Academic Policy A11

Monitoring and Evaluation Procedure

1. Purpose and Scope

This policy is intended to inform and assist SAE staff to ensure effective implementation of Middlesex University (MDX) regulations after the granting of Enhanced Validated Status to SAE Institute in 2015, and it replicates those MDX regulations and procedures.

Monitoring considers the effectiveness of programmes in achieving stated aims and intended learning outcomes/objectives, and identifying issues associated with the achievement of programme standards and the quality of the student experience. Enhancement is achieved by ensuring that appropriate actions are taken to resolve issues; also by improving standards and the student experience, and the dissemination of good practice. Outcomes from monitoring and enhancement activity should inform planning processes.

Monitoring and enhancement is accomplished across all academic provision, using systematic consideration of evidence and the production of reports, which are presented via the appropriate advisory and approval structures and made available to Boards of Studies and External Examiners as indicated below.

2. Responsibilities

The University

The responsibilities and procedures of the University are set out in its Learning and Quality Enhancement Handbook.

The Institute

The Institute is responsible to the University for compliance with its monitoring and evaluation requirements. Within the Institute, monitoring and enhancement is the overall responsibility of the Learning Teaching and Curriculum Committee (LTCC).

SAE Schools and Degree Centres will ensure that throughout the academic year all Programmes and Modules are subject to monitoring and enhancement, completing any action plans, reflecting on on-going events, which then constitute monitoring reports for consideration.

Monitoring and evaluation of programme content, delivery and development, including student profiles and performance will be carried out continuously throughout the academic year. Reports will identify good practice for dissemination and make use of an Action Plan to support enhancement and improvement that have been identified for the next academic year (cycle).

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Monitoring and good practice will be reported on in two stages:

    i)   Minor Reviews and Major Reviews (Programme Self Evaluation)

    ii)   Annual Monitoring Report (AMR)

    i)   <u>Minor Reviews and Major Reviews (Programme Self Evaluation)</u>

The cycle of reviews include minor reviews (level) and major reviews (whole programme) culminating in the next re-validation event for all programmes. This cycle of reviews is designed to address specific delivery and content quality for all programmes. A schedule of the cycle for each type of review is produced by the Dean and shared with the Programme Committee Chairs and Academic Coordinators.

A Minor Review takes place at programme level every academic year. The scope of the review is to be determined by the Programme Committee Chair and Dean UK, but should explore the entire course in the first instance. A particular focus on a certain level can be given however a programme should be reviewed in its entirety where there is a need to make adjustments across different levels. This will not increase the workload as only those changes that are required for certain modules at certain levels will be reviewed and made.

A Major Review takes place every 3 - 4 years and concerns a self-evaluation of a programme, including its currency and relevance, and is a chance to capture and significantly recast the programme if needed including programme and module learning outcomes, structure and choice of compulsory and optional modules including design of new content, etc. This does not require minor reviews to have been completed as it is a separate process. However, the minor reviews are expected to be done in order to ensure incremental enhancement to a programme. Major reviews will inform the re-validation activity.

    ii)   <u>Annual Monitoring Reports</u>

● Compiled by Academic Coordinators at campus level;

● Consolidated by the UKDean;

● Reviewed by the LTC;

● All campuses and programmes to be reported on annually;

● Institutional AMR to be endorsed by SAE Academic Board and MDX;

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● Reports made available to BoS and EEs.

Please note: Other regions offering MDX programmes have their own AMRs and the Dean UK will have oversight in ensuring the regional Deans submit their own AMRs to MDX in a timely fashion.

3. University AMR Requirements for Validated Institutions

• The reports will be authored by the Institution Link Tutor (ILT);

• Reports are due for submission to the Academic Quality Service (AQS) (at the University) by 24 November each year;

• AMRs are considered by University Link Tutors and Deputy Deans at the University;

• For phasing out programmes, where teaching is continuing, a reduced report is required addressing in particular progression, achievement and support of remaining students;

• Evidence must be appended;

• CV details for new members of staff and a list of staff that have left must also be appended;

• AMRs should be considered at the Board of Study meetings with comments minuted for action;

• AMRs should be considered by committees of the partner institution concerned with academic quality and standards;

• The Achievement Committee (of the University) considers recruitment and student profile data (applications, enrolment), progression and achievement data for all in-house and collaborative provision on an annual basis.

• Employability data are considered in programme annual monitoring reports, and by the Achievement Committee.

The procedure for compilation and submission of Annual Monitoring Reports to the University is set out in the University's LQE Handbook.

4. Associated Documents and Guidance

● SAE Institute Policy A01 - Academic Standards and Quality Assurance

● Section 7 - Annual monitoring and enhancement

● Guidance 7(i) - Annual monitoring support for authors

● Guidance 7(ii) - How to consider evidence

● Chapter B8: Programme Monitoring and Review of UK Quality Code for Higher Education

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● Middlesex University Learning and Quality Enhancement Handbook

● QAA Subject Benchmark Statements

5. Review

In addition to review of AMRs within the University, SAE's LTCC will oversee and review monitoring processes at its meetings and will ensure that effective guidance and procedures are in place throughout the Institute's campuses. It will also ensure that quality monitoring feeds into quality enhancement and will liaise with the University with respect to any proposed changes to the procedure or document templates.

6. Policy History

Last Review: June 2018

Policy Review Date: June 2021

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