ANNUAL QUALITY IMPROVEMENT REPORT 2019-20

**COURSE DIRECTOR - POSTGRADUATE**

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| **Course Directors are asked to submit their draft Annual Quality Improvement Report (AQIR) relating to the preceding academic year to the Academic Quality Administrator (**[**AQOfficerSE@rvc.ac.uk**](mailto:AQOfficerSE@rvc.ac.uk)**) by the specified deadline of Monday 14th December 2020**  **The Teaching Quality Committee’s Annual Quality Improvement Group (AQIG) will meet to consider the AQIRs. The Course Director will be asked to attend the AQIG meeting to present their AQIR and following this meeting they will have an opportunity to amend their AQIR prior to it being published and submitted to the relevant Course Management Committee for consideration. The CertAVP AQIR will be submitted to the Spring or Summer Teaching Quality Committee meeting.**  When writing this report, please avoid using abbreviations and acronyms. If/when necessary, define the abbreviation on the first appearance of the term and use the abbreviation or acronym thereafter.  There is a standard Annual Quality Improvement Report (AQIR) form which must be completed by each Course/Elective/Rotation Director and Year Leader where applicable, except that in the case of degrees run under the auspices of the University of London International Programmes the Annual Programme Planning and Review and Reporting format issued by the International Programme will be used.  Each AQIR form has three appendices items, which are to be considered by the author with forward looking actions recorded as necessary:   * Appendix 1 Course Statistics: Admissions/Progression/Achievement/Destination/Contextual Data * Appendix 2 Student ‘Satisfaction’ Survey results (including NSS, Graduate and Employer Survey results where relevant) * Appendix 3 External Examiner Report   The Course Directors for the BVetMed and BSc Bio Sci suite of courses are asked to complete an overview AQIR to ensure that course-wide student survey data and external examiner reports have been reviewed with forward looking actions recorded as necessary.  The Teaching Quality Committee has a sub-group for considering AQIRs, this is called the Annual Quality Improvement Group (AQIG). The AQIG meets and receives draft AQIRs with respect to considering the following items:  i. identify any relevant comparisons within and between Courses of study;  ii. identify any College-wide issues arising from the AQIRs;  iii. alert the College as a whole to any obstacles which are preventing a course from achieving its objectives;  iv. assure the College that the AQIRs have been given appropriate scrutiny.  After the AQIG has met, the Course/Elective/Rotation Director and Year Leaders have an opportunity to resubmit a final version of their AQIR to the Academic Quality Administrator for publication on the intranet and to the relevant Course Management Committee for consideration.  The Academic Quality Manager and Chair of Teaching Quality Committee produces an overall Annual Summary of all AQIRs to cover the items i-iv above. Items of concern, good practice, and actions going forwards are documented. The Academic Quality Administrator submits final versions of the action plans from the AQIRs to the Learning, Teaching and Assessment Committee (LTAC) for approval and publishes the AQIRs on the intranet [here.](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/annual-quality-improvement-reports.cfm)  [[Quality procedure ‘Monitoring and Reviewing courses’].](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/monitoring-and-review-of-courses) |

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| 1. COURSE INFORMATION | |
| Course Title |  |
| Course Director |  |
| Collaborative Partner(s) *(if applicable)* |  |
| 1. COURSE STATISTICS ([Appendix 1](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/course-statistics.cfm)) | |
| Comments on recruitment: (including comparison with previous years) | |
| Comments on contextual data: (including comparison with previous years) | |
| Comments on achievement: (including comparison with previous years) | |
| Comments on progression: (including comparison with previous years) | |
| Comments on results of ‘Graduate Outcomes Survey’  *AQIRs for 2019/20 will include first GOS data (available from Jan 2020), covering graduates from August 2017 – July 2018. The Graduate Outcomes survey is conducted with individuals who graduated 18 months prior.* | |
| Any other comments: | |
| 1. **COURSE REVIEW**   When completing review topics below, all evidence should be considered including:   * [Module/Strand Reviews](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/module-strand-reviews.cfm?) * [Satisfaction survey results (Appendix 2)](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/student-surveys.cfm) * [External Examiner Reports (Appendix 3)](http://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures/external-examiners) * [Periodic Review report (if relevant)](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/periodic-reviews.cfm) * [Validation report (if relevant)](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/validations.cfm)   Evidence can be accessed using the hyperlinks provided above. If you cannot locate any items please contact the Academic Quality Administrator ([AQOfficerSE@rvc.ac.uk](mailto:AQOfficerSE@rvc.ac.uk)). | |
| 3.1 Course/Year content  (in particular, identify omissions/duplication, areas of content requiring more/less coverage or a change in emphasis) | |
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| 3.2 Teaching methods  (in particular, identify effectiveness of different teaching method, forms of teaching which might require more/less emphasis) | |
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| 3.3 Assessment and formative feedback  (in particular, evaluate the effectiveness of the methods of formative assessment used, please also comment upon the opportunities for formative feedback across the modules/strand and if applicable plans to provide more opportunities for formative feedback) | |
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| 3.4 Staffing and resources  (summarise changes during the year and proposed changes to staffing, classrooms, laboratories, libraries, computing etc.) | |
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| * 1. **Satisfaction survey results (Appendix 2)**   (respond to the results, including any recurring themes in the open comments. Record any actions to be taken in response to the results in the Action Plan section 4). | |
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| **3.6 General Student Feedback**  (For example from verbal communication and/or modules) | |
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| **3.7 Collaborative provision**  The author of this report should invite a named colleague from the collaborative partner(s) to co-author responses to this section. This demonstrates that the partner has been involved in the annual review process and that the partnership has also been reviewed to some extent.   * Please identify ways in which the collaborative activities have enhanced the quality of the provision in the year under review. * Please identify any challenges that have arisen directly from the collaborative nature of the provision. * Please identify areas of good practice and proposed developments for the future. | |
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| **3.8 Quality enhancement/Notable successes**  (Things that worked well and examples of good practice which can be disseminated in the College) | |
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| **3.9 Any other issues**  (comment on any other issues or feedback) | |
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| **3.10 (IF RELEVANT) Periodic Review/Validation Report(s)**  (consider findings of panel and subsequent report) | |
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| **3.11 (CERT AVP ONLY) Module Survey results**  (respond to the results of module surveys. In particular, you are required by the Teaching Quality Committee to respond to any low scoring questions) | |
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| 1. ACTION PLAN  * Any actions to be to be taken in response to satisfaction surveys (Appendix 2) including recurring themes from open comments and External Examiner reports (Appendix 3) * Roll over outstanding actions from last year’s AQIR. * Identify new actions resulting from section 3. Course Review. Add a new row for each action. *(Within Table Tools, select Layout/Within Rows & Columns, select Insert Above or Insert Below).* * Ensure that for each action you clearly identify where the issue was raised and what evidence there is to support this action. In particular, please ensure that issues raised by student ‘satisfaction’ surveys (Appendix 2) and External Examiner reports (Appendix 3) are identified below. | | | | | |
| **Date action raised** | **Where issue raised/evidence (e.g. low scoring question for student survey, external examiner report)** | **Action** | **Progress to date** | **Responsible Person** | **Expected date of completion** |
| **4.1 Course/Year content** | | | | | |
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| **4.2 Teaching methods** | | | | | |
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| **4.3 Assessment and formative feedback (including actions from External Examiner Reports)** | | | | | |
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| **4.4 Staffing and resources** | | | | | |
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| **4.5 Other** | | | | | |
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| **4.6 (IF RELEVANT) Periodic Review/Validation Report(s)** | | | | | |
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| REPORT SUBMISSION | |
| Course Director Name |  |
| Signature |  |
| Required submission date  14th December 2020 | **Date submitted:** |