**TEACHING AND LEARNING IN HIGHER EDUCATION - ANNUAL REVIEW FORM**

**To be completed annually by the Course Director and submitted to the Academic Quality team at** [**AQOfficerSE@rvc.ac.uk**](mailto:AQOfficerSE@rvc.ac.uk)**) for consideration by the Veterinary Education and PG Medicine Course Management Committees and the Research Degrees Committee. Please contact the Academic Quality team with any queries at** [**AQOfficerSE@rvc.ac.uk**](mailto:AQOfficerSE@rvc.ac.uk)**.**

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| 1. COURSE INFORMATION | |
| Course Title | Teaching and Learning in Higher Education |
| Course Director name |  |
| 1. COURSE STATISTICS ([Appendix 1](https://intranet.rvc.ac.uk/professional-services/academic-registry/academic-quality/course-statistics.cfm)) | |
| Comments on recruitment (who is undertaking the course): (including comparison with previous years/intakes) | |
| Comments on participant performance and completion: (including comparison with previous years) | |
| Any other comments: | |
| 1. **COURSE REVIEW** | |
| 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. **Student survey results**   (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, meetings etc.) | |
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| **3.7 Quality enhancement/Notable successes**  (Things that worked well and examples of good practice which can be disseminated in the College) | |
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| **3.8 Any other issues**  (comment on any other issues or feedback) | |
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| 1. ACTION PLAN  * Any actions to be to be taken in response to student surveys administered by the RVC Academic Quality team including recurring themes from open comments * Roll over outstanding actions from last year’s TLiHE review form. * 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 students administered by the RVC Academic Quality team 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** | | | | | |
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| **4.4 Staffing and resources** | | | | | |
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| **4.5 Other** | | | | | |
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| REPORT SUBMISSION | |
| Course Director Name |  |
| Signature |  |
| Required submission date: 2 | **Date submitted:** |