

THE GLASGOW SCHOOL OF ART

PROGRAMME MONITORING AND ANNUAL REPORTING POLICY

POLICY DETAILS:

Date of approval	3 May 2017
Approving body	Academic Council
Supersedes	4 May 2016
Date of EIA	March 2017
Date of next review	<i>See departmental schedule</i>
Author	Academic Quality Office
Responsible Executive Group area	Academic Quality Office
Related policies and documents	Pro formas: <ul style="list-style-type: none">• Annual Programme Report and Critical Friend Report• School Annual Summary Report• Support Department Overview Report• Quality Enhancement Action Plan
Benchmarking	UK Quality Code for Higher Education

THE GLASGOW SCHOOL OF ART

PROGRAMME MONITORING AND ANNUAL REPORTING POLICY

Context and General Approach

The aim of Programme Monitoring and Annual Reporting is to encourage reflection on the operation of programmes with a view to maintaining standards and enhancing the quality of learning and teaching and the experience of all students. It also seeks to identify and share good practice and encourage reflection on local implementation of strategic matters and institutional priorities.

Report compilers are encouraged to reflect on the operation of the programme for which they are responsible throughout the session and draft the Annual Programme Report (APR) whilst issues are fresh in their mind. Early completion of the critical appraisal sections of the report allows time for reflection and for any necessary action to be taken prior to the start of the following session. Each Head of School is responsible for preparing an Annual Summary Report which will be considered at a special meeting of the Undergraduate and Postgraduate Committee (UPC) in Semester 1 of the following session.

GSA demonstrates its commitment to diversity and promoting equality by ensuring that due regard is given to the requirements of the Equality Act 2010 in the implementation and application of this policy.

In terms of academic policy, the term "School" shall be taken to include Design, Fine Art, Innovation, Mackintosh School of Architecture (MSA), Simulation and Visualisation and Research and Doctorial Studies. Clarification can be sought from the Academic Quality Office.

Precepts and Procedures

1. Academic Council shall be responsible for Programme Monitoring and Annual Reporting in terms of academic matters. Delegated authority is provided to Boards of Studies and UPC. The Executive Group may require assurance regarding academic and non-academic matters.
2. Schools and departments shall assist the Academic Quality Office in establishing a current, transparent and accessible archive of Annual Programme Reports and School Annual Summary Reports.
3. Programme Leaders shall engage with the Academic Quality Office at an early stage in the process should the need for clarification or assistance in determining any part of the process arise.
4. Programme Leaders are responsible for reflecting and reporting to the Board of Studies on the operation of the programmes for which they are responsible.
5. An APR or programme Quality Enhancement Action Plan (QEAP) that has not been completed in sufficient depth shall be returned to the Programme Leader by the Head of School, with a view to addressing outstanding issues or enhancing the quality of reflection.
6. Each Board of Studies shall convene a special meeting in Semester 1 to scrutinise all APRs and QEAPs on the academic provision of the School. This meeting of the Board of Studies should include a Critical Friend (normally a Programme Leader and normally an internal member of staff) to offer insight from outwith the School.

7. The Board of Studies meeting shall ensure that detailed review and consideration has been undertaken at programme level and shall provide School level scrutiny. The meeting shall draw together themes, provide feedback to Programme Leaders, identify and share good practice, and agree the matters to be identified in the School Annual Summary Report and School QEAP. Each Head of School is responsible for producing a School Annual Summary Report and QEAP for UPC.
8. Each Programme Leader shall submit their draft programme-level APR and QEAP to the Academic Quality Office prior to the special meeting of the Board of Studies.
9. Each School shall submit final, Board of Studies-approved programme-level APRs to the Academic Quality Office together with the School Annual Summary Report and QEAP. All documentation shall be made available internally by the Academic Quality Office.
10. Input from specialist academic-related support departments forms a core contribution to the review and enhancement of programmes. The Heads, or nominees, of Student Support and Development, Information Technology, Learning Resources, Technical Support, and Professional and Continuing Education shall provide comment and feedback on the draft APRs considered at the special meeting of the Boards of Studies in Semester 1.
11. Heads of Information Technology, Student Support and Development, Learning Resources, Technical Support, and Professional and Continuing Education shall each submit a Support Department Overview Report commenting on themes and issues prominent over the course of the session providing context and narrative which present an overview of the year. These reports also identify key developments which may impact on, facilitate or contribute to programme enhancement.
12. A special UPC meeting shall be convened in Semester 1 to consider the School Annual Summary Reports and QEAPs.
13. The UPC meeting shall oversee the effectiveness of Programme Monitoring and Annual Reporting and ensure discussion of key themes, challenges and the sharing of good practice. The Programme Monitoring and Annual Reporting discussions shall be used to inform UPC consideration of the development of the GSA Learning and Teaching Enhancement Strategy.
14. Programme and School-level QEAPs shall be referred to, and updated as appropriate, throughout the session to ensure that actions are progressed. Boards of Studies shall be provided with and scrutinise an update to School-level QEAPs to allow progress to be monitored in Semester 2. The UPC meeting held in Semester 2 shall consider School-level QEAPs and other relevant issues.
15. Programme Leaders are encouraged to reflect on the operation of the programme for which they are responsible throughout the session and start drafting the APR whilst issues are fresh in their mind. Early completion of the critical appraisal sections of the report allows time for reflection and for any necessary action to be taken prior to the start of the following session.
16. All APRs must satisfy Boards of Studies that the assurance and review of academic quality and standards is in keeping with GSA policy, expectations and reputation. Heads of Schools should confirm this to UPC.

17. All School Annual Summary Reports must satisfy UPC that the assurance and review of academic quality and standards is in keeping with GSA policy, expectations and reputation. UPC shall confirm this to Academic Council.
18. The Programme Monitoring and Annual Reporting process does not impede Programme Leaders and Schools from expediently progressing programme enhancements. Enhancements may be pursued prior to annual reporting. Furthermore, it is anticipated that items identified in QEAPs will normally be addressed prior to the Semester 2 meeting of UPC. Therefore QEAP items will not routinely be cross-referenced in individual School plans regarding institutional priorities. However, QEAP items with a timescale that runs beyond the current academic session, or which are outstanding, should be cross-referenced in individual School plans regarding institutional priorities.
19. To assist in the dissemination of good practice, examples that UPC considers may be of interest to the wider institution will be disseminated by the Academic Quality Office.
20. Heads of Schools shall ensure that finalised APRs and School Annual Summary Reports are appropriately disseminated. Recipients may include External Examiners, collaborative partners, PSRBs, students (including SSCC), staff and the University of Glasgow if requested.
21. Programme Leaders are responsible for ensuring that final reports relating to PMAR are made available to their students on the relevant programme pages of the VLE, and outline how key issues or strengths relating to an individual programme have been monitored and informed by the various methods of student feedback.
22. Heads of Schools, through Programme Leaders, shall ensure that mechanisms are in place to receive equivalent APRs from collaborative partners and that these are appropriately considered by the Board of Studies and forwarded to the Academic Quality Office.
23. Annual Reporting shall follow the schedule published in the GSA Calendar of Meetings. It is essential that the Programme Monitoring and Annual Reporting process supports GSA reporting to the University of Glasgow. The Annual Report to the University of Glasgow Senate considered by the Joint Liaison Committee and the GSA/Glasgow Interim meetings shall be appropriately utilised to inform and update the University regarding Annual Programme Monitoring.

While the specific date will be confirmed annually, an indicative timetable for the submission of documentation is detailed below:

Documentation	Submitted by
Draft Annual Programme Reports and QEAPs submitted to the Academic Quality Office	4 th week of October
Departmental Responses to External Examiners Reports (UG and PGT) submitted to Academic Registry	4 th week of October
BoS-approved Annual Programme Reports and QEAPs School and Support Department Annual Summary Reports and QEAPs submitted to the Academic Quality Office	3 rd week of November

Pro Formas

- Annual Programme Report and Critical Friend Report
- School Annual Summary Report
- Support Department Overview Report
- Quality Enhancement Action Plan