

OU DCE

Quality Assurance and Enhancement Calendar

2013-14

	Michaelmas Term	Hilary	Trinity	Long Vacation
Enhancement of Provision	New course proposals Identification of academic Objectives for the year	Complete changes in regulations for following year	Revisions to policies for following year	Publication of booklets for students: Information Booklet, Polices and Guidelines, Guide to Online Submission
Quality of Teaching	Staff Development Day (New part time tutors) Staff development Day (All part time tutors)	Appointment of tutors to the part time tutors panel	Staff Development Day Teaching Awards Scheme	
Quality of Course	Course committee meetings/standing Comm to discuss reports from BoE meetings Induction for DPhil students	Course committee meetings Board of Studies meetings *4 Report to EdC with External reports and responses	Updates of course material: Programme specifications, course conventions, Provision of support statements	Handbook publication
Assessment Procedures	Board of Examiner meetings		Examinations	Examinations Nomination of examiners via Nominations panel to Exam Schools
Regular reports	Report to Proctors on numbers of appeals, extensions and intermissions Reports from Directors of Studies of DPhil programmes to Academic Board HESA return	Return on student numbers for Non Credit Bearing courses	Report to AB and CEB:issues from BoS meetings and action	HESA return

Reviews

Five year reviews of new postgraduate courses when required

Periodic reviews of courses or groups of courses as identified. (most recent was the review of Mathematics and Computing June 2013)

Scheduled for 2013-14 are periodic review of History courses and a five year review of Evidence based Health Care/Experimental Therapeutics (joint with MSD)

Departmental Committees:

Continuing Education Board
Academic Board

Sub Committees Assessment and Teaching Committee
 Committee on Library Provision and Strategy
 Graduate School Committee

We aim to have student representation on all committees, communication facilitated through online forums

We also have termly meetings with Divisional staff in respect of courses offered jointly

From 2012 the Department's matriculated students are included in the Student Barometer Survey, a similar survey of non-matriculated students was undertaken in April 2013.

Results from both are submitted to Academic Board