Annual Monitoring Process

REFLECTION	MONITORING	REPORTING	FEEDBACK

Staff responsible for Unit of Learning

Reflect on
- teaching team feedback,
- student performance data,
- external examiners comments,
- student feedback
- student survey data

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

Take forward actions identified at course /programme level.

Monitor progress for reporting in subsequent session

UG – May/ June PG – Sept/Oct

Annual Monitoring Meeting Convener

Convene a meeting of all relevant staff to review units of learning/ courses/ programmes.

Produce a note of main points of discussion and actions agreed

UG –May/June PG – Sept/Oct

School Quality Officer

UG –July PG – Oct

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)

Produce a School Summary collated from subject meeting notes

School Learning and Teaching Committee - Summary and relevant actions

College Quality Officer – Summary and College/ University 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 Quality Officer

UG – July/Aug PG – Oct/Nov

Agree details of annual monitoring for each session at Quality Officers Forum
- Schedule of deadlines
- Forms
- "Hot Topics"
- Provide advice to School Quality Officers

Produce a College Summary

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