

### Annual Course Evaluation 2019-20

<b>Names of Courses in</b>	
<b>Academic year</b>	

<b>Checklist for Course evaluations 2019-20</b>	<b>Number attached</b>
<b>Please complete one of these checklists for <u>every</u> Course:</b>	
Data (Please use the data sheet provided by MIS)	✓
Annual Course evaluation, fully completed (Appendix 1 to this document)	✓
External examiner reports	✓
Copy of formal responses to external examiners	✓
Student feedback form	✓
Report on Student Feedback (if produced already – use section 8 to cover any additional points).	✓
List of staff and their roles – highlight all new staff with * and mark new staff whose CVs have not previously been sent to YYYY with ✓	n/a
CVs, Person Specifications used in recruitment and brief note of role for any new staff whose CVs have not previously been sent to YYYY .	n/a
Course specification	✓
<b>Completed</b>	Please tick
Updated Action Plan showing actions during 2019-20 and any progress made to actions carried over from 2018-29 (Section 3)	✓
Forward looking Action Plan (Section 14)	✓

## Appendix 1: Annual Course Review

Please complete this evaluation for each separate Course.

<b>Course name</b>	
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<b>1.1 Report on progress made on the implementation of conditions of approval arising from the latest XX (re)validation report – include anticipated completion dates where appropriate.</b>

### CURRENT YEAR'S ACTION PLAN

#### 3. UPDATED COURSE ACTION PLAN SHOWING ACTIONS DURING 2019-20 AND ANY PROGRESS MADE TO ACTIONS CARRIED OVER

Action No.	Where action arose <sup>1</sup>	Action	Success criteria	Progress to date	Responsible Role	Target completion date	Date completed

### COURSE DATA

#### 4 Course DATA

Please submit Data sheet provided by MIS

#### 5 Comments on Course data

For each of the headings, please comment and reflect on how the data compares to those of previous years, whether there are any discernible trends. YOU should ensure that the data given here matches that given on the MIS Data Spreadsheet. **Please give details of any actions taken as a result of the analysis of this information.**

<b>5.1 Please comment and reflect on recruitment, entry qualifications and student profile patterns. (See tables 1, 2, 3 &amp; 4 of the Progdata.xlsx spreadsheet.)</b>
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<sup>1</sup> Please state document where action is identified and paragraph

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**5.2 Please comment and reflect on progression, retention and destination patterns. (See table 5 and table 6 of the Progdata.xlsx spreadsheet.)**

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**5.3 Please comment and reflect on outcomes (classifications and grades). How does this compare with the data from HESA provided by YYYY ?**

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**5.4 Please comment and reflect on appeals, complaints and disciplinary data. YOU should include details about how cases have been dealt with, and outline any action being taken to encourage good academic practice.**

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**5.5 Please comment and reflect on the ethnicity and disability data. (See tables 9 & 10 of the Progdata.xlsx spreadsheet.)**

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**6 External examiners' reports**

Please attach all external examiners' reports, and a copy of your letter giving the formal response to each of these.

Number of reports attached:

**6.1 Please highlight any concerns with external examiners' report, for example was there insufficient information supplied or were the submissions very late?**

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**6.2 Please report on action planned and taken following receipt of external examiners' reports.**

This should include an account of how reports were considered by course teams, with specific focus on the academic standards assurance.

**7 Engagements with Professional or Regulatory Bodies**

**7.1 Please report and reflect on all engagements with Academic Reviewers during the year. YOU should include issues raised and actions taken.**

Please attach the reports.

**REFLECTION**

**8 Student feedback**

Where student numbers on a Course are small (typically under 20 per cohort) meaningful analysis of quantitative statistical data is often not possible. YOU may therefore find it more productive in this case to comment on emerging trends or qualitative data.

**8.1 Please provide an account of how student feedback has been evaluated and provide details of the action taken as a result of the feedback. If no action has been taken, please provide a rationale.**

You should comment and reflect on teaching quality, learning resources, assessment and feedback to students,:

- a) details of the methods used to collect the feedback,
- b) the outcomes of the feedback,
- c) how this action was communicated to students, and
- d) how the information has been communicated across the College.

**8.2 Please give an evaluation of your Student Support and Guidance Resources including Personal Development Planning (PDP) for students. You should include details of any action planned in the future and any that you have already taken as a result of this evaluation.**

## 9 Feedback from teaching staff

**Please give an evaluation of comments from those who teach on the Course**

Please provide details about how feedback is collected and evaluated, any action taken in response to the feedback, and how the details of any changes are communicated to the teaching staff.

You should include, for example, identified good practice or concerns, suggestions for amendments to curriculum design, content and organisation or the Course's aims. How the assessment strategy has enabled learners to demonstrate achievement of learning outcomes.

Supporting evidence should be included (for example any feedback from external sources such as professional bodies, employers, students, graduates, external examiners, or data on student progression, achievement of destination).

## 10 Employer feedback

If the Course has **employer links**, please give an evaluation of employers' feedback. Include details about how the feedback is collected, how it is evaluated, the action taken in response to the feedback and how the information is disseminated to the employers and across the College.

If the Course involves **student placement**, give an account of the effectiveness of the arrangements in place, and how they can be enhanced in light of engagements with employers and student feedback.

## RESOURCES

**11 Evaluation of staffing resources.**

**11.1 Please provide a list of all staff teaching on the Course and their role in the teaching team**

**11.2 Please comment on staff turnover. Give an evaluation of the impact of staff turnover on the Course**

**11 Evaluation of staffing resources.**

**11.3 Please give details of staff development activities relevant to the Course undertaken and their impact upon the Course.**

**11.4 Please give an evaluation of your staff continuing professional development.**

**12 Evaluation of physical resources such as IT and teaching facilities.**

**CONTENT**

**13.1 Review of Course specification**

**Please state below if the Course Specification remains unchanged or whether you have made any changes or are considering any?**

Some things you might need to consider include:

- updating the Course description and indicative reading list;
- ensuring that the teaching methods, coursework requirements and assessment arrangements were clearly and accurately stated for the academic year in question;
- including minor changes arising from the monitoring process;
- publicising any changes made as a result of Course evaluations.

**Please attach an up-to-date copy of the Course Specification.**

**13.2 Please list any Course amendments that you plan to put forward for XX approval during the coming year**

n/a

**14 ACTION PLAN**

Please supply a forward-looking plan that addresses all the issues arising from the evaluation of the Course above. Please number the actions and indicate which of the sections above gave rise to them. For each action you should identify any barriers to be addressed, propose solutions and give a timescale and who is responsible for completion.

**FORWARD LOOKING ACTION PLAN 2020-21**

Action No.	Where action arose <sup>2</sup>	Action	Success criteria	Progress to date	Responsible Role	Target completion date	Date completed
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**15 Please add any additional information on the Action Plan above that you feel would be helpful.**

Annex 1

Staff Development Plan

<sup>2</sup> Please state document where action is identified and paragraph