

Step by Step Guide for University Panel Chairs

Introduction

The Periodic Review of University Provision normally consists of two stages. Stage one is a meeting with the Head of School and subject area lead and concentrates on the outcomes of data/policy checks and whether additional information or meetings are required.

The second stage of the process is subject based and looks at the currency and quality of the programmes within the subject area.

The Periodic Review procedure and guidance notes include an emphasis on Academic Standards.

- **Panel Meeting:** Documentation, including a Self-Evaluation Document (SED), will be available on SharePoint via a link provided by the Central Quality Office (CQO) approximately two weeks in advance of this short meeting of the internal panel members. The purpose of this meeting is to identify roles during the review and the particular data or university policies panel members will consider and feedback on at the Stage One and Two meetings. At this point, it would be helpful for the Chair to emphasise the importance to panel members of the need to explore and establish whether academic standards across the provision continue to be maintained satisfactorily. The Aide Memoire for the Stage one and two meetings reflect the requirements of the Quality Code and should therefore be used as a starting point for agendas.
- **Stage One meeting:** This is normally a morning or afternoon meeting but this will depend on the size and scope of the review. The Internal panel members have a short agenda setting prior to meeting with the Head of School and subject lead. The discussion will be based on the information provided in advance and the outcomes of the data and policy checks. This could result in the identification of specific areas to be addressed at the Stage Two meeting. This may also include deciding on additional meetings required at the Stage Two event.
- **Stage Two meeting:** This meeting will involve an external on the panel. At the start of the meeting introduce yourself and go around the table for others to introduce themselves.
- Ask whether anyone has any queries about the process before the meeting starts
- In addition to the Aide Memoire, ask the panel for agenda items (including CQO representative) for the meetings with students and the programme/subject team and professional services staff. Suggest start with external members first. Please note the CQO Representative, where possible will request and collate agenda items in advance of the Stage Two meeting.
- We suggest that agenda items are grouped under the aide-memoire headings (the CQO representative will assist you with this) and that there is an indication of which panel member will lead on which item.

- When the respective groups/individuals come in, allow them to sit down before introductions are carried out
- Explain briefly the purpose of the meeting – you might wish to refer to the introduction to Periodic Review procedure – and also outline the main areas to be covered on the agenda, particularly the need to establish whether academic standards continue to be maintained satisfactorily.
- Start on the agenda points – asking the person raising issues under the first agenda point to ask their question.
- As with any meeting the trick is to get through the agenda in the time allowed. This is a particular challenge for the periodic review as it comprises three separate meetings. Allow people to make their point but ensure the discussion stays focused on the purpose of the meeting.
- There will be sometime between the individual meetings to summarise any issues to carry forward
- **Summary:** At the end of the review there will be about half an hour set aside for a private meeting of the panel to agree the conclusions of the review under each of the following headings. Please ensure that all panel members have opportunity to contribute to this discussion.
 - Conclusions on innovation and good practice
 - Conclusions on quality and standards, points to be considered when reaching this conclusion include:
 - Whether the requirements of the FHEQ are being responded to appropriately;
 - Are Programme learning outcomes aligned with the relevant qualification descriptors;
 - Has account had been taken of the QAA qualification characteristics and subject benchmarks;
 - Do programmes included within the Periodic Review meet the University's requirements in relation to academic frameworks and regulations for the award of credit
 - Conclusions on whether the programmes remain current and valid in the light of developing knowledge in the discipline, practice in its application and developments in teaching and learning
 - Forward-looking recommendations for actions to remedy any identified shortcomings, and for further enhancement of quality and standards
- **Feedback:** There will be an opportunity for you to give short feedback to the programme team/Head of School
- Thank the external advisers and panel members for their input and also thank subject area representative

Please note that if additional meetings e.g. with employers are added then the guidance above will be very similar.

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