

## **MODULE REVIEW AND ANNUAL COURSE MONITORING & UPDATE**

The Board of Governors in consultation with Academic head approves new processes for the monitoring and review of modules and courses for implementation.

### Background

The revised approach to monitoring and review was developed following a thorough review of policy and procedure for: module monitoring; course update; periodic programme review; and within each of these, student evaluation. Informing the process was the need for robust quality assurance. The new processes have been designed to meet the Institution's needs, whilst being mindful of requirements of FHEC

### Key features

A key feature of the new processes is that they take a stimulated approach, particularly with regard to module review. The main changes are:

- **Course monitoring and update:**  
To remain an annual event. The focus of the revised policy and procedure is at the level of the course rather than the module on the basis that course coherence (including course content, learning, teaching and assessment methods and learning outcomes) is critical to the student experience and academic standards.
- **Module review:**  
Each module to be reviewed at least once during a three-year cycle unless certain identified reasons are encountered.
- **Student evaluation:**  
New annual internal survey during each year utilising additional questions regarding students' views of their modules. These additional questions will be sent to past students who otherwise undertake the external review, module evaluation by students each time that a module is run thus becomes optional unless outputs of course monitoring and students' survey outcomes suggest otherwise.



## ANNUAL COURSE MONITORING AND UPDATE

- Purpose:**
- To evaluate the course to inform quality assurance and enhancement
  - To update the course
  - To review module (where necessary)
  - To identify and share good practice

**Frequency:** Annual

- Process:**
- Lead to be nominated by the Academic Head in consultation with “Board of Governors”
  - A course monitoring meeting to be arranged to consider all data
  - **Monitoring and update to take account of:**
    - ❖ course overview (including gaps and overlaps)
    - ❖ course learning, teaching and assessment strategies
    - ❖ course structure, content and assessments
    - ❖ course currency (learning outcomes, knowledge, skills and practice, where relevant)
    - ❖ student engagement and achievement (including feedback to students)
    - ❖ External examiners’ feedback.
    - ❖ Strategies and activities in respect of employability.
    - ❖ feedback from Staff Student Committees.
  - **Outputs to cover:**
    - ❖ Proposed amendments to programme specifications and course profiles and the reasons for these
    - ❖ A report covering three areas
      1. Academic standards
      2. Student learning experience (including opportunities to demonstrate learning outcomes, resources and other forms of support)
      3. Enhancement (setting out changes/improvements and the reasons for these)
    - ❖ An action plan, including identification/dissemination of good practice and changes
  - Submits report to “Board of Governors”
  - Academic head reviews reports of all reviews undertaken in each session, summarising good practice and action plans and approves (where appropriate) amendments to programme specifications/profiles



- Academic head confirms any module requiring review
- Academic head co-ordinates dissemination of good practice within/across faculties
- Academic head co-ordinates dissemination of good practice within Institution

**REMARKS :**

Timescale for completion of annual programme monitoring and update:	within two weeks of the meeting Start of the year for most programmes; November for most short programmes

**MODULE REVIEW**

**Purpose:** Evaluation of module to inform quality assurance and enhancement

**Frequency (5 Years) :**

**Unless** one or more of the following reasons are encountered.

- Module monitoring recommended in periodic review and/or annual programme monitoring and update action plan;
- The module is a new one and is within the first year of its introduction;
- There is a new organiser of the module;
- There are changes to the module which the Academic Head considers should be evaluated;
- There has/have been concern arising from previous module evaluation during the last cycle that remains unresolved;
- There are issues arising from student module evaluation or arising from the annual student survey.
- There are staff within their probationary period undertaking substantial amounts of teaching on the module.



**Process:**

- Academic head determines which module require;
- Respective Tutor agrees with Academic head the methods and focus of review and must include student evaluation;
- Respective Tutor in consultation undertakes review and completes short report for the Academic head;
- Academic head considers report and agrees action plan with the respective Tutor
- Academic head reviews all modules reviews undertaken in each session and submits with summary of good practice and action plans to “Board of Governors”;
- Academic Head co-ordinates dissemination of good practice within Institution

**Remarks :**

Timescale for completion of Module Review:	within one month of end of module
Student evaluation of modules:	<ul style="list-style-type: none"> <li>➤ is optional at the level of the individual module for evaluation of teaching</li> <li>➤ is mandatory if the module is being reviewed under the process described above</li> <li>➤ otherwise, students’ views about their modules will be sought via questionnaire about their experience.</li> </ul>

**COURSE REVIEW**

**Purpose:**

- A critical review of taught provision to inform strategic planning.
- To reflect on curriculum design, teaching and assessment.
- To plan for the next 5 years: quality assurance and enhancement of the course.



**Frequency ( 1 Year):**

**Responsibility:** Academic head to lead and manage a team of people leading up to the review.

**Process:** Data collected and analysed leading to the analysis with a report to inform “Board of Governors”. After the event an action plan would inform future changes and development. Essential review data for the analysis and report:

- Annual monitoring reports (last years)
- Any module evaluations
- Marketing and Admissions reports, current student data
- Equality and diversity data
- Employability data, employability action/activities in Institutions and employers’ views
- Programme specification and relevant subject benchmark
- Assessment data & Learning Outcomes
- Admissions information and processes
- Institution management arrangements for quality assurance/ enhancements
- External examiners’ reports and responses
- Library resources
- Learning resources

**Committee members :**

Board of Governors, External evaluation committee and Academic head.

**Outcome:** Action plan written by Academic head to inform ongoing developments / improvements and enhancements. This will be reviewed in subsequent annual course monitoring and update.

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