# ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT: programme ANNUAL MONITORING AND REVIEW

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| **PERIOD:** |  |
| **PROGRAMME TITLE(S):** |  |
| **MODE OF DELIVERY** |  |
| **LOCATION/S OF DELIVERY** |  |
| **PARTNERSHIP DELIVERY (list as applicable):** |  |
| **AUTHOR(S) OF REPORT:** |  |
| **EXTERNAL EXAMINER(S):** |  |
| **SCHOOL** |  |

The purpose of this document is to provide a comprehensive review of programme performance, at module level, which informs focused action planning for the next academic year. It will be completed during October-November of the year under review, to be presented at the Annual Monitoring Review Meeting in November, informing the Annual Rolling Action Plan for the remainder of the academic year (December-September). Other documents feeding into the completion of the review include Module Leader Reports, External Examiner Reports and a number of key data sets. **The report should be data driven, with succinct narrative and should include consideration of delivery at all locations (including partnership delivery).**

**SECTION ONE: OVERVIEW OF SUCCESS OF ACTION PLAN ARISING FROM PREVIOUS ACADEMIC YEAR**

*Please summarise progress towards resolving key areas for focus from previous year’s action plan and any actions that have not been completed and why.*

(add extra rows as needed)

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| Issues resolved from previous year | Action(s) | Outcome (impact) |
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| Issues unresolved from previous year | Action(s) | Reasons and further mitigation required | Responsibility |
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**SECTION TWO: STUDENT OUTCOMES**

**2A) ANNUAL SUMMARY OF STUDENT OUTCOMES AT MODULE LEVEL**

*Referring to the table below, please identify modules for specific actions and monitoring during the forthcoming academic year. Include issues relating to specific study centres and partnership provision where applicable.*

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| **Red Rag-rated Module** | **Outcomes/issues arising** | **Action(s) to achieve improvement/enhancement** | **Responsibility** | **Progress and outcomes:** | **Completion date** |
|  |  |  |  |  |  |
| **Amber-rated module** | **Outcomes/issues arising** | **Action(s) to achieve improvement/enhancement** | **Responsibility** | **Progress and outcomes:** | **Completion date** |
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| **Green-rated modules** | **Areas of good practice to disseminate** |
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| **Confirmation that all Module Leader Reports from the previous year have been received and discussed at the Course Committee** | **Signature PTL:**  **Date:** |

**2B) SUMMARY OF STUDENT OUTCOMES AT PROGRAMME LEVEL**

*Highlight any areas of concern at and what steps will be taken to address these. Include issues relating to specific study centres and partnership provision where applicable. For withdrawals please specifically address withdrawals due to academic failure. For progression please focus on any programme, venue, or cohort, where the average number of credits achieved is 40 credits or more below the expected number of credits achieved. Where programmes are delivered through a collaborative partnership, please make explicit reference to these and record any required*

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| **Student Outcomes at Programme Level** | **Outcomes/issues arising** | **Action(s) to achieve improvement/enhancement** | | | **Responsibility** | | **Progress and outcomes:** | | **Completion date** |
| 1. **Enrolments** |  |  | |  | |  | |  | |
| 1. **Level 4-5 continuation** |  |  | |  | |  | |  | |
| 1. **Withdrawals** |  |  | |  | |  | |  | |
| 1. **Average credits achieved by students withdrawing** |  |  | |  | |  | |  | |
| 1. **% Good degrees** |  |  | |  | |  | |  | |
| 1. **Employability** |  |  |  | | |  | |  | |
| 1. **Graduate Employability** |  |  |  | | |  | |  | |
| 1. **Differences in the above by gender, age, ethnicity, declared disability** |  |  |  | | |  | |  | |

**SECTION THREE: STUDENT VOICE**

*Highlight outcomes and issues arising and what steps will be taken to address these. Include issues relating to specific study centres and partnership provision where applicable.*

**NB: for NSS see School Improvement Plan**

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| **Student Voice** | **Outcomes and issues arising** | **Action(s) to achieve improvement/enhancement** | **Responsibility** | **Progress and outcomes:** | **Completion date** |
| 1. **Module evaluations summary** |  |  |  |  |  |
| 1. **SSLCs** |  |  |  |  |  |
| 1. **Student Complaints** |  |  |  |  |  |

**SECTION FOUR: PROGRAMME REVIEW**

*Highlight outcomes and issues arising and what steps will be taken to address these. Include issues relating to specific study centres and partnership provision where applicable.*

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| **Programme Review** | **Outcomes and issues arising** | **Action(s) to achieve improvement/enhancement** | **Responsibility** | **Progress and outcomes:** | **Completion date** |
| 1. **Professional and Regulatory Body Matters** |  |  |  |  |  |
| 1. **Academic Resources** |  |  |  |  |  |
| 1. **Public Information** |  |  |  |  |  |
| 1. **Staffing Resources** |  |  |  |  |  |
| 1. **Periodic Review (include update on any recommendations)** |  |  |  |  |  |
| 1. **Revalidations (include update on any recommendations)** |  |  |  |  |  |
| 1. **Proposed minor / major modifications** |  |  |  |  |  |

**SECTION FIVE: QUALITY ENHANCEMENT**

*Highlight outcomes and issues arising and what steps will be taken to address these. Include issues relating to specific study centres and partnership provision where applicable.*

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| **Quality Enhancement** | **Outcomes and issues arising** | **Action(s) to achieve improvement/enhancement** | **Responsibility** | **Progress and outcomes:** | **Completion date** |
| 1. **External Examiner Reports (ensure all actions required by EEs are addressed and completed)** |  |  |  |  |  |
| 1. **Assessment Misconduct** |  |  |  |  |  |
| 1. **Academic Appeals** |  |  |  |  |  |
| 1. **Teaching Observations** |  |  |  |  |  |
| 1. **Scholarly Activity** |  |  |  |  |  |
| 1. **LTA enhancements and innovation**   **(eg: Innovation Fund Projects, pilots)** |  |  |  |  |  |

**SECTION SIX: SUMMARY REPORT FROM LINK TUTOR (IF APPLICABLE)**

*This section is for the partner link tutor to provide a BRIEF summary of the report-key achievements and priorities relating to partnership delivery for next year.*

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| **Key Achievements during the year** | **Key Priorities for next year** |
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**SECTION SEVEN: SUMMARY REPORT FROM PROGRAMME LEADER**

*This section is for the programme leader to provide a BRIEF summary of the report-key achievements and priorities for next year -the latter forms the basis of the Action Rolling Action Plan for the subsequent year.*

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| **Key Achievements during the year** | **Key Priorities for next year** |
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**ACTION PLAN FOR CURRENT YEAR.**

*Please complete the action plan below, all actions should be SMART. Please begin by identifying the issues that need to be addressed in the order of priority, then list the specific action or actions that will be taken to address each issue. Please also specify how the success of the action will be monitored as well as the action owner, the deadline for completion of the action, and the committee to which the outcome is to be reported. If necessary extra rows can be added to the table.*

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| **Issues arising from Annual Monitoring Review** | **Action(s) to be taken to resolve issues** | **Success measure** | **Action owner** | **Deadline for completion** | **Action to be reported to** |
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