
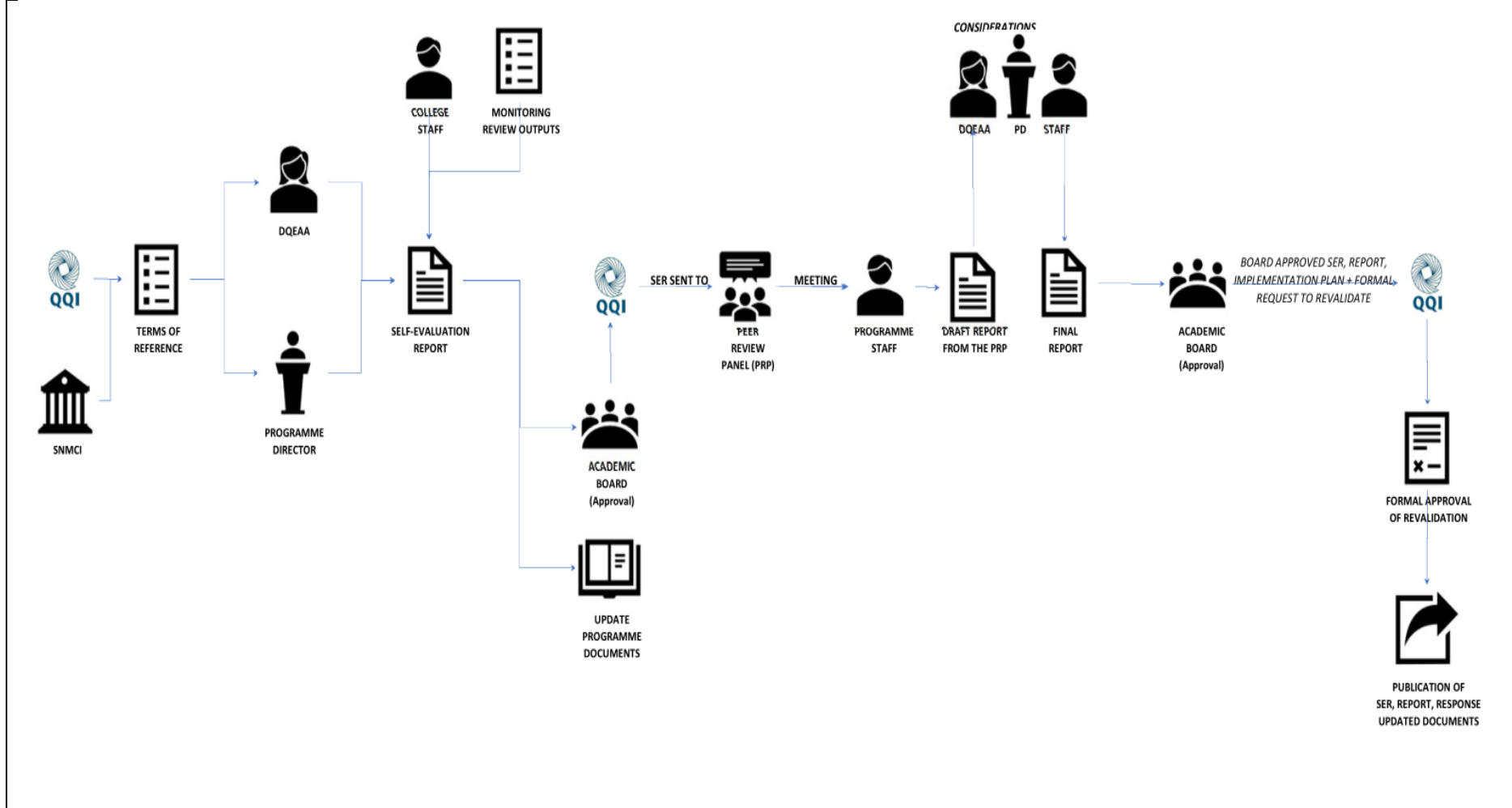


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED :
	11.4 PROGRAMMATIC REVIEW/REVALIDATION	11) SELF-EVALUATION, MONITORING AND REVIEW PROGRAMMES OF EDUCATION AND TRAINING	3.0	JUNE 2020



Introduction and Context

Each programme of the College is subject to programmatic review normally no less frequently than every five years. The purpose of the Programmatic Review is for the Programme Committee (chaired by the Programme Director) to report on the overall health of the programme in terms of structure, content, currency and quality as well as the learning environment which contributes to its delivery. The Programmatic Review builds on the ongoing and annual review and monitoring processes.

Whilst the need for programme changes may be addressed from time to time over the five-year period, the Programmatic Review provides an opportunity to:

- take an overall perspective on the development of the programme over the previous five years
- to consider whether it is continuing to meet current stakeholder needs and whether or not it will continue to address these needs into the future

The procedure outlined below addresses QQI's programmatic review requirements.

Policy Statement

SNMCI will review programmes in the College to:

- Analyse the continued effectiveness and efficiency of each validated programme, including details of learner numbers, retention rates and success rates
- Review the development of the programmes in the context of the requirements of employers, industry, professional bodies, the Irish economy and International developments
- Evaluate the response of the College to market requirements and educational developments
- Evaluate the feedback mechanisms for learners and the processes for acting on this feedback
- Evaluate the physical facilities and resources provided and required for continued provision of the programme(s)
- Evaluate the formal links which have been established with industry, business and the wider community in order to maintain the relevance of the programme(s)
- Evaluate feedback from employers of the programmes' graduates and from those graduates
- Review any research activities in the field of learning under review and their impact on teaching and learning
- Evaluate projections for the following five years in the programme(s)/field of learning under review
- Make proposals in relation to updating the programme and modules; proposals in relation to the discontinuation of programme/modules and the development of new programmes

- The Director of Quality and Academic Affairs (DQEAA) informs the Programme Director, normally one academic year in advance, that a Programmatic Review is due.
- The programmatic review will typically be completed six months before any new intake on the programme.
- Terms of Reference for the programmatic review must be agreed with QQI prior to the review
- The outcome of the Programmatic Review process is the production of:
 - o Revised Programme Document/s;
 - o Self-Evaluation Report (SER) justifying the rationale for any changes made to the programme/s and detailing feedback received and statistics reviewed, which have informed these decisions
 - o Implementation plan for any changes agreed, which will include an equivalency comparison table
- These documents are then forwarded to a Peer Review Panel who will visit the College to discuss the findings with the Programme Committee and College representatives.
- The Peer Review Panel will then verify its findings for submission to the validating body.

Programme Committee will consider the following questions having evaluated the feedback / evidence available on the programme:

- What are we doing?
- Why are we doing it?
- How are we doing it?
- Is our approach effective?
- How do we know?
- Are we listening to the voices of the learner, the graduates and the employers of our graduates?
- What changes do we need to make?
- Are we closing the loop and learning from feedback?

Programme Committee should be influenced by the following thinking:

- Self-evaluation should focus on qualitative analysis, with quantitative analysis/statistical evidence underpinning conclusions reached
- External Market / Industry Forces: PEST (Political, Economic, Social, Technological)
- Internal Findings:

- What worked educationally, what's needed, etc
- Learner Performance, Assessment
- Programme Structure, Organisation, Sequencing.
- International Best Practice: Education / Learning
 - Innovations, Trends
 - Authoritative Sources

The following Areas for Questions / Changes / Recommendations should be considered:

- Learner Performance
- Teaching, Learning and Assessment
- Learner Support / Guidance
- Quality Management
- Culminating in a SWOT analysis

The Programmatic Review should produce the following Output:

- Original Programme Document
- Self-Evaluation Report
- New Programme Document

e.g. We found "X" was happening
We propose to address this by "Y"

This is outlined in the New Programme Document in pp XX-XX

The SER /Self-evaluation Report should follow the Guidelines below:

1. Table of Contents
2. Methodology underpinning the review, including details on:
3. The groups (including their composition) with responsibility for the review
4. A schedule of meetings which forms part of the review
5. A schedule identifying tasks and those responsible for them

6. A timetable for the review
7. Background information on the College including, the mission statement, the organisational/management structure, the organisation of the education and training activity
8. Review of Access, transfer and progression
9. Analysis of learner profile and target learner groups
10. Review of resources – human and physical
11. Review of links with business, industry, professional bodies and other stakeholders as appropriate
12. Review of research activity within the scope of the programmatic review
13. Review of teaching, assessment and learning
14. Review of assessment strategies
15. Summary of the outcome of the review of programmes (based on details provided in Part B)
16. Summary of the outcome of the review of modules (based on details provided in Part C)
17. Recommendations for improvement
18. Appendices
 - Staff curricula vitae
 - Relevant reports
 - Other as appropriate

Review of Programme:

General programme details, to include:

- Award title
- Programme title
- Level of award
- Credit number
- Standard which provides the framework for the programme
- Membership of the programme committee and programme committee reports
- Review of the following reports – programme committee reports, external examiner reports, learner surveys, other stakeholder reports and statistics relating to demand for the programmes
- Review of entry standards, performance by learners on the programme, attrition rates etc.
- Review of programme aims, objectives and intended programme learning outcomes (minimum and other)

- Review of programme design, to include embedded awards
- Review of arrangements for access, transfer and progression, to include progression for graduates
- Review of programme assessment strategy (to include minimum intended programme learning outcomes)
- Review of teaching, assessment and learning strategies
- Proposed changes to programme design including proposed Programme Schedules

Review of Modules:

For each module the following information should be provided:

- Proposed changes to modules
- Minimum intended learning outcomes
- Module assessment strategies
- Module descriptor

Organisation of the programmatic review:

Steps outlined below

Staff Involved: Programme Committee; PD's/DPD'S; DQEAA; QQI Peer Review Panel

Procedure Outline	Person/s Responsible	Records generated to ensure evidence of follow through
<p>Programmatic Review is a staged process following these steps:</p> <ol style="list-style-type: none"> 1. Agree terms of Reference with QQI 2. Self-Evaluation Process leading to Self-Evaluation Report. 3. Approval of SER by Academic Board 4. Update Programme Documents 5. Engage with Peer Review Group leading to site visit 6. Peer Review Group Report 7. Respond to Peer Review Group Report 	<p>DQAA PD DPD Academic Board DQAA Peer Review Group DQAA/PD</p>	<p>SER Minutes of AB Report Response to report</p>

<p>8. Seek Academic Board endorsement and submission of the Peer Review Report to QQI, together with the response and implementation plan of the provider and a formal request to QQI for revalidation of the programme reviewed.</p> <p>9. QA office to inform service departments of new programme schedules. These include marketing, registration, admissions, accounts, and exams.</p> <p>10. Publish ToR, SER, Update Programme Documents, Implementation Plan, PRG Report and College Response</p> <p>11. College to notify continuing and prospective learners of the changes to be imposed.</p>	<p>DQAA</p> <p>Marketing</p> <p>PD</p> <p>DQAA</p>	<p>Changes noted at all stages of programme from marketing onwards</p>
---	--	--

Policy Control Sheet

Policy	QA 11.4 Programmatic Review/Revalidation
Version	3.0
Adopted/Effective	June 2020
Supersedes	2.0
Monitoring/ Next Review Date	As required by programme
Responsible Officer(s) Designated Reviewer(s)	DQAA
Scope	Programme wide

References

SNMCI Policy area	11) Self –Evaluation, Monitoring and Review: QA Vol 3
Developed with reference to	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards, Revised 2013 QQI Policies and Criteria for the Validation of Programmes of Education and Training
Related SNMCI Policies / Forms	

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/06/2020	General review	Office of DQAA	AB