



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

CSVPA: ANNUAL COURSE MONITORING PROCEDURES

Date of Policy	November 2021
Approved by CSVPA Board	November 2021
Key Staff	Rector, Provost, Dean
Lead for Review	Provost

Annual Course Monitoring for Enhancement Purposes

Annual monitoring is a course activity, the purpose of which is to enable course teams to better understand and measure the effectiveness of enhancements and the impact this has on student achievement.

Introduction

These procedures have due regard to the expectations in the UK Quality Code.

Academic Board has oversight of all monitoring and enhancement activities. Academic Board includes any other committee to which the Board has delegated responsibility.

UK Quality Code distinguishes routine monitoring from periodic review. The purposes of Academic Board routine monitoring procedures are:

- To stimulate course teams to reflect on the learning opportunities students have experienced in the past year, on the academic standards achieved, and on the continuing currency and relevance of the course; and
- To enable Academic Board to assure itself that course teams are taking timely action to address any issues and to enhance provision, on the basis of proper reflection.

Annual monitoring

Annual monitoring is a course activity, which yields a course-level report. The annual monitoring report is called: a Continuous Course Improvement (CCI) plan (incorporating an Action Plan). The responsibility for compiling the CCI is with the Head of Subject (HoS), Course Coordinator, Course Leader, or Pathway Leader.

The process begins at the start of the academic year prior to the first Board of Study. In consultation with the course team and the Student Staff consultative Committee (SSCC) a CCI should be completed. Its purpose is to enable the course team

- to reflect upon the past year;
- identify areas of enhancement;
- note areas of good practice and course achievements; and
- respond to identified trends, issues or other matters of note.

The CCI will be informed by:

- External Examiner (*Moderator*) report(s)
- Student feedback
- SSCC meeting minutes
- module (unit) evaluation results
- informal and other student feedback
- NSS
- Graduate Outcomes
- Statistical information to include business and course-specific data sets
- Other relevant information.

A copy of each course annual monitoring report will be submitted to the Autumn Board of study each academic year for consideration and approval and will then be considered at the course Student Staff Consultative Committee. BoS will:

- Confirm that all CCIs have been received at the Board of Study;
- Assure the Committee that Action Plans are being addressed and appropriate enhancements considered;
- Note any issues of institutional significance.

Why do annual monitoring?

Annual monitoring assures Academic Board that course teams are taking timely action to enhance provision and address any issues on the basis of proper reflection. Annual monitoring assists course teams to

- reflect upon the past year (on the learning opportunities students have experienced in the past year; on the academic standards achieved; and on the continuing currency and relevance of the course);
- identify areas of enhancement (noting whether these can be achieved immediately or will require further consultation with relevant stakeholders and committees);
- note areas of good practice and course achievements; and to
- respond to identified trends, issues or other matters of note.

How is annual monitoring done?

Annual monitoring is done at **course level** and is recorded in a Continuous Course Improvement plan (CCI) which includes an Action Plan.

The CCI is written for the staff and students of the course. Whilst the Board of Study and Student Staff Consultative Committee (SSCC) may also read the report, they are not the audience addressed.

What information is needed to complete the CCI?

The following may be used to inform the CCI. Commentary and consideration of each is required within the CCI. Where available, statistical information to include course-specific datasets: *For example:*

Qualifications

- I. New entrants highest qualifications on entry
- II. By stage of study
- III. Home/EU/International

Retention

- I. Retention rates by stage of study
- II. Retention rates after Summer Assessment Boards
- III. Retention after Reconvened Assessment Boards
- IV. Non-continuation

Academic Success

- i. Progression rates for L4 students (ie students progressing normally from Stage 1 to Stage 2 at Summer and Reconvened Assessment Boards)

- ii. Progression rates for L5 students (i.e. students progressing normally from Stage 2 to Stage 3 at Summer and Reconvened Assessment Boards)
- iii. Awards by classification, including Fails and lower awards
- iv. Good degrees (1, 2:1, and Distinction as a proportion of all classified awards and as a proportion of all finalists)
- v. Module assessment results by course, subject and module
- vi. Module success ratios
- vii. Proportion of students passing at first attempt excluding deferrals
- viii. Proportion of students passing at first attempt including deferrals

Student demographics

By country of domicile
 By disability
 By ethnicity
 By age on entry at stage 1, stage 2 and stage 3
 By gender/stage of study

Student satisfaction

NSS for latest year: total and main categories
 Module evaluation by course, by subject and by module

Student employment

Graduate Outcomes for latest year

Other relevant information, including

External Examiner report(s)
 SSCC meeting minutes
 informal and other student feedback

When should CCIs be completed?

Work can begin on CCIs over the summer, but some of the data are not available or not complete until after the start of the academic year (returners cannot be calculated until after the end of the second teaching week for example).

Approval of CCIs

CCIs (with the supporting datasets) must be submitted to the Dean or Provost.

CCIs will be considered at the first Board of Study of the academic year for formal approval. They should then be considered at the course SSCC.

The Dean or Provost will complete a covering report for Academic Board after the Board of Study to

- Confirm that all CCIs have been completed and received at the Board of Study;
- Assure Academic Board that Action Plans are being addressed, appropriate enhancements considered and that good practice has been identified; and to

- draw attention to any issues of institutional significance with particular regard to the quality and/or standards of courses.

At Academic Board the Dean or Provost will speak to the report and update the Board on progress against actions. The Deans are responsible for informing the Board of Study and Course Leaders any outcomes/actions arising from Academic Board.

It is for the Dean and Provost to determine how institutional decisions are disseminated within the academic department to ensure timely feedback to issues and items of note raised within the CCI and its action list, and to inform the succeeding year's CCIs.