

Annual Monitoring – Timescales for Review of Session 2020-21

Date	Action	Initiator/Lead	Other Participants	Notes
<p>The Annual Monitoring cycle and key dates noted below take place against a background of ongoing reflection and review of teaching which takes place throughout the year as staff responsible for provision respond to feedback and information on course delivery which is received throughout the academic year</p>				
April/May 2021	<p>Report to School LTC on progress with actions from 19-20 reports at all levels</p> <p>Disseminate progress report and update from School LTC to all local teaching staff</p>	School Quality & Enhancement Officer		
May 2021	Begin School level preparation of School Annual Monitoring Summary for 20-21 (end of teaching semester 2)			
May/June 2021	<p>Following review and reflection there will normally be a meeting to discuss reports on course review and reflection (written or orally from attendees)</p> <p>Depending on local arrangements the meeting can be at programme, unit or School level</p>	School Quality & Enhancement Officer or other convener as identified by HoS Staff responsible for courses	School Quality & Enhancement Officer	While a meeting is expected, it is recognised that this may not always be possible (see FAQ 7) PGT can be deferred to October.
July/August 2021	<p>Produce School Annual Monitoring Summary Report and forward to:</p> <ul style="list-style-type: none"> • School L&T Convener 	School Quality & Enhancement Officer		PGT can be deferred to October
September/October 2021	Discuss School Annual Monitoring Summary Report at School LTC meeting	Conveners of School LTC	Members of School LTC	

	<p>and agree actions to be taken forward at School level, including links to School L&T Action Plans – identify owners for each action who will report back to LTC at a later date</p> <p>School Quality & Enhancement Officer to attend School LTC to discuss School LTE Summary and provide an update on progress with previous year's actions (or agree with Convener how the summary will be taken forward)</p>			
October 2021	Deliver induction to new College and School Quality & Enhancement Officers	SO	School Quality & Enhancement Officers, College Quality & Enhancement Officers	
September/October 2021	<p>Produce College AM Summary Report and forward to:</p> <ul style="list-style-type: none"> • Dean of L&T • School Quality & Enhancement Officers • Senate Office 	College Quality & Enhancement Officer		PGT can be deferred to November
October 2021	Review all College Reports and identify themes – issues raised requiring action and good practice/enhancement – report to ASC meeting on 26 November 2021)	SO		PGT can be deferred to December
October/November 2021	Liaise with DoLT over potential items from College AM Summary to feed into College L&T Action Plan	College Quality & Enhancement Officer	DoLTs and ASC	PGT can be deferred to January

	Discuss College LTE Summary and actions for College and University at College LTC and Academic Standards Committee (ASC)			
By 30 November 2021	Meeting with College Quality & Enhancement Officers, School Quality & Enhancement Officers and Senate Office Feedback to School Quality & Enhancement Officers and conveners of School LTC on College LTC discussion and agreed actions	Senate Office College Quality & Enhancement Officer		
December 2021/ January 2022	Disseminate information on reports and discussion at College LTC and ASC to School (reporting to SLTC)	School Quality & Enhancement Officer	Conveners and members of School LTCs	
February 2022	Follow up issues, marked for University Attention by ASC, with the relevant areas with GU. A pilot scheme will operate for obtaining responses from within the University, commencing February 2022. These responses will be considered by the CQ&EOs and for those responses where further details are required, a follow up meeting with the relevant area(s) will be arranged	Senate Office	CQ&EOs University Services	
May 2022	Report onto ASC meeting on 27 May 2022 on progress with key University actions Disseminate report and ASC discussion to College and School Quality & Enhancement Officers	SO	CQ&EOs	