Annual Programme Evaluation (APE) Reporting

In February 2018, Educational Quality Committee received an overview report on the 2016/17 APE process and agreed a set of recommendations including a revised reporting timeline from 2017 which would enable time for peer review of APEs within Schools prior to submission.

It was also agreed that a process to support identification and dissemination of good practice within Schools would be developed. A summary of the subsequent discussion at the ADE Forum is attached, together with a draft template for approval.

Further to Senate approval of the revised policies for Programme Approval, Programme Amendment, Periodic Review and Programme Termination in May 2018, the APE policy, guidance and form will be revised to align with those updates. Further proposals for enhancement will be discussed with stakeholders and brought to Educational Quality Committee for consideration at a future meeting.

Educational Quality Committee is asked to:

(i) **consider** and **approve** the attached template for the identification of good practice from APEs (Appendix 1)

(ii) **note** that the APE policy, guidance, form and reporting formats will be updated to align with recent updates to relevant policies, incorporate guidance on identification of good practice and to enhance the current process
In February 2018, Educational Quality Committee received an overview report on the 2016/17 APE process and agreed a set of recommendations for future developments. The recommendations included a revised reporting timeline from 2017/18 which would enable time for peer review of APEs within Schools prior to submission. It was also agreed that

1. the annual quality reports will be reported to Educational Quality Committee
2. ADEs will review their School APEs to identify good practice for consideration at the Learning and Teaching Committees and Educational Quality Committee
3. strategic matters including an overview of how programmes are delivering against the E&S Strategy and School Plans and identifying the need for potential institutional projects, along with the thematic reports, will be considered by Education and Student Committee, and sent to Educational Quality Committee for noting and further comment.
4. The PGR APEs will continue to be monitored by Graduate School Committee prior to Senate.

All reports would then be submitted to Senate.

Since that meeting discussions have been held at the ADE Forum as noted below:

**ADE Forum**

The ADE Forum considered a draft template for noting good practice identified within APEs. This template has been updated in response to feedback from the Forum, and is attached at Appendix 1 for EQC consideration and approval.

The ADE Forum also made the following comments and observations:

- Once ADEs have reviewed their School’s APEs, they would highlight good practice at their School Learning and Teaching Committees for discussion before submitting it to the City Learning and Teaching Committee and EQC.
- Staff should be reminded to track their own practice on a continual basis. However, it is sometimes difficult to associate good practice with a specific source e.g. EEs; currently staff are not mentioning activities or innovations if they cannot demonstrate a source.
- A central resource for staff should be made available for them to access details of good practice (with contact details of sources of help and support and further information) and an opportunity for staff development should be incorporated into CPD activities.
- Planning for approach to the further development of the programmes will be discussed with LEaD alongside actions identified following the Assessment Review.
- It would be helpful to define ‘student experience’ for the purposes of APEs to support Programme Directors’ understanding.
- The APE process needs to demonstrate that we listen to students and are being responsive to them, making changes where relevant.
- It would be timely to review the current APE form, to ensure that it continues to meet City’s current requirements (with regard to providing a coherent overview of each programme, reporting on KPIs and to indicate where potential positive and negative actions in relation to the forthcoming subject level TEF).

A review of the current form APE form is planned alongside updates to the policy and guidance (to align with the revised policies on Programme Approval, Programme Amendments, Periodic Review and Programme Suspension/Termination recently approved by Senate. Proposals will be discussed with stakeholders and brought to Educational Quality Committee for consideration.

Helen Fitch. Assistant Registrar (Quality)
Template for Associate Deans (Education) to identify and disseminate good practice from Annual Programme Evaluation

This template is designed to capture examples of good practice identified within a programme that could be shared and/or transferred to others, for instance where it has a positive impact on student learning, engagement, progression, outcomes or employability. This may have been noted in feedback from students or colleagues or by External Examiners.

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<th>School</th>
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<td>Academic year under review</td>
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<td>Associate Dean (Education) or equivalent</td>
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<td>Summary comments and/or observations</td>
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<td>Date of Learning and Teaching Committee at which this APE good practice shared</td>
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Please send the completed template to the Educational Quality Committee and the City Learning and Teaching Committee (contact emails to add)

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<tr>
<th>Good Practice Identified</th>
<th>Programme(s)</th>
<th>Impact e.g. student learning, engagement, progression, outcomes or employability and/or other</th>
<th>Notes</th>
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Additional rows can be added if needed