

## **Aide Memoire for a Stage One University Periodic Review meeting**

This aide memoire is intended to provide a starting point for an agenda for Stage One Review Panels.

Potential areas for discussion should include:

1. The current state of business relating to the subject area. How are things now?
2. Progress on change including implementation of university strategies including Education & Student Experience Strategy 2018.
3. Changes in student demand and uptake, comparability with similar provision within the sector.
4. Any variability in recruitment and progression rates between programmes.
5. The relative achievements of student cohorts / programmes.
6. How have employers / placement providers been involved in the design and on-going development / delivery of the programme/s? What feedback are they giving on the effectiveness of the programme/s? What do graduate destinations suggest?
7. External examiners' views of the programmes over the period, and how they have been responded to.
8. Are the staffing arrangements still sufficient taking into account any anticipated changes to programme design / delivery in terms of numbers and staff development.
9. Is the equipment and space sufficient for delivery of the programme/s?
10. Identify any potential lines of enquiry / areas for discussion at Stage Two.

**January 2019**