

PLYMOUTH UNIVERSITY

TEACHING LEARNING AND QUALITY COMMITTEE

Minimum Online Programme Presence Recommendations

Introduction

The Plymouth Strategy 2020 states our ambition to deliver teaching and learning through the appropriate use of digital technology and extend our reach beyond our physical boundaries by becoming an 'edgeless' digital university. We are committed to enhancing the student experience by embedding digital technologies into our teaching.

In order to meet these ambitions the University has invested in a new Digital Learning Environment (DLE).

To ensure a level of consistency across programmes, a set of recommendations for a minimum online programme presence has been developed with the following aims:

1. to provide a greater degree of consistency across the University in the support provided for student learning
2. to provide clear guidance to academic and professional support staff concerning the provision of resources and information via the DLE
3. to ensure we meet the statutory requirements outlined in the QAA Code of practice for the assurance of academic quality and standards in higher education

The minimum programme presence applies to online support for campus-based programmes. Programmes delivered in whole or in part via distance learning will have additional requirements.

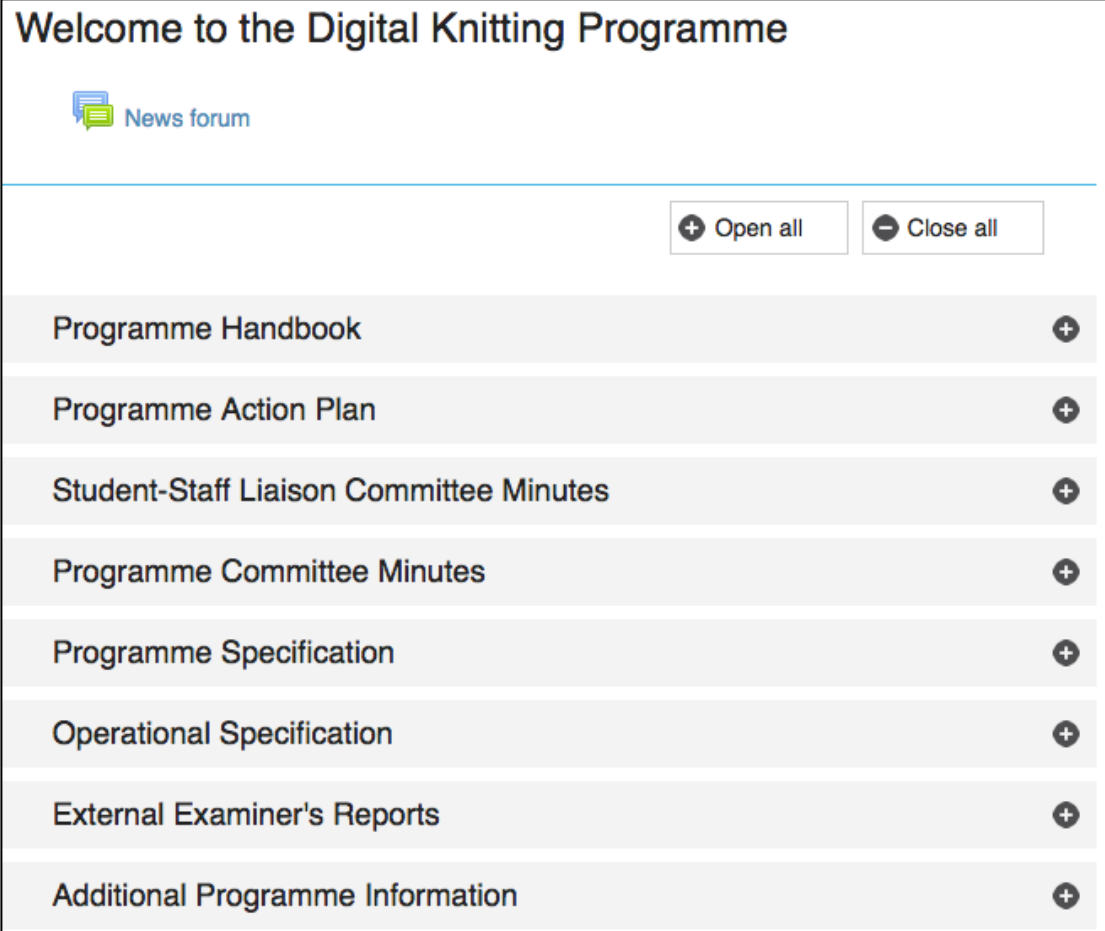
Minimum Recommendations

1. Every UG or PG programme currently being delivered should comply with the minimum online programme presence and additionally schools may adopt their own enhanced online programme presence requirements but these should build on the recommendations set out below as a baseline.
2. Each programme must comply with the **Minimum Online Module Presence Policy** for all modules with a presence on the DLE.
3. Each programme page should display the following:
 - Programme Handbook
 - Programme Action Plan
 - Student-Staff Liaison Committee minutes
 - Programme Committee minutes
 - Programme Specification

- Operational Specification
- External Examiner Details and Reports
- Additional Programme Information, for example pre-populated with links to
 - Careers & Employability page
www.plymouth.ac.uk/employability
 - programme web page
 - Unistats

Example Minimum Online Programme Presence

These recommendations do not prescribe how the programme related information should be made accessible, as Schools may develop their own approaches to displaying the relevant information. If there is not a School approach to displaying programme information it is recommended that a topic approach is taken, as shown in Figure 1. Figure 2 shows the suggested content of the recommended topics.





The screenshot shows a web interface titled "Welcome to the Digital Knitting Programme". Below the title is a "News forum" icon. At the top right of the content area are two buttons: "+ Open all" and "- Close all". Below these are eight rows of topics, each with a "+" icon on the right side, indicating they are currently collapsed. The topics listed are:


Topic	Expand Icon
Programme Handbook	+
Programme Action Plan	+
Student-Staff Liaison Committee Minutes	+
Programme Committee Minutes	+
Programme Specification	+
Operational Specification	+
External Examiner's Reports	+
Additional Programme Information	+

Figure 1. Programme information topics.


Welcome to the Digital Knitting Programme


 News forum

Programme Handbook 


 Programme Handbook - BSc (Hons) Digital Knitting

Programme Handbook for BSc (Hons) Digital Knitting 2
Date of Programme Approval: 01/04/2013




Programme Action Plan 


 Programme Action Plan - BSc (Hons) Digital Knitting

Programme Action Plan for BSc (Hons) Digital Knitting
Date of Issue: 15/03/2014




Student-Staff Liaison Committee Minutes 


This area contains the Notes or Minutes from the Programme's Student-Staff Liaison Committee meetings.


 BSc Digital Knitting SSLC meeting minutes 11 Dec 14
 BSc Digital Knitting SSLC meeting minutes 19 Feb 15
 BSc Digital Knitting SSLC meeting minutes 15 May 15

Programme Committee Minutes 


This area contains the Minutes from the Programme Committee meetings


 BSc Digital Knitting Programme meeting minutes 18 Dec 14
 BSc Digital Knitting Programme meeting minutes 25 Feb 15
 BSc Digital Knitting Programme meeting minutes 22 May 15

Programme Specification 


 Programme Specification - BSc (Hons) Digital Knitting



Programme Handbook for BSc (Hons) Digital Knitting
Date of Programme Approval: 01/04/2013


Operational Specification 


 Operational Specification - BSc (Hons) Digital Knitting


Operational Specification for BSc (Hons) Digital Knitting
Date of Programme Approval: 01/04/2013

External Examiner's Reports 

 External Examiner Report - James Page
 External Examiner Report - Robert Plant

Additional Programme Information 

 Programme Web page
The Digital Knitting web page on the Plymouth University Website

 Unistats information
Unistats information for BSc Digital Knitting


 Careers and Employability
Link to Careers and Employability page

Figure 2. Suggested content.

In order to make the programme information easily discoverable if it is downloaded onto a user's device it is recommended that the following practices are used:

1. The filenames for the Programme Handbook, Programme Action Plan, Programme Specification and Operational Specification contain the name of the programme, and a description of the file and approval date are provided.
2. The filenames for the Staff-Student Liaison Committee and Programme Committee Minutes contain the name of the programme and the date of the meeting.
3. The filenames for the External Examiners Report contain the name of the External Examiner.
4. A description is provided for links to external webpages or further information.