ANNUAL QUALITY IMPROVEMENT REPORT 2019-20

UG COURSE DIRECTOR’S OVERVIEW

(BVetMed COURSE DIRECTOR ONLY)

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| **Course Director for the BVetMed is asked to submit an Annual Quality Improvement Report (AQIR) to include a response to the results of course-wide statistics and survey results i.e. the National Student Survey, RVC Graduate Survey and RVC Employer Survey.** **Course Directors must submit their draft AQIR to the Academic Quality Administrator (****AQOfficerSE@rvc.ac.uk****) by the specified deadline of Monday 11th January 2021 The Teaching Quality Committee’s ‘Annual Quality Improvement Group’ (AQIG) will meet to consider the AQIR. The Course Director will be asked to attend the AQIG meeting to present their report and will have an opportunity to amend their AQIR prior to it being published and submitted to the relevant Course Management Committee for consideration.**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: 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 (n/a)

The Course Director for the BVetMed is asked to complete an overview AQIR to ensure that course-wide statistics and student survey data 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: 1. identify any relevant comparisons within and between Courses of study;
2. identify any College-wide issues arising from the AQIRs;
3. alert the College as a whole to any obstacles which are preventing a course from achieving its objectives;
4. 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
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| Course Title |  |
| Course Director |  |
| Collaborative Partner(s) |  |
| 1. COURSE STATISTICS ([Appendix 1](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/course-statistics.cfm))
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| 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**

Course Directors are asked to use this space to provide any overall thoughts about the quality of the course, after having considered the content within Year Leader AQIRs. Areas to be covered must include: * Respond to the results of the satisfaction survey results in Appendix 2, 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. In particular, please respond to any low scoring questions’;
* **BVetMed only** – please write about Research Project 2 (RP2)

Thoughts could also be provided, as necessary, about:* Course Statistics (application/offer/contextual/progression/achievement/destination);
* Course content including areas covered by collaborative partners (if applicable);
* Teaching methods;
* Assessment;
* Formative feedback;
* Staffing resources;
* Periodic Review/Validation outcomes
* Quality enhancement;
* Any notable successes
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| 1. **ACTION PLAN**

All Course Directors are asked to document here:* any actions to be taken in response to satisfaction surveys (Appendix 2), including responding to low scores/recurring themes from open comments
* 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.
* Ensure that for each action you clearly identify where the issue was raised and what evidence there is to support this action.
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| **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 Satisfaction survey results and recurring themes from open comments**  |
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| **4.2 Course Statistics (Application, Offer, Progression and Achievement, Contextual data) Graduate Outcome Survey data will be available for 2019-20 AQIRs** |
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| **4.4 Periodic Review/Validation Report(s) (if relevant)** |
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| REPORT SUBMISSION |
| Course Director Name delete as appropriate | BVetMed – Jill Maddison  |
| Signature |  |
| Required submission dateMonday 11th January 2021 | **Date submitted:**  |