MONITORING OF PROGRAMMES

Date approved:	12/05/17	Date policy will take effect:	12/05/17	Date of Next Review:	
Approving Authority:	Academic Council				
Responsibility:	Registrar, Chair of Academic Quality Sub-Committee				
Consultation undertaken:	Academic Quality Sub-Committee				
Supporting documents, procedures & forms of this policy:					
Reference(s):	Qualifications and Quality Assurance (Education and Training) Act 2012				
Audience:	Public – accessible to anyone				
Category:	Monitoring of Programmes				

1 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
-	18/10/2000	Academic Council (AC:DOC:36:00:04)	Approval
-	04/12/2002	Academic Council (AC:DOC 75 :05 :01)	Addition of stage and programme boards.
-	23/11/2004	Academic Council	Amended
-	27/04/2005	Academic Council (AC:DOC 75 :05 :01)	Amended
-	14/12/2005	Academic Council	Amended
-	2 1/02/2007	Academic Council	Amended
-	25/04/2007	Academic Council	Amended
-	19/06/2009	Academic Council	Amended
-	09/12/2011	Academic Council	Amended
1	01/07/2013	Academic Council (AC:DOC 133)	Revised section B3 stage 3
2	19/09/2014	Academic Council (AC:DOC:139:07:01)	Revised section 10
3	04/03/2016	Academic Council	Addition of section on Annual Monitoring of Programmes (omission identified that was previously approved and included in policy)
4	20/6/2016	Academic Council	Approval of a Policy on Design & Approval of Programmes – resulted in separation of Monitoring Policy from parent policy
5	12/05/17	Academic Council	Clarification on role of student representative on Programme Board

Contents

1. Annual Monitoring of Programmes

Programme Boards

The quality management of all programmes at DkIT is the responsibility of the Programme Boards. The Programme Board advises the Academic Council and the Head of School/Department/Section on issues relating to the quality management of the programme. The School shall determine the programme(s) within a Programme Board's remit.

Programme Boards:

- are focused on critical self-reflection;

- make decisions based on the facts derived from the operation of the programme in the preceding period, including quantitative data relating to, for example, student recruitment and performance;

- identify issues which have been critical in the delivery of the programme that year, in particular any operational issues which are significant and/or unresolved;

- show how any issues raised by external examiners or by other external bodies have been addressed;

- identify mechanisms by which student feedback has been gathered, addressed; and communicated back to students (or if not addressed, the reason why);

- facilitate input from external stakeholders/employers etc., as appropriate;

- report on the outcome of actions undertaken as a result of previous reports;

- provide an action plan for the future, as appropriate.

Membership of the Programme Board will consist of:

- Head of School (ex officio member)

- Head of Department

- Academic Staff involved in all stages of the Programme

- Student Representatives

- First Year Convenor(s), Stage Convenor(s), Programme Director(s)

- Placement Officer, Allocations Officer, External Partners, where appropriate

The Programme Board may be chaired by the Head of Department or Programme Director.

Student representatives are invited to add items to the agenda.

The student representatives are full members of the Programme Board. As such, they should be present and enabled to participate in the entire meeting, except where individual students are being discussed.

The Programme Board meets in the first semester to review the performance of the programme for the previous year to include:

- The delivery, relevance and effectiveness of the programme;

- Programme statistics, (enrolment, retention, examination performance);

- The review of the programme assessment strategy, External Examiner reports and arising actions;

- The operation of agreed quality assurance procedures;

- Changes to the programme schedules;

- Changes to module descriptors;

- The operation of, and interrelation between, each stage of the programme;

- The evaluation of learner and stakeholder feedback.

The Programme Board may make appropriate recommendations on issues within its remit. It shall represent the views of the academic staff teaching on the programme and the students enrolled on it, on matters relating to the programme.

The Programme Board reports to the Academic Council specifically on the following matters:

- Enrolment;

- Retention;

- Examination performance and external examiners' reports;

- Recommendations from the previous annual programme report and actions taken;

- Key Issues regarding the programme delivery and programme development plan for the coming academic year;

- Staff and student feedback;

- Staff and physical resources;

- Research and scholarship;

- Any other matters which require the attention of the Academic Council.

2 Roles & Responsibilities

It is the responsibility of the President, the Vice-President for Academic Affairs and Registrar, the Academic Council and the Schools and Departments to ensure that these processes operate in accordance with Academic Council policy as agreed on the dates outlined above.