

University of Glasgow**Academic Standards Committee – Friday 25 May 2012****Proposed Timetable for Annual Monitoring****Mr Gavin Lee, Clerk to Quality Officers Forum****1. Annual Monitoring Process**

In response to the University Restructure in 2010 the Annual Monitoring process was amended. The new process increased the importance of School and College Quality Officers and their role in analysing and summarising information at School and College-level.

In addition, a layer of reporting was removed in order to improve effectiveness and efficiency. In the current process College Annual Monitoring Summaries are presented directly to Academic Standards Committee from each College. In 2011-12 Senate Office provided an overview presentation but, unlike previous years, did not compile a summary report.

2. Current Timetable for reporting Annual Monitoring

In 2011-12 College Annual Monitoring Summaries were presented to Academic Standards Committee in April 2012. This timetable was one month earlier than previous year's reports to Academic Standards Committee.

The responsiveness of the annual monitoring process and the delay between issues being reported in Annual Monitoring Reports and action being taken at School, College or University level is regularly raised by staff and students as a concern. The issue was raised in Quality Officers Forum, Annual Monitoring Workshop and in Annual Monitoring Reports in 2011-12.

3. Proposed Timetable for reporting Annual Monitoring

Quality Officers Forum consider that the responsiveness of the Annual Monitoring process could be improved by the separation of Undergraduate and Postgraduate College Annual Monitoring Summaries. The Code of Practice on Annual Monitoring allows for the separation of undergraduate and postgraduate School Annual Monitoring Summaries and this is employed in almost all Schools.

Due to their different teaching patterns undergraduate teaching is completed much earlier than postgraduate teaching. This allows Annual Monitoring Reports and undergraduate School Annual Monitoring Summaries to be completed in advance of postgraduate reports.

Quality Officers Forum propose a reporting timetable for Academic Standards Committee:

- Undergraduate College Annual Monitoring Summary – October Academic Standards Committee
- Postgraduate College Annual Monitoring Summary – February Academic Standards Committee

This would allow issues raised through annual monitoring to be responded to within four months of completion of teaching. This would be a significant improvement on the current timetable where action on undergraduate issues may not be considered until ten months after completion of teaching.

Academic Standards Committee is invited to **approve** the proposed timetable.

4. Acknowledged Issues with proposed timetable for reporting Annual Monitoring

It is acknowledged that there could be some overlap between what is considered undergraduate or postgraduate provision e.g. shared Masters/Honours courses. The Code of Practice on Annual Monitoring allows for the separation of undergraduate and postgraduate annual monitoring summaries at School level and recommends 'close liaison' to agree 'the boundaries'. The successful adoption of the practice at School level suggests it would be manageable at College level.

The separation of Undergraduate and Postgraduate College Annual Monitoring Summaries would require College Quality Officers to produce two reports for Academic Standards Committee rather than one, as current practice. In order to negate concerns about an increase in workload for College Quality Officers the report structures would be adapted to allow certain sections (e.g. factual data, engagement with strategy or processes) to be reported once only. The second report, Postgraduate College Annual Monitoring Summary, could therefore be a shorter report focussing only on postgraduate provision. The format and style of reports would be agreed by the Quality Officers Forum.

Academic Standards is invited to **comment on** the suitability of the proposed reporting structure.