

**Guidance for Periodic Review – Proposed Development Event Agenda**

**Scope**

All taught and research students studying on programmes at City, University of London, including all collaborative provision except validated programmes (for which a separate process of revalidation exists)

**To be read in conjunction** **with**

Periodic Review Policy

Periodic Review Guidance

Briefing for Students and Alumni

Briefing for Chairs

Briefing for External Panel Members

Sample Topics for Periodic Review Day

Checklist of Tasks

Proposed Development Event Agenda

Annual Programme Evaluation policy and guidance

**Proposed Development Event Agenda**

**CITY, UNIVERSITY OF LONDON**

**PERIODIC REVIEW OF [PROVISION]**

**DEVELOPMENT EVENT [DATE AND LOCATION]**

**Attendees:**

|  |  |
| --- | --- |
| **Name** | **Title/Role** |
| XXX | Head of Department |
| XXX | UG Programme Director |
| XXX | MSc Programme Director |
| *XXX* | *Senior Tutor(s) for Research* |
| XXX  XXX  XXX | Programme staff (list roles) *(may include Research Degree supervisors)* |
| XXX | Associate Dean (Education) |
| *XXX* | *Associate Dean (Research)* |
| XXX | Head of School Administration/Student & Academic Services |
| XXX | LDC Liaison link |
| XXX | Student & Academic Services (Secretary to Periodic Review Day) |
| XXX | School administrator (to take notes of the day) |

**Agenda:**

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| **Time** | **Activity** | **Lead** |
| 09:30-09:40 | Introductions and Welcome | ADE (*or ADR*) |
| 09:40-10:00 | Purpose of Day and Periodic Review | LDC & S&AS |
| 10:00-10:30 | Overview of Provision   * What are its strengths? * What opportunities exist for its development? | Programme Directors *(Senior Tutors for Research)* |
| 10:30-10:45 | Strategic Direction for Department/Discipline, including relationship to City/School strategy | HoD |
| 10:45-11:30 | Discussion on potential changes, including looking at current and potential teaching and learning methods and some assessment strategies | HoD with programme team/research degree supervisors |
| 11:30-12:30 | Planning the development and internal  consideration of Reflective Review and Action Plan | ADE (*or ADR*) and HoD |
| 12:30-13:00 | Questions | ADE/LDC/S&AS |
| Afternoon | Workshops, as requested (e.g. on curriculum design, assessment and feedback for taught provision or e.g. on research degree environment / progress monitoring for research degree provision) | Programme Team/ ADE/ HoD, facilitated by LDC (*ADR/Senior Tutors for Research/ research degree supervisors may be involved)* |

**Purpose:**

To provide an opportunity for the programme team[[1]](#footnote-1) to:

* Contribute to discussions around the planned medium and longer term development of provision, building on and in support of APEs and development Plans.
* Review ongoing relationship with current partners, with the potential to review the development/expansion of the relationship.
* Explore the development of new provision, new/innovative approaches to delivering programme content such as e-learning, different learning and teaching styles, diversity of assessment methods, and student support such as personal tutor processes and PDP, building links/joint provision with other departments, Schools or Partners.
* Identify any staff development needs.
* Be informed by the background documentation previously compiled.
* Discuss how the Reflective Review and Action Plan will be drafted and reviewed.

**Documentation to be circulated with agenda:**

* School Plan.
* Action plans from past PPRs.
* APEs (including management information), usually from the last 2-3 years.
* External Examiner reports and responses, usually from the last 2-3 years (for research degree provision, Viva Chair Reports should be included instead).
* NSS, PTES or PRES data and other available student feedback as appropriate, usually from the last 2-3 years.
* Destinations data, usually from the last 2-3 years.
* Programme Handbooks (these should include Programme Specifications and Module Specifications. Where they don’t, the Specifications should be provided separately).
* Most recent Professional Body report (where applicable).

1. For research degree provision, this may include Senior Tutors for Research and Research Degree Supervisors [↑](#footnote-ref-1)