# OPEN UNIVERSITY VALIDATION PARTNERSHIPS

# Annual Programme Evaluation 2020-21

|  |  |
| --- | --- |
| **Name of institution** |  |
| **Names of programmes in 2020-21** |  |
| **Academic year** | **2020-21** |

| **Checklist for programme evaluations 2020-21**  **Please complete one of these checklists for every programme:** | **Number attached** |
| --- | --- |
| Data  (Please use the Progdata.xlsx spreadsheet, renaming each separate workbook to include an abbreviated version of your institution’s name and the programme title.) |  |
| Annual Programme evaluation, fully completed (Appendix 1 to this document) |  |
| External examiner reports |  |
| Copy of formal responses to external examiners |  |
| Student feedback form |  |
| Report on Student Feedback (if produced already – use section 8 to cover any additional points). |  |
| List of staff and their roles – highlight all new staff with \* and mark new staff whose CVs have not previously been sent to OUVP with ✔ |  |
| CVs, Person Specifications used in recruitment and brief note of role for any new staff whose CVs have not previously been sent to OUVP. |  |
| Programme specification |  |
| **Completed** | Please tick |
| Updated Action Plan showing actions during 2020-21 and any progress made to actions carried over from 2019-20 (Section 3) |  |
| Forward looking Action Plan (Section 14) |  |

# Appendix 1: Annual Programme Evaluation 2020-21

Please complete this evaluation for each separate programme.

|  |  |
| --- | --- |
| **Name of institution** |  |
| **Programme name** |  |

| **1.1 Report on progress made on the implementation of conditions of approval arising from the latest OU (re)validation report – include anticipated completion dates where appropriate.** |
| --- |
|  |

| **1.2 Report on progress made on the implementation of recommendations arising from the latest OU (re)validation report – include anticipated completion dates where appropriate.** |
| --- |
|  |

| **2 Please report on progress made on addressing any issues arising from engagements with Professional, Regulatory or Statutory Bodies during the monitoring period *(You are encouraged to attach copies of any relevant reports).*** |
| --- |
|  |

**CURRENT YEAR’S ACTION PLAN**

**3. UPDATED PROGRAMME ACTION PLAN SHOWING ACTIONS DURING 2020-21 AND ANY PROGRESS MADE TO ACTIONS CARRIED OVER FROM 2019-20**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action no.** | **Action** | **Success criteria** | **Action taken** | **Date completed** | **Outstanding actions** | **Responsible Role** | **Target completion date** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |

| **3.1 Please reflect on the impact of the action taken in response to feedback from The Open University in relation to last year’s Annual Monitoring (The OU Annual Monitoring Pro-forma 2019-20).** |
| --- |
|  |

**PROGRAMME DATA**

**4 Programme DATA**

Please submit a **separate** Progdata.xlsx spreadsheet for each programme, renaming each spreadsheet to include your institution’s name and the programme title. Please complete **a separate spreadsheet for each different mode of delivery** (for example: full time/part time).

**5 Comments on programme data**

For each of the headings, please comment and reflect on how the data compares to those of previous years, whether there are any discernible trends and, if relevant, how this fits with your institution’s mission. You should ensure that the data given here matches that given on the Programme Data Spreadsheet. **Please give details of any actions taken as a result of the analysis of this information.**

Where student numbers on a programme are small (typically under 20 per cohort) meaningful quantitative analysis of data is often not possible. In this case, you may find it more productive in this case to comment on qualitative data or trends.

|  |
| --- |
| **5.1 Please comment and reflect on recruitment, entry qualifications and student profile patterns. (See tables 1, 2, 3 & 4 of the Progdata.xlsx spreadsheet.)** |
|  |

|  |
| --- |
| **5.2 Please comment and reflect on progression, retention and destination patterns. (See table 5 and table 6 of the Progdata.xlsx spreadsheet.)** |
|  |

|  |
| --- |
| **5.3 Please comment and reflect on outcomes (classifications and grades). How does this compare with the data from HESA provided by OUVP? (See tables 7A & 7B of the Progdata.xlsx spreadsheet.)** |
|  |

|  |
| --- |
| **5.4 Please comment and reflect on appeals, complaints and disciplinary data. You should include details about how cases have been dealt with, and outline any action being taken to encourage good academic practice. (See table 8 of the Progdata.xlsx spreadsheet.)** |
|  |

|  |
| --- |
| **5.5 Please comment and reflect on the ethnicity and disability data. (See tables 9 & 10 of the Progdata.xlsx spreadsheet.)** |
|  |

**Critical analysis**

**6 External examiners' reports**

Please attach all external examiners' reports, and a copy of your letter giving the formal response to each of these.

|  |  |
| --- | --- |
| Number of reports attached: |  |

|  |
| --- |
| **6.1 Please highlight any concerns with external examiners’ report, for example was there insufficient information supplied or were the submissions very late?** |
|  |

| **6.2 Please report on action planned and taken following receipt of external examiners’ reports.**  This should include an account of how reports were considered by programme teams, departments and the committees responsible for quality assurance. Where no action was taken please provide a rationale. |
| --- |
|  |

**7 Engagements with Academic Reviewers**

|  |
| --- |
| **7.1 Please report and reflect on all engagements with Academic Reviewers during the year. You should include issues raised and actions taken.**  Please attach the Academic Reviewer reports. |
|  |

**Reflection**

**8 Student feedback**

Where student numbers on a programme are small (typically under 20 per cohort) meaningful analysis of quantitative statistical data is often not possible. You may therefore find it more productive in this case to comment on emerging trends or qualitative data.

| **8.1 Please provide an account of how student feedback has been evaluated and provide details of the action taken as a result of the feedback. If no action has been taken, please provide a rationale.**  **You should comment and reflect on teaching quality, learning resources, assessment and feedback to students, and personal development planning (PDP) opportunities, You should include:**  **a) details of the methods used to collect the feedback,**  **b) the outcomes of the feedback,**  **c) how this action was communicated to students, and**  **d) how the information has been communicated across the institution.** |
| --- |
|  |

|  |
| --- |
| **8.2 Please give an evaluation of your Student Support and Guidance Resources including Personal Development Planning (PDP) for students. You should include details of any action planned in the future and any that you have already taken as a result of this evaluation.** |
|  |

**9 Feedback from teaching staff**

| **Please give an evaluation of comments from those who teach on the programme**  Please provide details about how feedback is collected and evaluated, any action taken in response to the feedback, and how the details of any changes are communicated to the teaching staff.  You should include, for example, identified good practice or concerns, suggestions for amendments to curriculum design, content and organisation or the programme’s aims. How the assessment strategy has enabled learners to demonstrate achievement of learning outcomes.  Supporting evidence should be included (for example any feedback from external sources such as professional bodies, employers, students, graduates, external examiners, or data on student progression, achievement of destination. |
| --- |
|  |

**10 Employer feedback**

| If the programme has **employer links**, please give an evaluation of employers’ feedback. Include details about how the feedback is collected, how it is evaluated, the action taken in response to the feedback and how the information is disseminated to the employers and across the institution.  For **foundation degrees**, give an account of the continuous involvement of employers in programme design and assessment.  If the programme involves **student placement**, give an account of the effectiveness of the arrangements in place, and how they can be enhanced in light of engagements with employers and student feedback. |
| --- |
|  |

**RESOURCES**

| **11 Evaluation of staffing resources.** |
| --- |
| **11.1 Please provide a list of all staff teaching on the programme and their role in the teaching team** |
|  |
| **11.2 Please comment on staff turnover. Give an evaluation of the impact of staff turnover on the programme** |
|  |
| **11.3 Please give details of staff development activities relevant to the programme undertaken and their impact upon the programme.** |
|  |
| **11.4 Please attach CVs of new staff (where they not previously been sent to OUVP), together with a copy of:**  **The Person Specification used in recruitment and a note of their role in the teaching team – please list the CVs attached.** |
|  |
| **11.5 Please give an evaluation of your staff personal development planning (PDP) policy and practice. Include details of any action planned and/or taken as a result of the evaluation.** |
|  |

| **12 Evaluation of physical resources such as IT and teaching facilities.** |
| --- |
|  |

**CONTENT**

|  |
| --- |
| **13.1 Review of programme specification**  **Please state below if the Programme Specification remains unchanged or whether you have made any changes or are considering any?**  Some things you might need to consider include:   * updating the programme description and indicative reading list; * ensuring that the teaching methods, coursework requirements and assessment arrangements were clearly and accurately stated for the academic year in question; * including minor changes arising from the monitoring process; * publicising any changes made as a result of programme evaluations.   **Please attach an up-to-date copy of the Programme Specification.** |
|  |

| **13.2 Please list any programme amendments that you plan to put forward for OU approval during the coming year** |
| --- |
|  |

**14 Action Plan**

Please supply a forward-looking plan that addresses all the issues arising from the evaluation of the programme above. Please number the actions and indicate which of the sections above gave rise to them. For each action you should identify any barriers to be addressed, propose solutions and give a timescale and who is responsible for completion.

**FORWARD LOOKING ACTION PLAN 2021-22**

| **Action No.** | **Where action arose[[1]](#footnote-1)** | **Action** | **Success criteria** | **Progress to date** | **Responsible Role** | **Target completion date** | **Date completed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |

| **15 Please add any additional information on the Action Plan above that you feel would be helpful.** |
| --- |
|  |

1. *Please state document where action is identified and paragraph* [↑](#footnote-ref-1)