

PROVIDER NAME: CCT College Dublin			
Policy Area: Standard 4: Approval, Design, Monitoring and Review of Programmes			
Procedure Title:	Programme Management and Annual Monitoring Policy	Policy Number: CCTP403	Version: 1.0
<p>Policy</p> <p>CCT is committed to the ongoing monitoring and enhancement of programmes. The College commits to effective programme management through monitoring to retain the currency and suitability of the programme for its intended target market and purpose and also to ensure a positive learner experience. Each programme is monitored on an annual basis, with oversight of the Programme Board accountable to the Academic Council via the QA Committee. An annual monitoring report is completed each year which captures all programme monitoring and management and informs future delivery.</p> <p>Programme monitoring is a continual process within CCT College to ensure the appropriate updating of programme content, the ongoing fitness for purpose of the teaching, learning and assessment strategies, and the suitability of the learner experience and learner supports. Programme monitoring activities also enable the identification of development requirements and areas of good practice for wider dissemination. The monitoring and review activities and overseen by the Programme Board, the QA Committee and Academic Council, as appropriate and provide information that aids strategic decision making at programme, faculty and institution level.</p>			
Staff Involved: Dean of Academic Affairs, Dean of School, Head of Faculty, QA Officer, Faculty Co-ordinator, Lecturers			

Method(s) used to carry out this procedure	Responsibility	Evidence generated by this procedure
<p>Annual Monitoring of Programmes</p> <p>Following the summer Board of Examiners' meetings, the QA Officer issues the programme monitoring report template to all programme leaders with a request for a completed and programme board approved report to be returned by a specified date in August.</p> <p>The annual monitoring report is authored utilising data and information from the following sources:</p> <ul style="list-style-type: none"> • Programme Board minutes • External examiner reports 	QA Officer	Report Template provided in a timely manner

- Lecturer feedback from module reports
- Learner feedback through student surveys
- Student intake, progression and award statistics
- College alumni feedback and reports
- Careers / employer / industry feedback

The Programme Leader is required to complete the report, arranging for receipt of all information and data as required, and submit it to the end of year meeting of the Programme Board. The Programme Board is tasked with determining the action plan for programme management and enhancement based upon the report. Both the report and the action plan are then submitted to the QA Committee for consideration and comment prior to submission to Academic Council. The report and action plan are considered at the August meetings of the QA Committee and Academic Council.

The QA Committee will consider the completeness of the report and the data contributing to it and will highlight any areas for further consideration that the Programme Board may not have identified. The QA Committee is also required to debate the perceived strengths and weaknesses of the programme and the suitability of the action plan. Alternative or additional actions may be proposed at this stage. On completion of the review, the QA Committee is required to make a recommendation to Academic Council, including any additional requirements or actions proposed. Academic Council will consider the report and action plan along with the recommendations from the QA Committee. The Programme Leader shall present the report and be available to provide clarifications. The Academic Council is authorised to impose additional requirements and reject proposed actions. The Council ultimately approves the final report and action plan and clarifies the requirement for the Programme Board to implement the plan and report to the QA Committee.

The Programme Board is responsible for overseeing the implementation of the Action Plan and the Head of Faculty is required to report on progress to the QA Committee in February and May. A formal report on progress including confirmation of completed actions or explanation for non-completion is then submitted to the QA Committee in August. The QA Committee will advise on matters that are to be carried over as priority actions into the subsequent academic year.

The Annual Monitoring Report informs the quinquennial review of the programme in preparation for revalidation, as applicable. The final approved copy is filed by the QA Officer. Agreed actions are transferred into the College Quality Improvement Plan.

PL / Head of Faculty

QA Committee

Academic Council

Programme Board

QA Committee

Minutes

Minutes

QA Committee update to Academic Council

Content Review and Updating

CCT College recognises that validated programmes are not static entities and updating is required to ensure the ongoing relevance and currency of the programme during the validation period. However, the College is mindful that such updating cannot be so substantial, either in isolation or through cumulative change, that the programme no longer reflects that which was validated. To try prevent such a circumstance arising, CCT has a formal approval process for proposed programme modifications. Typically, modifications will likely include minor changes to teaching and learning strategies, assessment strategies, reading lists and so on. Substantial or extensive change is a matter for expert judgement and includes the requirement for QQI approval and/or additional validation.

Programme teams have both the discretion and obligation to update module content and recommended reading without the requirement for formal approval, as long as the proposed changes do not impact on the validated assessment strategy, the mode of delivery, the module learning outcomes, and the information contained with the approved programme schedule in respect of hours and credits. Changes that go beyond this standard updating are required to be submitted to the Programme Leader / Head of Faculty with a clear rationale. All such changes should be sought at the appropriate semester or year end and be considered in the context of all modules and the programme as a whole. Consideration should be given to the potential implications for other modules and the learner experience.

Once the Programme Leader / Head of Faculty is satisfied with the proposal, a programme-wide modifications request should be submitted to the QA Committee. This may take place at the February and May meetings of the Committee and must always accommodate the updating being completed at the end of the academic year and changes implemented for the upcoming academic year.

The QA Committee will review the request and the rationale and will consider the significance and impact of such a change. Where required, guidance may be sought from independent subject matter experts or from QQI. As part of the consideration by the QA Committee, a record of past modifications during the validation period will also be made available to the Committee by the QA Officer.

Any proposal is considered in the context of the programme's stated philosophy, aims, objectives and learning outcomes. The modification is considered in respect of the impact the change would have on the programme as a whole, the demands placed upon learners and the teaching,

Faculty

Programme Leader /
Head of Faculty

QA Committee
QA Officer

Proposals

Minutes

<p>learning and assessment strategy for the module and programme.</p> <p>Where a proposal is deemed to be a substantial modification further discussion will take place with the Head of Faculty to determine the immediacy of the change required and the potential of bringing forward the programmes review and revalidation timeline if required or the engagement in differential validation, as appropriate. The Dean of Academic Affairs will liaise with QQI on such matters.</p> <p>The QA Committee will consider the suitability of the proposed changes and will make recommendations to Academic Council. Academic Council oversees all such developments and updates and has the authority to request further information, impose monitoring mechanisms, or request subsequent evidence of impact.</p> <p>The Head of Faculty or Programme Leader should normally be available to present the proposal and the rationale to the QA Committee.</p> <p>In the case of collaborative provision, the procedure for identification of proposed modifications and process for approval of same and the responsibilities of collaborating parties will be agreed at the negotiation stage and clearly documented in the collaborative operations manual.</p> <p>Differential Validation</p> <p>There are limits as to the extent of changes that CCT is authorised to make to a programme. Validation of a revised programme is required where programme change:</p> <ul style="list-style-type: none"> • Undermines anything that was central to the original validation decision • Eliminates any of the core programme learning outcomes • Changes the pre-requisite learning for the programme <p>The validation would focus on the modifications to the validated programme and their impact. This is referred to a differential validation.</p> <p>Substantial changes which may require differential validation include, but are not limited to:</p> <ul style="list-style-type: none"> • The addition of modules or changes to module titles • Changes to the programme title • Changes to the approved programme schedule • The addition of a new route/minor award/ exit award • Changes to programme learning outcomes • Change to credit weightings of modules or programmes 	<p>Dean of Academic Affairs</p> <p>QA Committee Academic Council</p>	<p>Minutes. Report to Council</p>
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<p>CCT College may also require differential validation for the delivery of a programme at a new location, or delivery of the programme in collaboration with another provider or organisation until such a time that QA procedures are approved for CCT College to assume responsibility for such matters. Where differential validation is required, the CCT validation policy applies.</p>		
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Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Programme Leader Programme Board QA Committee Academic Council	Annually	Minutes of Programme Board, QA Committee and Academic Council Annual Monitoring Reports Action plans and implementation updates

POLICY CONTROL SHEET

Policy Title	Programme Management and Annual Monitoring Policy
Responsible Officer(s)	Dean of Academic Affairs, QA Officer, Heads of Faculty, Programme Leaders
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	N/A
Supersedes	New policy
Next Review Date	August 2019
Designated Reviewer(s)	Dean of Academic Affairs, QA Officer
Scope	Dean of Academic Affairs, Dean of School, Heads of Faculty, QA Officer,

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	April 2018	New policy to provide greater clarity on process and requirements as well as clarify the limitations in accordance with validation	QA Committee	Academic Council

References upon which the Policy section is based

CCT Policy area	Student Centred Teaching, Learning and Assessment
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards, Revised 2013
Related CCT Policies / Forms	CCTP401 – Validation Policy CCTP402 – Programme Review and Revalidation Policy