



# STRATEGIC OVERSIGHT OF ANNUAL COURSE MONITORING

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

**This document describes the processes for consolidating the outcomes of annual programme monitoring for strategic enhancement purposes.**

The annual monitoring and enhancement process is a dynamic process conducted over the course of an academic year. Annual Monitoring Reports (Continuous Course Improvement plans (CCIs)) will be submitted to the Autumn Board of study, each academic year, for consideration and approval and will be considered at the course Student Staff Consultative Committee. A Faculty Enhancement Action Plan summarising the course CCIs will be submitted to Academic Board to:

- Confirm that all CCIs have been received at Board of Study
- Assure the Board that Action Plans are being addressed and appropriate enhancement considered
- Note any issues of wider significance

A key outcome of the annual monitoring and enhancement process is therefore the identification of areas of improvement that may enhance the provision of courses, the student learning experience and ultimately student achievement and performance.

**The Role of the Board of Study (BoS)**

The Board of Study has the duty through its regular meetings to reflect on the performance of each course, to evaluate its effectiveness in achieving its stated aims and the success of students in attaining the programme’s learning outcomes.

The BoS meets three times a year and considers the performance of the course reflecting on the qualitative and quantitative data and evidence that will be available at each meeting during the year.

The BoS may additionally consider other sources of evidence that it thinks appropriate to assist it in its task. These other sources of evidence should be recorded in the Annual Monitoring Report.

<b>Board of Study 1 (Autumn)</b>	<b>Board of Study 1 (Spring)</b>	<b>Board of Study 1 (Summer)</b>
Course team evaluation	Course team evaluation	Course team evaluation
External Examiner reports	Course metrics	Course metrics
Outcome Assessment Board comments/ actions	Outcome Assessment Board comments/ actions	Outcome Assessment Board comments/ actions
NSS results Student satisfaction surveys Graduate outcomes	Consider key monitoring information/ performance data Level Survey results	Course performance Student achievement data
Receive and approve CCIs and Faculty enhancement plans	Monitor progress made with Course/ Faculty enhancement plans	Monitor progress made with Course/ Faculty enhancement plans
Feedback from Course Reps	Feedback from Course Reps	Feedback from Course Reps
Minutes from SSCCs	Minutes from SSCCs	Minutes from SSCCs
Reports from external bodies and stakeholders	Reports from external bodies and stakeholders	Reports from external bodies and stakeholders

## **Oversight of the Annual Monitoring and Enhancement Process**

It is the responsibility of a Dean or the Provost to complete a Faculty Enhancement Action Plan drawing on the completed 'Course Continuous Improvement plans' (CCI) from all programmes in a Faculty.

The Faculty Enhancement Action Plan is the conclusion of the Annual Monitoring and Enhancement process and as such serves to:

- Place responsibility for the maintenance of quality and standards at school level
- Enable the identification of themes, including good practice that can be shared across the school
- Identify themes, issues and risks that may require resolution at school level
- Identify school level issues and risks that need to be reported to the Rector, awarding bodies and/or university partners
- Identify recurrent or systemic issues that require notification to the OfS or other bodies
- Confirm that course annual monitoring and enhancement processes have been satisfactorily completed; and where this is not the case to put in place appropriate managerial actions to address this

The Faculty Enhancement Action Plan should be completed by the end of October and submitted to the next scheduled meeting of the Academic Board. The Faculty Enhancement Action Plan should also be submitted to the Spring BoS of the academic year for note of progress against identified actions.

Activities detailed in the Faculty Enhancement Action Plan will provide a framework and focus to enable the courses in each faculty to meet their identified goals and enhancement objectives.

### **Institutional Oversight**

Dean or the Provost prepare a summary report of the annual monitoring and enhancement process in a Faculty Enhancement Action Plan.

Faculty Enhancement Action Plans provide a summary of the key issues, themes and risks emerging from the annual monitoring and enhancement process. The report will provide assurance to Academic Board that:

- Academic standards of provision continue to be maintained
- Courses continue to meet UK threshold standards
- Courses continue to meet quality standards as defined by QAA (the OfS Designated Body for Quality).

Details and progress of enhancement actions are provided to the Board of Governors by the Rector.