

Programme Leaders Annual Report - (CUSTOMISE WITH SCHOOL INFO HERE - Version_May23)

All programme leaders are required to provide information each year to record the deliberative steps taken to enhance the programme. Programme leaders use their academic and professional experience and judgement to critically evaluate and reflect upon the academic standards and quality of the learning opportunities offers to students, regardless of the mode, place of delivery or stage of study. Programme leaders are encouraged to meet with colleagues who contribute to the delivery of the programme to discuss and inform this evaluative report.

In completing their analysis, programme leaders should consider and reflect upon any identified differences between modes and places of delivery and student groupings.

In preparing the reports, Programme Leaders should draw upon a range of evidence sources, including the provision record(s) in Curriculum Management Environment (CME), Programme Performance Dashboard (available from Cognos, which should be appended to this report) and the Programme Enhancement Plan. The Module leaders' evaluative reports will be a key information source to draw upon and these should be made available to you from the School Quality Office.

Information provided in these reports will be used by your School to inform its enhancement planning and will be made available to the Department of Learning & Teaching Enhancement (DLTE). These reports inform the evidence base for Institution led Review that programme teams should draw upon when preparing for periodic review.

* Required

* This form will record your name, please fill your name.

1. Programme Title(s)

*

Please provide sufficient detail to determine the versions of programmes covered by this report, it would be helpful for you to also include the CME Provision Code for example

BA(Hons) Quality Management (full time and part-time) UG10001

BA (Hons) Quality Management - Global Online UG10002

BA (Hons) Quality Management and Pedagogy (full-time) UG10003

BA (Hons) Quality Management - in partnership with QAA Scotland UG10004

2. Name of Programme Leader(s) (if different to individual submitting this report)

3. If any of the programmes included in this report are collaborative, please provide information as to how the collaborative partner has been involved in the development of this report.

4. Academic year of delivery that this report relates to *

5. Summarise any changes that have happened since the last report, including those changes identified as necessary in the programme enhancement plan. Please provide an update on progress and report on the impact of these actions.

6. This year information about your programme was migrated into the Curriculum Management Environment (CME) and is the definitive record for your programme. Please confirm (as part of preparing for annual monitoring and review) that you have accessed and reviewed the information relating to the programme within CME (<https://napier.akarisoftware.com/>) and that the information held within the record is, to the best of your knowledge, accurate. (NB. If the information is not accurate, please detail within your programme enhancement plan how you seek to address this). *

Yes

No

Programme Performance

The following questions require you to draw on evidence and data gathered during the review period

7. Your responses to the following questions should utilise data presented in the programme performance dashboard available within Cognos (<https://tinyurl.com/yc276mzp> - accessible on VPN).

Please attach the pdf report for the dashboard relevant to your programmes. *

↑ Upload file

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8. Your responses to the following questions should also be informed by the Module Leader Reports produced for modules that are included within your programme structures.

Please detail whether there were any module leader reports that you have been unable to access prior to preparing this report and what you have done to mitigate this? *

9. Summarise what has gone well with the programme this year and how you know.

You should consider performance against the key performance indicators (positive student progression, graduate employment, student survey outcomes) and information from modules.

Include any good or innovative examples of learning and teaching practice or strengths and achievements identified within the module leader reports. *

10. Summarise the challenges encountered by the programme this year.

What has gone less well, and how do you know? You should include comment on any of the information which falls below the key performance targets in the Programme Performance Dashboard. *

11. What have stakeholders told you about the programme this year?

What feedback have you received on the programme from your students? What feedback have you received from colleagues who have contributed to the programmes, including the Module Leader Reports? What feedback have you received from your External Examiner(s)? What feedback have you received from colleagues within our professional support services? What feedback have you received from stakeholders external to the University (for example, professional, statutory and regulatory bodies; employers or industrial liaison groups etc.)? *

ENhance Framework - Engagement

In the 2021/22 annual monitoring round, programme leaders were asked to self assess programmes with respect to the University's ENhance Principles to inform Programme Enhancement Planning.

As dedicated space to capture and record how your programme is achieving or working towards the ENhance themes is available to you within the provision record in CME, you are now encouraged to use those fields to record your engagement with ENhance. You are not required to complete this information in the CME as part of annual monitoring and review, but you should plan to populate the information prior to the next ENhance Threshold consideration point (ILR; ILR-Follow-up; ILR Mid-point)

More information on ENhance is available <https://staff.napier.ac.uk/services/dlte/GSCF/Pages/GSCF.aspx>

12. Do you have an example or positive or innovative practice related to any of the ENhance Themes that you would wish to share and showcase.

Suggested word limit (500 words)

Programme Enhancement Planning

Since 2022/23 all programme leaders have been required to retain an ongoing programme enhancement plan. As a minimum, the plan must be formally reviewed and updated at least annually (as part of annual monitoring and review), though it could also be referenced and updated as part of regular team meetings and formal events – such as Programme Boards of Studies. The intention is that the enhancement plan is an active document and adds value to ongoing programme management:

- To demonstrate commitment to an enhancement-led approach, by which you are responsive to student and other stakeholder feedback in making ongoing improvements to the programme and its delivery – and capturing progress made towards enhancement.
- To capture and record deliberative work required to reshape curricula and learning and teaching approaches in accordance with the ENhance Curriculum Framework, including your plans and timescales to update this information within the provision record in the Curriculum Management Environment (CME).
- To improve transparency within programme teams (programme leaders, module leaders, professional support staff associated with the programme) and to offer greater resilience and continuity when role holders change.
- To improve the effectiveness of programme enhancement planning – recognising that triggers for considering change come at different times and in different formats throughout the academic year (eg. Conversations with colleagues; individual reflection; student survey results; external examiner reports; module change requests etc).

There is no single format for programme enhancement plans, though a template is available if helpful: <https://tinyurl.com/y8pyn8ae>. The enhancement plan should clearly indicate the specific action required; the individual(s) responsible; the anticipated timeframe; and how impact will be measured/evaluated - progress updates should be captured.

13. Upload your updated enhancement plan *

The enhancement plan provided here should update and extend the plan initiated last year (if you do not have access to what you submitted last year, contact your local Quality team).

 **Upload file**

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14. How have you reviewed and updated the programme enhancement plan during the past 12 months? *

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