PERIODIC REVIEW

SELF-EVALUATION DOCUMENT (SED)

> *To be completed by the Course Management, approved by the Chair and Secretary of the Review Panel and Course Management Committee, and submitted to the Academic Quality Manager at least five weeks before the meeting of the Periodic Review Panel*

The self-evaluation document (SED) is the central documentation informing the periodic review. It should include sufficient description to enable the Panel to understand the key features of the course, but it is essential that it should be reflective and evaluative. Please complete the self-evaluation under each of the headings below, adding further information and commentaries where appropriate.

Title of Course:

Academic Year of Periodic Review:

Date of Previous Periodic Review:

Course Director:

List of members of staff who contributed to the SED:

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1. AIMS & OBJECTIVES *(300 word limit)*
   i.   List the course's aims and objectives
   ii. Explain why these remain relevant
   iii. What evidence do you have that these are being achieved? Where they are not being achieved, what plans do you have to resolve this?
   iv. How is "professionalism" integrated into the course objectives?
   v.   How does the course support the aims of the RVC's Learning, Teaching and Assessment Enhancement Strategy?

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2. CHANGES IN THE LAST SIX YEARS *(500 word limit)*
   i. What changes have been made in response to the recommendations of the last Periodic Review (or since Validation), and what other significant changes have been made in the last six years?
   ii. How effective has each of these changes been, and how has their effectiveness been measured?

3. STUDENT ADMISSIONS *(400 word limit)*

i. Describe the course's formal entry requirements, and the characteristics of the "ideal" entrant. How do you know that these entry requirements are appropriate for this course?

ii. What evidence do you have that the student selection processes are effective? How far do the students recruited meet the formal entry requirements? What evidence do you have that the students recruited parallel the "ideal" entrant?

iii. If the student profile does not match that for which the course was originally designed, what have you done to address this?

iv. How successful has the course been in recruiting students from under-represented groups (Widening Participation students)?

v. Assess the course's market viability in terms of e.g. the ratio of qualified applicants per place

vi. Evaluate the trends in admissions data over the last six years

4. COURSE CONTENT *(500 word limit)*

i. How is the course content selected, and designed to meet the course's overall objectives?

ii. How do you evaluate the effectiveness of the course content in contributing to the achievement of the course's overall objectives?

iii. What evidence is there of academic and intellectual progression through the curriculum?

iv. How do you know that the content meets the needs of students and potential employers?

v. How do you keep the content up to date?

vi. How does the course develop students' professionalism?

vii. How have e.g. tracking, electives, optional modules been developed, in order to facilitate greater depth of study in selected areas?

viii. How do you promote equal opportunities?

5. TEACHING AND LEARNING METHODS *(400 word limit)*

i. Why do you select the particular teaching and learning methods you use? How do you know they are effective in promoting student learning, and in developing the students as independent, lifelong learners? How appropriate are the teaching & learning methods to the overall course objectives, and to the course content?

ii. How do you encourage active, participative learning?

iii. What more could be done to enhance the effectiveness of the teaching and

learning methods?

iv. What evidence do you have that the learning materials used are of high quality?

v. How do you judge that student workloads are appropriate?

vi. How can you be confident that you "stretch" the more able students?

vii. What evidence do you have to show that the teaching and learning methods are effective towards student employability?

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6. ASSESSMENT *(300 word limit)*

i. What are the objectives of the assessment scheme? How is the assessment scheme designed to meet these objectives?

ii. How far are these objectives being met? What evidence do you have for this judgement?

iii. What evidence do you have for the validity and reliability of the assessment methods employed?

iv. What could be done to enhance the effectiveness of the assessment scheme?

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7. STUDENT PROGRESSION AND ACHIEVEMENT *(400 word limit)*

i. What evidence do you have of the effectiveness of the processes for induction of students into the course?

ii. How do you identify any students with special learning needs, and how are they supported?

iii. What pastoral support is available to all students on the course?

iv. Please comment on the data for student progression and completion. How do you judge whether they are satisfactory? If they are unsatisfactory, what plans are there to improve them? What are the implications of any trends that emerge from the data?

v. Please comment on the distribution of degree classifications, where appropriate. How do you judge whether they are satisfactory? If they are unsatisfactory, what plans are there to improve them? What are the implications of any trends that emerge from the data?

vi. What evidence do you have of the effectiveness of support for student progress, including academic guidance, tutorial and pastoral support?

vii. How do you give students feedback on their work, and on their overall progress? How effective are these methods, and how have they developed in the light of the introduction of College-wide feedback policy?

8. ACADEMIC STANDARDS *(300 word limit)*
   i.   How are the academic standards of the course set, maintained and monitored?
   ii.   How does the course meet the requirements of the relevant level in the Framework for Higher Education Qualifications?
   iii.   How does the course relate to any relevant subject benchmark statements?

9. QUALITY MANAGEMENT *(400 word limit)*
How has the course been improved using data from
   i.   annual course monitoring
   ii.   student evaluations
   iii.   External Examiners' reports
   iv.   graduates
   v.   employers of graduates

10. RESOURCES *(500 word limit)*
What evidence do you have for the adequacy and appropriateness of the resources available to the course, under the following heads:
   i.   Academic staff (including visiting lecturers)
   ii.   Administrative and technical staff
   iii.   Staff development
   iv.   Live Animal Resources
   v.   Necropsy and dissection material
   vi.   Library and associated learning resources
   vii.   IT resources
   viii.   Teaching rooms
   ix.   Resources supporting student projects
   x.   Field trips
   xi.   Specialist course-related resources, including equipment

11. FUTURE DEVELOPMENT *(400 word limit)*
Outline options or proposals for the future development of the course