaching Excellence Action Plan throughout the year and when new data becomes available during a cycle.

For online programmes:

The Department's (or Subject/Programme) should be augmented by facilitated online discussions for each module which will provide additional, or alternative, evidence to feed into the TEAP/TEM process.

They should also include actions which relate to online programmes within their TEAP. Where an online programme is in the process of approval, the TEAP should indicate this and include information about the expected timeline for approval/implementation.

2.3.1 Output

The output from the Director of Education and Student Experience (or equivalent) after reviewing the summary of the module review process produced by Programme Directors (or equivalent) and any additional data will usually be:

A draft Department TEAP.

2.4 Annual Review of Departments by the Faculty

Further information regarding TEAP and Faculty scrutiny, such as relevant timelines, datasets, and guidance, are available on the Faculty website.

Directors of Education and Student Experience (or Programme Directors)

where appropriate will provide a summary of the findings of the Faculty Annual Review to the Faculty of Education and Student Experience.

Other Department-level education leaders as required.

Student representatives from both Streatham and Penryn campuses.

2.4.2 Agenda

The agenda may include:

Presentations by the Director of Education and Student Experience/Programme Director (or equivalent).

Discussion of outstanding actions from the previous year(s).

Consideration of the draft TEAPs.

Patterns/themes arising from TEAPs.

Discussion of priorities for the year ahead.

Curriculum development.

Discussion of data, particularly the Office for Students's B3 Student Outcomes data.

2.4.3 Output

The outputs will usually be:

Department TEAPs (it is suggested that these are reviewed at relevant Faculty meetings on an on-going basis).

2.5 Annual Review of Departments by the University: Teaching Excellence Monitoring (TEM) meetings

The TEM meetings are the annual University review meeting with each Department (or Subject/Programme, as appropriate within the Faculty).

TEAPs are reviewed at the University-level and feedback is given for revisions and sharing of best practice.

2.5.1 Membership

These meetings are chaired by the Deputy Vice-Chancellor (Education and Student Experience) with the following suggested membership:

Dean for Taught Students.

Associate Deans for Taught Students.

Associate Pro-Vice-Chancellor for Education (and Associate Dean Education in the Medical School and Business School).

Pro-Vice-Chancellor and Executive Dean (or Deputy).

Head of Department.

Director of Education and Student Experience/Programme Director (or equivalent).

Director of Teaching Excellence and Enhancement.

Senior Education Partner/Cornwall Education Partner.

Student Representative/s.

Additional representatives including Quality Leads, Directors of Faculty Operations, etc.

Support for notetaking and capture of actions.

2.5.2 Agenda

The agenda may include presentations from Directors of Education and Student Experience, or as appropriate, and discussions of:

Department TEAP

2.6.1 Membership

This meeting is chaired by the Deputy Vice-Chancellor (Education and Student Experience) with the following suggested membership:

Dean for Taught Students.

Associate Deans for Taught Students.

Associate Pro-Vice-Chancellor for Education (and Associate Dean Education in the Medical School and Business School).

Director of Teaching Excellence and Enhancement.

Head of Library.

Head of Student Employability and Success (SEAS).

Head of Education Policy, Quality and Standards.

Business Manager to the Deputy Vice-Chancellor (Education and Student Experience).

Senior Education Partner/Cornwall Education Partner.

Student R S9302.9 BT4ce1 O O 1 90311 61ETQq0.00000BTTETQq0.000008.ce