Appendix 8: Programmatic Review Stage 2

1.0 Programmatic Review Stage 2: Guidelines for Faculty/Campus

As stated in Programmatic Review – Stage 1: Guidelines for Faculty/Campus, Programmatic Review has its basis in the Quality Assurance Agreement the South East Technological University Carlow (here-on referred to as SETU Carlow).

Following on from the self-evaluating report (SER) from the Faculty/Campus and subsequent report of the Programmatic Review Group (PRG) both approved via Academic Council and Governing Body, the Vice President for Academic Affairs & Registrar shall commence the Stage 2 process concurrent to the completion of the Self Study Stage 1 Report.

2.0 Stage 2: Review of Programmes

This stage involves a programme-by programme review conducted by the Faculty/Campus. The Faculty/Campus shall revise and update current programme documents which shall consist of Programme Learning Outcomes (PLO), Approved Programme Schedules (APS) and Module Descriptors and any proposed changes for each programme.

3.0 Structure of the Programme Review and areas of enquiry which includes, but is not limited to:

3.1 Programme Development: Programmes validated since the last Programmatic Review, Summary of outcomes i.e. conditions and recommendations of the last Programmatic Review Expert Panel and the Faculty/Campus response to it. Summary of any changes that have occurred on the programme, either since being validated or, within the previous five years.

3.2 Programme Structure: Review of the structure of the programme under review which includes but is not limited to the following:
  3.2.1 Background to Proposed Programme – Rationale / Philosophy
  3.2.2 Demand and viability for the programme – including project demand for the following five years
  3.2.3 Programme Learning Outcomes and Standards
  3.2.4 Learning / Teaching Methodologies
  3.2.5 Assessment of learners – Faculty/Campus/Programme Strategy Policy
  3.2.6 Quality assurance and programme management

3.2.7 The programme's learning environment – particularly if not being delivered at SETU Carlow campus, as may be the case for collaborative programmes or joint awards

3.3 Programme Analysis: An analysis of the success of the programme to date, including access, transfer and progression routes, statistics relevant to the   programme, performance of learners at each stage (including grade profiles and   trends), completion rates by stage, graduate performance etc. The review of all   modules included in the programme(s) under review, the detail of programme   changes   and the rationale for same.

3.4 Engagement with Industry and Wider Community: The Faculty/Campus indicates the extent of its engagement with industry and the wider community. It shall indicate how the Faculty/Campus monitors developments in the areas where it provides education and training programmes and how it "future senses" changes and trends.

3.5 Internal Review of the Self-study Report: A programme review report, prepared by the Faculty/Campus to be approved via the Programme Planning & Validation Committee (PPVC) by Academic Council satisfying SETU Carlow's Policy on Programmatic Review Procedures, prior to submission of the Programme Review to   an   External   PRG (Appendix 2).

3.6 This panel is responsible for performing an independent critical evaluation of the programmes offered, proposed programme changes, learner experience and the needs of industry. The output of this review is a report which may set forward   conditions   and recommendations for improvement:

3.6.1 Condition – a point which must be actioned (mandatory)

3.6.2 Recommendation – a point which should be considered and implemented where appropriate (optional).

3.7 Response process

3.7.1 Responsibility for the development of responses to programmatic review reports and the implementation of action points rests with the Head of Department/Faculty/Campus who develops action points, timeframes for implementation and assign responsibility for the implementation of such action points to staff members.

3.7.2 Each department reports on progress made on an at least annual basis to the Faculty/Campus. The Head of Department/Faculty/Campus prepares a progress update report which is submitted to the Vice President for Academic Affairs & Registrar's Office, forwarded to the Programme Planning and Validation Committee, and then to the Academic Council. SETU Carlow's Governing Body approves the progress update report. Where programmes are delivered in collaboration with other

providers, including Joint Awards, the Collaborative Partner / Joint Awarding Partner is also involved in drafting and presenting the progress update report.

3.7.3   The Head of Faculty/Campus and the relevant Heads of Department presents   the progress report to the Programme Planning and Validation Committee, which involves discussion and questioning by the Committee of the progress made.

3.8   Follow-up

The **Stage 2** Programmatic Review Group Report (Appendix 4), which includes a set of recommendations and conditions shall be to Academic Council and Governing Body by the Vice President for Academic Affairs & Registrar. The Faculty/Campus shall present to the Academic Council revised Programme documents that implement the conditions and where feasible, the recommendations of the PRG. SETU Carlow responds to the report of the peer group providing a schedule of clear actions to address both the conditions and recommendations.