



**ANNUAL MONITORING POLICY**

<b>Audience</b>	<b>Policy</b>	<b>Version Number and Month</b>	<b>Next Review Due</b>	<b>External Reference Points:</b>
Internal	Annual Monitoring Policy	V2-Dec 18	December 2020	UKQC Chapter B8: Programme Monitoring and Review  UKQC Chapter B10: Managing Higher Education Provision with Others

**AIM**

This document sets out the quality assurance processes for annual monitoring in place across London Churchill College (LCC) for all award bearing programmes for which the College is responsible for the maintenance of academic standards. In maintaining these standards, the College acknowledges the regulations of its awarding bodies, the QAA and the expectations of external professional, statutory and other regulatory bodies.

In line with LCC’s Enhancement Strategy, the Annual Monitoring procedures support the identification and monitoring of areas for enhancement.

**POLICY**

- All programmes must be monitored and include student, staff and external feedback, an analysis of grade and other academic performance indicators, learning, library and other resources available to staff and students.
- Reviews are critical, rather than descriptive.
- Through a set template, Programme Leaders construct reports in a way that allows for cross-comparison of data thus enabling an overall College collective annual report to be constructed.
- Annual monitoring reports should be reflective and evidence-based and indicate areas of good practice as well as items that require improvement. Actions and good practice arising from external reviews should be included in the monitoring reports.
- Individual programme reports should identify key actions to be taken during the following year and should include student satisfaction indicators.
- Programme and College reports will be considered by the Academic Board which will make recommendations as to future development.
- The Principal’s Executive Group (PEG) will track and monitor suggested and agreed changes throughout the following year and report back to the Academic Board at such times as the Board may require.



## PROCEDURES

### A) Monthly and Termly Monitoring

In order to secure oversight of programme delivery, oral reports are made to the PEG on a monthly basis and written reports are submitted each term. This facilitates a timely response to issues arising from programmes, as well as the dissemination of good practice.

#### Termly Monitoring Reports

Programme Leaders are required to complete the Termly Monitoring Report once per term according to the template, which is designed to highlight to the PEG any matters that require their immediate attention.

#### Continuous Oversight by the PEG

The Head of Programmes and Academic Monitoring (HoPAM) is responsible for overseeing the smooth running of Programmes and has regular contact with the Programme Manager and Programme Leaders. The HoHE provides oversight of programmes through an oral report at each PEG meeting, which typically takes place once per month.

### B) Unit Evaluation Report (UER)

#### Overview

LCC uses a standard Unit Evaluation Report (UER) across its taught provision, for completion by the Unit Tutor. The UER should incorporate quantitative and qualitative information including student feedback, unit statistics and comparative figures. They should also include reflections from the Unit Tutor and/or teaching team, any feedback from External Examiners/Standard Verifiers and a review of Unit outcomes and student performance.

A Unit Evaluation Report should be completed after each instance of Unit delivery. As the form includes commentary on the unit statistics, which is provided at LCC's Assessment and Progression Board. The completed reports inform the quality assurance and enhancement process and can be made available at all committee and Board deliberations.

#### Reporting arrangement

Review Cycle:	Annually, by November
Author:	Unit Tutor
Output:	Unit Evaluation Report
Intended for:	Programme Committee and QESC

### C) Programme Annual Monitoring Report (PAMR)

#### Overview:

A Programme Annual Monitoring Report (PAMR) is produced at the end of each academic year for each Programme offered by the College. This report contains information drawn from the following areas:



- Quantitative information on academic performance (eg. pass rate, completion rate and achievement rate);
- Information on application, admission, induction, retention and dropout;
- Student profile information (gender, nationality, entry qualification);
- External examiner reports wherever applicable (considering quality and standards);
- Unit evaluation reports
- Student feedback;
- Lecturers' peer review;
- Minutes of programme committee meeting;
- Learning resources;
- Students' appeals and complaints;
- Good practices;
- Areas for improvements;

### **Reporting arrangement**

Review Cycle:	Annually, January
Author:	Programme Leader
Output:	Programme Annual Monitoring Report
Intended for:	Programme Committee and QESC

## **D) College Annual Monitoring Report (CAMR)**

### **Overview**

The annual monitoring of Programmes delivered by LCC seeks to ensure the continuing and developing standards and quality of LCC's academic provision. The College Annual Monitoring Report (CAMR) considers comprehensive evidence on Programme performance and the student learning experience. It also enables the identification of good practice for wider dissemination within LCC for the purposes of quality enhancement. The CAMR reflects on the learning opportunities students have experienced, the academic standards achieved, and their continuing currency and relevance. The main outcomes of this report should be to share good practice, identify and address areas for improvement and identify opportunities or issues in the future that need to be planned for. An action plan should be used to specify good practice to be shared, areas for improvement /development and the timeframe for their completion and by whom. The ethos of the report should be one of continuous quality improvement/enhancement of College Programmes and the students' experience.

The CAMR is approved by the Academic Board and is received by the College Oversight Board. It is also shared at Programme Committee Meetings and All Staff Meetings. In the interest of operating a transparent monitoring process, both Academic Board and the Programme Committee are attended by Student Representatives.



### **Reporting arrangement**

Review Cycle:	Annually, February
Author:	Principal or his/her designated person
Output:	Annual CAMR Report and Action Plan
Intended for:	Academic Board and the College Oversight Board



**MONITORING AND EVALUATION PROCESS FLOWCHART**



