

Appendix 7: Strategic Review: Guidelines for Faculty/Campus



1.0 Stage 1: Strategic Review: Guidelines for Faculty/Campus

- 1.1 The objectives of a programmatic review as laid out in SETU Carlow's Policy and Procedure for Programmatic Review, are to review the development of programmes of educational quality. The focus is principally on the evaluation of quality and the flexibility of the programmes' responses to changing needs in light of the validation criteria informed by QQI's *Core Validation Policy and Criteria* 2016, SETU Carlow's Policy and Procedure for Programmatic Review and relevant awards standards. Programmatic Review is an opportunity to look back, within a continuous monitoring and improvement cycle, at what has been achieved, to evaluate its effectiveness and to plan for what needs to be done.
- 1.2 Periodic programmatic review includes an internal self-evaluation leading to a self-evaluation report (SER) and is conducted in two stages. **Stage 1** looks at strategic high level issues and **Stage 2** is concerned with a detailed programme-by-programme review and revalidation of these programmes for a further five years.
- 1.3 Within **Stage 1**, the self-evaluation review (SER) comprises a critical evaluation of all aspects of each programme being reviewed – its strategy, learning outcomes, programme development strategies, links with Industry and the wider community and resources. The emphasis of the SER is on reflection, analysis and improvement. Review of the SER is by external peers, and results in a **Stage 1** Programmatic Review Group Report (Appendix 3), which includes a set of recommendations and conditions. SETU Carlow responds to the report of the peer group providing a schedule of clear actions to address both the conditions and recommendations.

2.0 Structure of the Self-Study Report and areas of enquiry will follow the outline within the Policy & Procedure for Programmatic Review: The Faculty/Campus role within SETU Carlow which includes, but is not limited to:

- 2.1 **Self-evaluation:** As described in the Policy for Programmatic Review
- 2.2 **Context and Strategic Development:** As described in the Policy for Programmatic Review

- 2.3 **Summary Response:** to the Faculty/Campus last Programmatic Review Expert Panel Report.
- 2.4 **Faculty/Campus Organisational Structure:** As described in the Policy for Programmatic Review
- 2.5 **Self analysis of the activities of the Department/Faculty/Campus:** As described in the Policy for Programmatic Review
- 2.6 **Physical Development of the Faculty/Campus:** As described in the Policy for Programmatic Review
- 2.7 **Data Sources:** Information on data regarding learner application, withdrawal, retention, examination, completion and graduation statistics for the last five years can be accessed from the Office of Academic Administration & Learner Affairs. Information and data regarding postgraduate learners and research can be accessed from the Office of Postgraduate Studies and the Vice President for Academic Affairs & Registrar's Office. Graduate destination information is available within the Faculty/ Campus and the Development Office. This data shall be analysed to identify problems, trends and achievements. Teaching & Learning reports containing data on staff development is available in the Teaching & Learning Centre. Information regarding Collaborative Registers and reports resulting from collaborative visits with Collaborative Partners is available from the Vice President for Academic Affairs & Registrar's Office as is information on the status of the Quality Work Plan.
Employment gained and further studies undertaken by graduates shall be presented in comparative tabular format. Analysis of trends shall be undertaken and information to be obtained from Faculty/Campus University Alumni.
- 2.8 **Programme Development strategies:** As described in the Policy for Programmatic Review
- 2.9 **Public Confidence:** As described in the Policy for Programmatic Review
- 2.10 **Collaborative Programmes, & Joint Awards:** As described in the Policy for Programmatic Review
- 2.11 **Staff and learner feedback:** As described in the Policy for Programmatic Review
- 2.12 **Links with Industry and Wider Community:** As described in the Policy for Programmatic Review
- 2.13 **Research and Innovation:** As described in the Policy for Programmatic Review
- 2.14 **Internationalisation:** Develop criteria based on strategic priorities in pursuing and forming new international partnerships and strategic alliances including the implementation of an effective strategy for learner recruitment, focusing on strategically identified key markets with the objective of increasing SETU Carlow's international learner population as informed

by the strategic plan. This focus on the key international markets is facilitated in the initial stages via the International Office. The International Office in conjunction with the Faculty/Campus and the Vice President for Academic Affairs & Registrar's Office, strengthens the relationship with the prospective international partnership leading to the development of programmes within that partnership. To develop internationalised curricula and internationally-focused programmes, learning outcomes and assessment of learners are required to be in line with international best practice. To encourage staff / learner mobility.

- 2.15 **Quality Assurance (QA):** As described in the Policy for Programmatic Review
- 2.16 **Staff Development:** As described in the Policy for Programmatic Review
- 2.17 **Overall Summary of the SER:** Critically analyse the SER to ascertain if what has been produced reflects what is required. The SER needs to reflect a plan for the proceeding 3-5 years – specifically in line with the Strategic Plan and the HEA Mission Based Performance Compact which has facilitated the direction of the IT Carlow Strategic Plan.
- 2.18 **Internal Review of the Self-study Report:** Prior to submission of the Self Study Report to an External PRG, it shall firstly be approved via the Programme Planning & Validation Committee (PPVC) by Academic Council satisfying SETU Carlow's Policy on Programmatic Review Procedures (Appendix 2).
- 3.0 **Composition of an External Programmatic Review Group (PRG) for Stage 1 Review**
As described in the Policy for Programmatic Review
- 3.1 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:
 - 3.1.1 Condition – a point which must be actioned (mandatory)
 - 3.1.2 Recommendation – a point which should be considered and implemented where appropriate (optional). Note that the response to the PRG will indicate how the recommendation will be managed by the Faculty/Campus.

4.0 Response process

- 4.1 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.
- 4.2 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.

- 4.3 The Head of Faculty/Campus and the relevant Heads of Department presents the progress report to the Programme Planning and Validation Committee.

5.0 Follow-up

The **Stage 1** Report of the PRG, along with the Faculty/Campus implementation plan for any conditions and recommendations therein, shall be presented to Academic Council and Governing Body by the Vice President for Academic Affairs & Registrar. The Academic Council is responsible for overseeing the implementation of conditions and recommendations of the PRG. The Stage 2 process shall commence no later than to the completion of the Self Study Stage 1 Report.