

Step by Step Guide for University Panel Members

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 the 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. You will be asked to identify the particular data or university policies checks that you will consider and feedback on at the meetings. In particular, panel members are asked 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.
- At the panel meeting the Chair will ask for initial introductions and address any queries panel members might have.
- **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 and followed up at the Stage Two meeting. This may also include deciding on additional meetings required at the Stage Two event.
- In addition to the Aide Memoire for Periodic Review, the Chair will invite panel members to outline the main items they want to discuss during the Stage One meeting.
- **Stage Two meeting:** The panel will now include an external representative. There will be a short agenda setting before the meeting with students and the programme/subject team and the professional service staff. The panel will have the opportunity to summarise any issues to carry forward prior to the meeting with the Head of School.
- The Chair will ask everyone to introduce themselves in each of the meetings and briefly explain the purpose of the event.

- The Chair will guide the panel through the Aide Memoire and additional agenda items (for each meeting), inviting particular panel members to lead on specific questions – although all panel members are free to enter the discussions at any point. Please note that the CQO representative, where possible will request and collate agenda items in advance of the Stage two meeting.
- **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 report under each of the following headings and establish whether academic standards continue to be maintained satisfactorily. As a panel member you will be invited to make your contribution 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 opportunity for short feedback (from the chair) to the programme team/Head of School

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