The aim of Learning & Teaching Enhancement Review is to maintain quality and improve provision through identifying action that can be taken to improve future student experience.

This form should be used to record Learning & Teaching Enhancement Review activity. Its purpose is to capture a focused and concise evaluation (or a reflective summary) of learning and teaching experiences for the last academic session, along with action points. **Bullet list format is encouraged**.

This form can be used:

* as a guide agenda for, and to record discussion from, Learning & Teaching Enhancement meetings
* as an outline for the School Learning & Teaching Enhancement Summary where meetings have been held at subject/discipline level[[1]](#footnote-1)
* as a Learning & Teaching Enhancement Report for a Unit of Learning; where the person responsible is not able to attend the relevant meeting; or where Learning & Teaching Enhancement meetings are not held

In preparation for Learning & Teaching Enhancement Review, staff responsible for ‘Units of Learning’ should reflect on provision (including all collaborative provision, where applicable) informed by relevant sources of evidence, including:

|  |  |  |
| --- | --- | --- |
| Course Feedback | Student Performance Data | Staff Feedback |
| External Examiners’ Comments | Student Survey Data | Staff-Student Liaison Committee meetings |

|  |  |  |  |
| --- | --- | --- | --- |
| College |  | | |
| School/Subject/Discipline  *(as* appropriate*)* |  | | |
| Provision covered[[2]](#footnote-2) | Unit of Learning | Represented by | Input received  [at meeting (M)/via form (F)] |
|  |  |  |
|  |  |  |
|  |  |  |
| Comments on new or significantly revised courses or programmes |  |  |  |
| Collaborative Provision covered |  |  |  |
| **Reflection**  In completing this section it may be useful to refer to the 8 themes covered in the College LTE Summary reports [1. Student Support (including mental health); 2. Learning and teaching (including assessment and feedback); 3. Quality and suitability of teaching spaces and timetabling; 4. Staffing levels (including administrative support); 5. University facilities (including IT, conference and library facilities); 6. University systems (including MyCampus, Moodle Turnitin and EvaSys); 7. Marketing, recruitment and admissions; 8. Other themes/issues] | | | |
| What is working well, including good practice? | | | |
|  | | | |
|  | | | |
| What needs work? | | | |
|  | | | |
|  | | | |

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| --- | --- |
| **Innovation** | |
| **Do you have any examples of distinctively innovative practices?**  (Please include a named contact for each piece of innovative practice).  It may be that not all Schools will report on this each year. | Where, if anywhere, would you disseminate this innovative practice? |
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| **Looking Forward – Please identify any actions that should be completed over the coming year.** (Check with your School or College LTE Officer if advice is needed on which is the most appropriate level) |
| School |
|  |
| College |
|  |
| University |
|  |

|  |  |
| --- | --- |
| **Closing Loops** | |
| **What progress has been made on School actions identified in the last Learning & Teaching Enhancement cycle?** | |
| *Action:* | *Progress:* |
|  |  |
|  |  |
|  |  |
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| --- |
| **Hot Topics**  Do you have any comments on the following topics? |
| 1. *new hot topic to be added* |
|  |
| 2. *new hot topic to be added* |
|  |
| 3. *new hot topic to be added* |
|  |

1. Where a Learning & Teaching Enhancement meeting has been held by a single subject School, the note of that meeting will be accepted as the School AM Summary. [↑](#footnote-ref-1)
2. It is expected that information will be provided for all units of learning – please indicate here any units of learning which have not complied with the request for information. [↑](#footnote-ref-2)