STAFFORDSHIRE UNIVERSITY

CONTINUOUS MONITORING PROCEDURE

This procedure applies to all taught provision (including provision which is delivered through a collaborative academic partnership) in accordance with the Continuous Monitoring Policy.

Responsibilities for Oversight

1.   Module Level Oversight

1.1   All modules will have a Module Monitoring Plan (which will include all patterns/modes of delivery) to record good practice and actions for development.

1.2   Maintenance of the Module Monitoring Plan and the actions listed within it will be the responsibility of the **Module Leader**, noting that it is their action, but one that might include delegation or escalation for further investigation.

1.3   Where modules are delivered both on-campus and at a collaborative academic partner(s), module tutors at the partner(s) are required to maintain a Module Monitoring Plan using the University template. This will be held by the University and will inform the overall Monitoring Plan for the module. Where modules are bespoke to a collaborative academic partnership arrangement (for example validated provision) module monitoring will be undertaken by the collaborative academic partner using the University template and this will be held by the University as the Module Monitoring Plan.

1.4   Module Monitoring Plans will be informed by a variety of evidence such as student comments, module surveys, statistical data, team meetings and, for franchise provision, module monitoring plans from collaborative academic partners.

1.5   The Module Leader will be assigned by the Head of Department.

1.6   Actions should be SMART (Specific, Measurable, Achievable, Relevant, Timebound) and should have a realistic deadline for completion.

2.   Course Level Oversight

2.1.   All courses will be grouped (as agreed by the Head of Department) into Course Monitoring Groups and each group will have a Course Monitoring Plan which will be the definitive source for highlighting areas of good practice and opportunities for development. (See Section 8 for more information on course groupings).

2.2   Courses delivered by Collaborative Academic Partners (whether franchised or via another type of arrangement) will be in groups specific to the subject area and location of delivery, so that separate reports can be produced for them. However, the partner groups will always hold reference to an associated 'home' group so that provision delivered at different locations can be compared. (See 8.1).

2.3   Course Monitoring Plans can draw evidence and information from the following sources:
   •   Module Monitoring Plans.

- Statistical data.
- External Examiner Comments.
- Course Committee Meeting Minutes.
- PSRB Reports (where necessary).

2.4 Actions should be SMART (Specific, Measurable, Achievable, Relevant, Timebound) and should have a realistic deadline for completion.

2.5 All actions should be tagged according to the following themes (as many as apply):
- Teaching and Learning
- Assessment and Feedback
- Academic Support
- Organisation and Management
- Learning Resources
- Learning Community
- Student Voice
- Curriculum Design
- Collaborative Academic Partnership
- Apprenticeship
- Equality, Diversity and Inclusion

2.6 Course Monitoring Plans will be received at each Course Committee Meeting.

2.7 Each Course Monitoring Group will be assigned a Course Group Leader by the Head of Department.

2.8 Each partner group will also be assigned a Group Leader and this will be the Academic Link Tutor for the provision in that group. The Academic Link Tutor for the Group must therefore be the Academic Link Tutor for all the provision included in the group.

2.9 Maintenance of the Course Monitoring Plan and the actions listed within it will be the responsibility of the **Course Group Leader,** (or for collaborative provision, the relevant **Academic Link Tutor** who is the partner group Leader – in liaison with the partner).

3. Department Level Oversight

3.1 The **Head of Department** (or equivalent) will have continual oversight of the Course Monitoring Plans for their department (including collaborative provision) and, assisted by the **Course Directors**, will be expected to scrutinise them on a regular basis along with the analysis of the statistical data.

3.2 Departmental Course Monitoring Meetings will be held twice a year in order to facilitate this oversight. These will be arranged by the Academic Quality Service and will be chaired by someone external to the School. They will include Heads of Department and Course Directors. Course Leaders and Academic Link Tutors may also be invited as appropriate. The Chair will use these meetings to facilitate an open discussion, in order to understand the courses and what help and support may be needed. The meetings will be held in the Autumn and the Spring and after each one the Academic Quality Service will circulate a set of notes (to include actions as required). The Head of Academic Quality will produce a summary of the findings from these meetings.

4. School Level Oversight

4.1 The **School Academic Committee** will consider the health of the learning provision on an on-going basis, through the receipt of Departmental Course Monitoring Meeting notes, as presented by the Head of Department twice a year following the Departmental Course Monitoring Meetings (see 3.2 above).

4.2 The School Academic Committee will make timely decisions on implementing support measures where necessary, and agree where targeted interventions may be necessary.

5. Institutional Oversight

5.1 **Quality and Enhancement Committee** will monitor the health of the university's taught provision through on-going and summative consideration.

5.2 On-going oversight will be achieved through receipt of School Academic Committee minutes at Quality and Enhancement Committee, where Associate Dean Students can highlight any issues relating to the Course Monitoring Plans.

5.3 Summative consideration will be achieved through the receipt and discussion of the institutional summary reports completed by the Head of Academic Quality twice a year, following the Departmental Course Monitoring Meetings (see 3.2).

6. Information and Evidence

6.1 Information and evidence used to inform the monitoring of modules and courses will cover the student lifecycle and will be considered and analysed at the earliest possible opportunity. Alerts will be sent to users to notify them when key new evidence becomes available.

6.2 Module Information

6.2.1 Quantitative Data:
1. Headcount
2. Successful completion: on first attempt and on repeat attempt(s).
3. Referrals (Resits and Repeats)
4. Attainment

Data can be filtered for BAME / Gender / Ethnicity / Disability / Widening Participation.

6.2.2 Other Information:
5. Extenuating Circumstances
6. Academic Misconduct
7. Module Questionnaires
8. Comments from other sources such as External Examiner Reports

6.3 Course Information

6.3.1 Quantitative Data will be available on the Course Monitoring Dashboard:
1. Graduate Outcomes Survey Data
2. NSS Survey Data
3. SVS / PTES
4. New Entrant Headcount per Level
5. Withdrawal Data
6. Progression Data
7. Good Degrees/Awards Data
8. BAME Good Degrees/Awards Data
9. Student Gender Data

10. Ethnicity Data
11. Disability Data
12. Widening Participation Data

6.3.2 Other Information:
9. External Examiner Reports
10. Course Committee Minutes
11. Academic Link Tutor Reports
12. PSRB Reports
13. Appeals and Complaints
14. Extenuating Circumstances
15. Academic Misconduct

6.3.3 Additional Information for Apprenticeships
16. ESFA Apprenticeship Survey (Employer and Student)
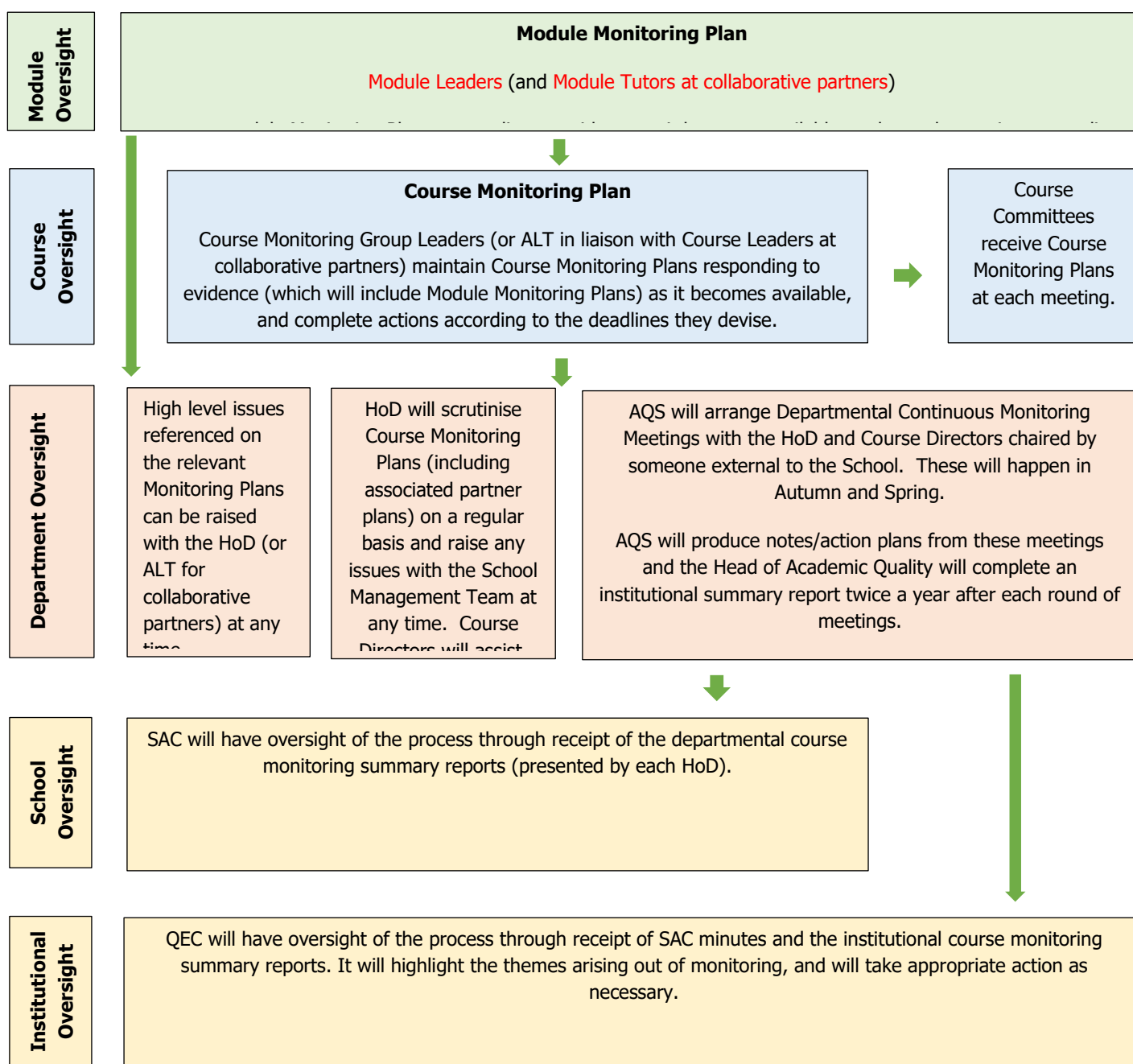17. Apprenticeship Progress Review Meeting Reports

7. Staff Support

7.1 Associate Deans Students (or equivalent) will be the first point of support for academic teams operating continuous monitoring.

7.2 Briefing events will be held on a regular basis.

8. Course Monitoring Groupings

8.1 All Courses are allocated to a Course Monitoring Group at their initial planning stage. The criteria for how courses are grouped are:

1. Undergraduate and postgraduate should not normally be in the same group.
2. Integrated Masters should be grouped with undergraduate courses.
3. One Course Leader should be assigned (by the Head of Department) as the Course Group Leader.
4. The Course Group Leader should be a member of University Staff.
5. Courses delivered by Collaborative Partners should be grouped in partner groups specific to the subject area and location of delivery (ie separate groups for each partner). These will be associated to an overall 'home' Course Monitoring Group. The overall 'home' group may simply be a collection of the partner groups if courses are not delivered on campus and in this instance, where there is no University Course Group Leader, the Head of Department will be responsible for the overall 'home' group.
6. The Academic Link Tutor should be the Course Group Leader for the partner group.
7. Dual Awards should be held in their own separate group.
8. Individual Modules should be included in Course Monitoring Groupings.
9. The size of the Course Monitoring Group should be manageable, to be able to reflect on provision as a whole.
10. Courses which are part of apprenticeships should normally be grouped separately.

Appendix: Overview of continuous monitoring

Module Oversight	**Module Monitoring Plan** Module Leaders (and Module Tutors at collaborative partners)

Course Oversight

Course Monitoring Plan Course Monitoring Group Leaders (or ALT in liaison with Course Leaders at collaborative partners) maintain Course Monitoring Plans responding to evidence (which will include Module Monitoring Plans) as it becomes available, and complete actions according to the deadlines they devise.	Course Committees receive Course Monitoring Plans at each meeting.

Department Oversight

High level issues referenced on the relevant Monitoring Plans can be raised with the HoD (or ALT for collaborative partners) at any time	HoD will scrutinise Course Monitoring Plans (including associated partner plans) on a regular basis and raise any issues with the School Management Team at any time. Course Directors will assist	AQS will arrange Departmental Continuous Monitoring Meetings with the HoD and Course Directors chaired by someone external to the School. These will happen in Autumn and Spring. AQS will produce notes/action plans from these meetings and the Head of Academic Quality will complete an institutional summary report twice a year after each round of meetings.

School Oversight

SAC will have oversight of the process through receipt of the departmental course monitoring summary reports (presented by each HoD).

Institutional Oversight

QEC will have oversight of the process through receipt of SAC minutes and the institutional course monitoring summary reports. It will highlight the themes arising out of monitoring, and will take appropriate action as necessary.

Key

ALT: Academic Link Tutor
AQS: Academic Quality Service
HoD: Head of Department
QEC: Quality and Enhancement Committee
SAC: School Academic Committee