Staff responsible for Unit of Learning

Take forward actions identified at course / programme level.
or: Complete an annual monitoring form for new or significantly revised courses or for those where a risk has been identified.

Attend Annual Monitoring meeting

or: Complete an annual monitoring form if unable to attend meeting

Complete an annual monitoring form for new or significantly revised courses or for those where a risk has been identified.

Attend Annual Monitoring meeting

Monitor progress for reporting in subsequent session

Agree with Head of School

- appropriate structure for annual monitoring
- Identify Convener to take responsibility for meetings, either at School or subject level
- Identify any courses, programmes or units of learning that require supplementary reporting (NB: evidence sources to be developed)

School Quality Officer

 Agree details of annual monitoring for each session at Quality Officers Forum

- Schedule of deadlines
- Forms
- “Hot Topics”
- Provide advice to School Quality Officers

College Quality Officer

- Produce a School Summary collated from subject meeting notes

College Learning and Teaching Committee - Summary and relevant actions

SSLC – Summary or verbal/ written report on actions agreed (and progress)

Monitor progress for reporting in subsequent sessions and to close feedback loop

College Learning and Teaching Committee - Summary and relevant actions

Academic Standards Committee - Summary and University actions

School Quality Officers – Summary for circulation at school level to close feedback loop

Monitor progress for reporting in subsequent sessions and to close feedback loop

Senate Office

- Co-ordinate College Annual Monitoring reports for ASC

Collate Hot Topics / Good Practice and circulate

Monitor progress on University level actions and report to ASC

Report to College and School Quality Officers on ASC outcomes to close feedback loop