

Please complete all sections of the form.

Please use and reference the following **sources of evidence** (where applicable) as you complete the form:

External Examiner Comments

Staff Feedback

Student Surveys (e.g. ISSE, QA forms)

Student Feedback

Programme Board Meeting Minutes

Statistical Data (e.g. student progression rates)

*If any of the sections were not discussed or are not applicable, please insert N/A*

*Any proposed actions arising for any section should be included in section 10 (Action Plan)*

## 1. PROVISION BEING MONITORED

| School:  |   | Department:  |                                      |  |
|--|---|--|--------------------------------------|--|
| Programme(s)<br><i>Please add additional rows as required.</i> | Mode of Delivery<br><i>FT/PT/Blended/Outreach</i> | Professional Accreditation Body<br><i>(where relevant)</i> | No. of Programme Board Meetings held | Will recruitment onto programme continue?<br><i>Yes/No</i> |
| <title><br><b>Programme Code(s):</b><br>• <banner_code>.       |   |  |                                      |  |
| <title><br><b>Programme Code(s):</b><br>• < banner_code >.     |   |  |                                      |  |
| <title><br><b>Programme Code(s):</b><br>• < banner_code >.     |   |  |                                      |  |

**Web Link to Approved Programme Document (Akari Document / Publish):**

<web-address>

## 2. ACTION PLAN FROM THE PREVIOUS YEAR

Please append the Action Plan (section 10) from last year's form, if any actions have not yet been completed please transfer them to this year's Action Plan.

### 3. EXTERNAL EXAMINERS

|   |   |
|---|---|
| <b>Please list names of External Examiners who monitor this provision</b> |   |
| <b>Report received?</b><br><i>Yes/No</i>                                  |   |
| <b>Date considered by Programme Board</b>                                 |   |
| <b>Summary of Comments</b>  |   |
| <b>Response</b>   | <b>Action(s)</b> <ul style="list-style-type: none"> <li>• ??</li> </ul> |

### 4. STATISTICAL DATA ANALYSIS FOR EACH PROGRAMME

|   |                           |
|---|---------------------------|
| <b>4.1 Student Intake</b>   | <b>Source of Evidence</b> |
|   |                           |
| <b>4.2 Student Retention</b>  | <b>Source of Evidence</b> |
| <i>Reflect on withdrawal (both formal and informal) rates, and where the information is known, comment on types/patterns of withdrawal.</i>   |                           |
| <b>4.3 Student Progression</b><br><b><i>(Data on student progression has been provided by the Registrar's Office)</i></b>   | <b>Source of Evidence</b> |
| <i>Using all available data, reflect on progression rates compared to previous years. Comment where possible on specific programme modules that perform well and those where there is poor performance.</i> |                           |
| <b>4.4 Student Achievement</b>  | <b>Source of Evidence</b> |
| <i>Using data available reflect on the number of students gaining degree classifications (Distinction, Merit, 1st, 2.1, 2.2 or pass) comparing results to previous year's performance.</i>                  |                           |

## 5. CHANGES TO PROGRAMME(S)

Describe the programme changes validated and implemented, including new programme developments.

| 5.1 Programme Changes Proposed or Approved | Date change was agreed by Programme Board | Date of Validation (e.g. PEC meeting) | Date Implemented |
|--|---|---------------------------------------|------------------|
|  |   |                                       |                  |

## 6. STUDENT and STAFF FEEDBACK

| Area                  | Sources of Feedback used:   |       |
|-----------------------|---|-------|
|                       | <ul style="list-style-type: none"> <li>• <b>Programme feedback (QA3):</b> <ul style="list-style-type: none"> <li>○ Semester 1 summary reports were received from the Registrar's Office (automatically from the EvaSys Surveying Tool after the close of the feedback survey)</li> <li>○ Semester 1: Survey was open from <b>13<sup>th</sup> December 2018</b> to <b>31<sup>st</sup> January 2019</b>. Considered by the Programme Board on &lt;date&gt;.</li> <li>○ Semester 2: No survey was administered by the Registrar's Office.</li> <li>○ <b>Semester 1:</b> <ul style="list-style-type: none"> <li>▪ Year x (No. of Responses: xx; Response Rate: <b>xx%</b>);</li> <li>▪ Etc.</li> </ul> </li> </ul> </li> <li>• <b>Irish Survey of Student Engagement (ISSE) 2019:</b> <ul style="list-style-type: none"> <li>○ <b>Bachelor of Science (Honours) in Computing:</b> No. of Responses: x.</li> <li>○ The total DkIT Student Participation was &lt;no-students&gt; of which &lt;no-students&gt; were from the Department of &lt;department&gt; (x% of all participants).</li> </ul> </li> </ul> |       |
|                       | List positive and negative feedback.  |       |
|                       | Students  | Staff |
| Teaching and Learning |   |       |

|  |  |  |
|--|--|--|
| <b>Assessment and Feedback</b>   |  |  |
| <b>Academic Support</b>  |  |  |
| <b>Programme Administration and Management</b>   |  |  |
| <b>Facilities and Learning Resources</b>   |  |  |
| <b><u>Student Services</u></b><br><i>(e.g. Counselling, Careers and Employability, Health, Disability, Sports, Societies, Pastoral etc.)</i> |  |  |
| <b>General</b>   |  |  |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> <li>• &lt;action n&gt;.</li> </ul>                          |  |  |

## 7. REFLECTION BY PROGRAMME BOARD

| <b>7.1 Curriculum Design and Development (Including Aims and Learning Outcomes)</b>  | <b>Source of Evidence</b> |
|--|---------------------------|
| <i>Please reflect on how far the curriculum design continues to be appropriate and highlight any areas which have been or will be developed further.</i> |                           |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> <li>• &lt;action n&gt;.</li> </ul>                                      |                           |

| <b>7.2 Assessment Process</b>  | <b>Source of Evidence</b> |
|--|---------------------------|
| <i>Please reflect on how appropriate the assessment is in testing learning outcomes and outline any proposed changes for the next academic year.</i> |                           |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> <li>• &lt;action n&gt;.</li> </ul>                                  |                           |

| <b>7.3 Teaching and Learning (including Technology Enhanced Learning)</b>   | <b>Source of Evidence</b> |
|---|---------------------------|
| <i>Please reflect on developments in Teaching and Learning strategies and practice either on specific modules or across awards.</i> |                           |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> <li>• &lt;action n&gt;.</li> </ul>                 |                           |

| <b>7.4 Engagement with Partner Organisations and/or Employers</b>   | <b>Source of Evidence</b> |
|---|---------------------------|
| <i>Please reflect on the engagement of Partner Organisations (e.g. collaborative delivery, accreditation body, regulatory body, etc.) and employers in the curriculum and how this has informed curriculum plans going forward.</i> |                           |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> <li>• &lt;action n&gt;.</li> </ul>   |                           |

| <b>7.5 Student Support</b>  | <b>Source of Evidence</b> |
|---|---------------------------|
| <i>Please reflect on how students are supported (e.g. student induction, year convenors, student mentoring, use of SLDC, use of Student Services e.g. Financial Assistance, Counselling, Careers &amp; Employability, Health, Disability, Sports, Societies, Pastoral etc.) and outline any plans for future development.</i> |                           |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> </ul>  |                           |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• &lt;action n&gt;.</li> </ul> |  |
|---|--|

| 7.6 Staff Development  | Source of Evidence |
|--|--------------------|
| <i>Please reflect on staff developments and scholarship undertaken by the programme team over the academic year that contributed to the enhancement of programme delivery.</i> |                    |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> <li>• &lt;action n&gt;.</li> </ul>  |                    |

| 7.7 Physical Resources and Facilities  | Source of Evidence |
|--|--------------------|
| <i>Please reflect on the continued fitness for purpose of physical resources. Include areas for consideration by the School Management Team, working with relevant Institute services and departments.</i> |                    |
| <b>Action(s)</b> <ul style="list-style-type: none"> <li>• &lt;action 1&gt;.</li> <li>• &lt;action n&gt;.</li> </ul>  |                    |

## 8. QUALITY ENHANCEMENT

*Please summarise any activities which contributed to Quality Enhancement in the Institute or to the annual Quality Enhancement Theme.*

| Summary of Quality Enhancement Activity |
|---|
|   |

## 9. ADDITIONAL COMMENTS

*Additional observations or comments by Programme Board*

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## 10. ACTION PLAN FOR THE FORTHCOMING ACADEMIC YEAR

Please summarise the actions to be addressed as highlighted in previous sections of the form. *Please add additional rows as required.*

| No.  | Action<br><i>Please state the action required.</i> | Section No.<br><i>Where in the form was this raised?</i> | Indicator of Success<br><i>How will the team assess whether the action has been successful?</i> | By Whom<br><i>Who will carry out the action?</i> | By When<br><i>Please give an estimated month</i> |
|--|--|--|---|--|--|
| Actions at Programme Board Level                     |  |  |   |  |  |
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| Actions which require work with other Institute Fora |  |  |   |  |  |
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**11. AUTHORSHIP:**

|  |                   |
|--|-------------------|
| <b>Programme Director:</b>   | <b>Name:</b>      |
|  | <b>Signature:</b> |
|  | <b>Date:</b>      |
| <b>Head of Department:</b>   | <b>Name:</b>      |
|  | <b>Signature:</b> |
|  | <b>Date:</b>      |
| <b>Date submitted to Academic Council Academic Quality Subcommittee:</b> |                   |

**APPENDIX 1:**

**ACTION PLAN FOR PREVIOUS YEAR:** *Append last year's Action Plan here.*