

MODULE and STRAND REVIEW

1. PURPOSE

- 1.1 The purpose of this procedure is to ensure that there is a systematic annual process of review for the modules and strands, which the College provides as part of its educational provision.

2. SCOPE

- 2.1 This procedure currently encompasses the taught modules in the FdSc, BSc, MSc and Grad Dip Courses, strands in the BVetMed, the Intramural Clinical Rotations and the Electives.

3. ASSOCIATED DOCUMENTS

Module or Strand Review forms
BVetMed: Elective or Rotation Review forms
Annual Quality Improvement Report forms

4. PROCEDURE

Modules

- 4.1 After the conclusion of each module, when the analyses of the student evaluation surveys have been received, the Module Leader should seek the comments of teaching staff involved in the module to complete the Module Review.
- 4.2 The Module Review form should detail any proposed changes to the module and to assess how successfully it ran. The Module Leader will forward the completed Module Review form to the Academic Development Administrator and to the Course Director/Year Leader for consideration when they write the Annual Quality Improvement Report.
- 4.3 The Academic Development Administrator will file and upload the Module Review form to the intranet for internal access only. Module Reviews will be used for Institutional Audit, quality assessment and accreditation.
- 4.4 Annual Quality Improvement Reports (AQIRs) are submitted to a sub-group of the Teaching Quality Committee and also to the relevant Course Management Committee. Please refer to the quality procedure for 'Monitoring and Review of Programmes of Study' for further details on how AQIRs are processed. Changes to modules are outlined in the AQIR Action Plan which is forwarded to the Learning, Teaching and Assessment Committee.

Strands 'BVetMed'

- 4.5 All Strands* will be reviewed annually at the end of teaching in each academic year, when the analyses of the student evaluation has been received. The Strand Leader should seek the comments of teaching staff involved in the strand to complete the Strand Review.

*There is no requirement for a review of the Science Investigation & Integration Strand.

- 4.6 The Strand Review should detail any proposed changes to the strand and to assess how successfully it ran. The Strand Leader will forward the completed Strand Review form to the Academic Development Administrator and to the Year Leaders for incorporation of relevant material in their Annual Quality Improvement Reports.
- 4.7 The Academic Development Administrator will file and upload the Strand Review forms to the intranet for internal access only. Strand Reviews will be used for Institutional Audit, quality assessment and accreditation.
- 4.8 Annual Quality Improvement Reports (AQIRs) are submitted to a sub-group of the Teaching Quality Committee and also to the BVetMed Course Management Committee. Please refer to the quality procedure for 'Monitoring and Review of Programmes of Study' for further details on how AQIRs are processed. Changes to strands are outlined in the AQIR Action Plan which is forwarded to the Learning, Teaching and Assessment Committee.

BVetMed - Intramural Clinical Rotations (IMR)

- 4.9 The Rotation Director receives Rotation Reviews from each Rotation Leader in order to write the Annual Quality Improvement Report for IMR.
- 4.10 The Academic Development Administrator co-ordinates forwarding all Rotation Reviews to the Rotation Director.

BVetMed - Electives

- 4.11 The Elective Director receives Elective Reviews from each Elective Leader in order to write the Annual Quality Improvement Report for Electives.
- 4.12 The Academic Development Administrator co-ordinates forwarding all Elective Reviews to the Elective Director.