**Humanities Monitoring Guidance for Schools**

**Introduction**

The purposes of continuous monitoring are to ensure that the standard of all programmes and the student experience is being maintained and/or enhanced, and to ensure that all resources are being used efficiently in teaching, learning, assessment and student support. The University’s focus on embedding quality assurance into existing activity relies on **continuous monitoring** within established school committees and teaching and learning management structures. These committees’ agendas should reflect the themes of continuous monitoring comprehensively throughout the year. Continuous monitoring is also the role of the Professional Support Services in maintaining and enhancing the student experience.

A Student Experience Action Plan (SEAP) should be kept updated to record the development and enhancement of teaching and learning activity throughout the year and submitted to the Faculty as part of the School’s annual report on continuous monitoring.

# The monitoring of taught provision should include validated, collaborative and non-award bearing activity (including CPD), all of which are subject to monitoring according to the same timescales and processes.

**The role of schools in the continuous monitoring process**

Continuous monitoring is carried out in practical terms at programme level. Even though this level of monitoring is crucial as far as detailed changes to curricula are concerned, it is at the level of school that the outcomes of monitoring may have major resource implications. The Faculty has developed this specific guidance to support schools in their continuous monitoring process with a view to ensuring a comprehensive review throughout the academic year.

The reflection on taught provision in the school must be driven as much as possible by the group of staff responsible for teaching and learning within school structures (normally the Teaching and Learning Committee or equivalent). Therefore consideration of information and evidence to support the monitoring process should take place within committee structures throughout the year. The minutes of those meetings and the SEAP are the reports which form the school’s annual report on continuous monitoring.

As part of the continuous monitoring process schools should receive and consider programme committee minutes, periodic review reports and professional body reports.

Appendix A provides a checklist of quality indicators (information, data and teaching and learning themes), the consideration of which should be embedded into school and programme/discipline committee agendas for consideration.

**Reporting: Annual report on continuous monitoring**

The school is required to provide the Faculty with an annual report on the continuous monitoring for the academic year, and will be expected to include evidence of the consideration of the information provided throughout the year to support annual monitoring as detailed in Appendix A.

The Faculty should receive:

1. Progress report on the Student Experience Action Plan (SEAP) for the academic year and SEAP for the forthcoming year. The SEAP should encompass UG and PGT provision which may be provided as separate documents.

2. Minutes of the relevant School Teaching and Learning Committees for the academic year and appropriate supporting documents. Other documentary evidence may be submitted to demonstrate consideration of appropriate matters outside of the School Teaching and Learning Committee (e.g. School Staff Student Liaison Group minutes).

3. Minutes of examination boards (to capture comments made by external examiners) held during that academic year.

4. Any examples of innovation and good practice for further dissemination

**Continuous Monitoring Timetable**

* **February/March:** Schools to submit progress reports on the SEAP.TheFaculty may arrange to meet with a school to discuss this progress. Schools will be expected to consult with their students for the purpose of reviewing the effectiveness of the SEAP.
* **May/June:** Faculty to meet with Schools to discuss further progress and the draft SEAPfor the forthcoming academic year.Schools must demonstrate that they have consulted with the student body for the purpose of reviewing the effectiveness of the progress made on implementing the current SEAP and with a view to developing the SEAP for the forthcoming academic year.
* **Mid October**: School annual report on continuous monitoring to be submitted to Faculty (see above for the documentation expected to be included). Schools should set a deadline for the receipt of programme/discipline SEAPs such that they can be considered by the school in advance of finalising the school.
* **November and December:** Feedback from the Faculty which will take the form of either a meeting or written correspondence as appropriate.

**Appendix A: Faculty of Humanities Continuous Monitoring**

**Checklist**

The following is a checklist of quality indicators that should be considered by schools throughout the academic year as part of the continuous monitoring process. For each section, there is guidance on the information, data and evidence that should be available to facilitate consideration of those themes (this is not an exhaustive list). The checklist and consideration of information should be embedded within school committee and group agendas as appropriate, although some matters may be appropriately considered outside of formal groups.

It is advisable for schools to record where and when such information, data and themes are considered.

Section headings are mapped to the University's checklist of issues to be considered as part of continuous monitoring.

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| **Recruitment, retention, progression and achievement by students** |
| **Evidence** | **Information Received From** |
| Recruitment data | Student Recruitment and International Development Division. Circulated to Admission Managers weekly by the TLO |
| 1st December HESA return | Planning Support OfficeCirculated to T&L Directors by the TLO in December |
| Entry qualifications report | Planning Support OfficeCirculated to T&L Directors via HTLC in March |
| Tariff score reports | Planning Support OfficeCirculated to T&L Directors via HTLC in March |
| Non-Continuation reports  | Planning Support OfficeCirculated to T&L Directors via HTLC in March |
| HESA Performance IndicatorsCirculated to T&L Directors via HTLC in May |
| Classification report | Planning Support OfficeCirculated to T&L Directors via HTLC in March |
| Widening Participation (LPN, etc) | HESA Performance IndicatorsCirculated to T&L Directors via HTLC in May |
| AP(E)L granted | Programmes/Disciplines/Schools |
| **Information, advice and guidance to students and published information** |
| **Evidence** | **Information Received From** |
| Key Information Set | KIS Quality Report circulated to KIS Champions by the TLO in July |
| Staff Student Liaison Groups | Disciplines/school |
| Programme committee minutes  | Programmes/disciplines |
| Periodic review reports and action plans | TLO |
| League Tables (Guardian, Independent) | Circulated to T&L Directors by the TLO |

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| **Student engagement and responding to feedback** |
| ***Evidence*** | ***Information Received From*** |
| *Unit Survey Data Semester One* | *TLSO in January and June* |
| *National Student Survey* | *Student Experience Office**Circulated to T&L Directors by TLO in August* |
| *NSS Student Comments* | *Student Experience Office**Circulated to T&L Directors by the TLO in September* |
| *Student Barometer (every 2 years)* | *Student Experience Office**Circulated to T&L Directors by TLO*March (1st Wave)October (2nd Wave) |
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| *PTES* | *Student Experience Office**Circulated to T&L Directors by TLO in July* |

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| **Professional, statutory and regulatory bodies and employer feedback** |
| **Evidence** | **Information Received From** |
| SEAPs | Programmes/disciplines |
| Periodic review reports | TLO |

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| **Employability** |  |  |  |
| **Evidence** | **Information Received From** |
| DLHE | Planning Support OfficeCirculated to Employability Champions and T&L Directors in August |
| SEAPs | Programmes/disciplines |

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| **Curriculum development, including instilling Manchester Graduate Attributes** |
| **Evidence** | **Information Received From** |
| SEAPs  | Programmes/disciplines |
| Programme committee minutes | Programmes/disciplines |
| Periodic review reports | TLO |
| Programme proposals (new and amended) | Programmes/disciplines |

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| **IT infrastructure issues, updates and changes** |
| **Evidence** | **Information Received From** |
| IT Services announcements | Faculty IS Services |
| Staff Student Liaison Groups | Disciplines/schools |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO in September |
| Programme committee minutes  | Programme/disciplines |

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| **Library Services and Support** |
| **Evidence** | **Information Received From** |
| Manchester University Library Announcements | Manchester University Library |
| Staff Student Liaison Groups | Disciplines/schools |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO |
| Programme committee minutes  | Programme/disciplines |

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| **University Estate** |
| **Evidence** | **Information Received From** |
| University Estates announcements | Faculty Estates Manager |
| Staff Student Liaison Groups | Disciplines/schools |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO |
| Programme committee minutes  | Programme/disciplines |

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| **Collaborative Activity** |  |
| **Evidence** | **Information Received From** |
| Collaborative activtity register | TLO recordsAvailable on request and circulated annually |
| Collaborative review schedule  | TLSOCirculated by the TLSO |
| TLO schedule to be established - review collaborations not on TLSO register |
| Collaborative review reports | TLSO |
| Collaborative Adviser reports | School Collaborative Advisers |

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| **eLearning/Blended Learning** |
| **Evidence** | **Information Received From** |
| eLearning reports    | eLearning Team*Quarterly reports from eLearning reporting on support, engagement and enhancement activity eLearning and School have been collaborating on. To include project activity and use of eAssessment.* (January, April, July, October) |
| Lecture capture participation reports | Produced by IS Services November and MarchCirculated to T&L Directors via HTLCCirculated to eLearning Leads via eLearning Strategy Group |
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| **Personalised learning and student support and development** |
| **Evidence** | **Information Received From** |
| **Academic Advising** |
| SEAPs | Programmes/disciplines |
| Periodic review reports | TLO |
| Programme proposals (new and amended) | Schools |
| Staff Student Liaison Committees | Programmes/disciplines |
| National Student Survey | Student Experience OfficeCirculated to T&L Directors by TLO in August |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO in September |
| **PASS/Peer Mentoring/Peer Support** |
| SEAPs  | Programmes/disciplines |
| Staff Student Liaison Committees | Programmes/disciplines |
| Periodic review reports | TLO |
| Programme proposals (new and amended) | Schools |
| National Student Survey | Student Experience OfficeCirculated to T&L Directors by TLO in August |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO in September |
| **Induction and Welcome Week** |
| School SEAPs  | Schools |
| Staff Student Liaison Committees | Programmes/disciplines |
| Periodic review reports | TLO |
| Programme proposals (new and amended) | Schools |
| National Student Survey | Student Experience OfficeCirculated to T&L Directors by TLO in August |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO in September |
| **Personal Development** |
| SEAPs  | Programmes/disciplines |
| Staff Student Liaison Committees | Programmes/disciplines |
| Periodic review reports | TLO |
| Programme proposals (new and amended) | Schools |
| National Student Survey | Student Experience OfficeCirculated to T&L Directors by TLO in August |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO in September |
| **Academic support and development (outside of the curriculum)** |
| SEAPs  | Programmes/disciplines |
| Staff Student Liaison Committees | Programmes/disciplines |
| Periodic review reports | TLO |
| Programme proposals (new and amended) | Schools |
| National Student Survey | Student Experience OfficeCirculated to T&L Directors by TLO in August |
| NSS Student Comments | Student Experience OfficeCirculated to T&L Directors by the TLO in September |

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| **Staff development** |
| **Evidence** | **Information Received From** |
| Peer review reports | School/disciplines |
| **Quality Assurance: Oversight of policies, procedures and regulations** |
| **Evidence** | **Information Received From** |
| SEAPs | Programmes/disciplines |
| School Risk Register | HoSA |
| Academic malpractice, appeals and complaints | School  |
| Student interruptions | School |
| External Examiner Reports (UG) | TLSO |
| External Examiner Reports (PGT) | TLSO |
| External Examiner Comments at Board | School Examination Board Minutes |
| Staff Student Liaison Groups | School/disciplines |
| Responses to External Examiner reports | Programmes/disciplines |

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| **Teaching and learning efficiencies** |
| **Evidence** | **Information Received From** |
| 1st December HESA return | Planning Support OfficeCirculated to T&L Directors by the TLO in December |
| Healthchecks on new programmes | Circulated by the TLO via HTLC |
| Staff Student Ratio | HoSA and Faculty Planning Officer |
| Units with student numbers less than 10 | Circulated by the TLO via HTLC |

**Appendix B: Student Experience Action Plan – Suggested template**

**Student Experience Action Plan Template**

*Roll forward actions from the previous year which are still ongoing or for which further monitoring and evaluation is required. Further actions can be added throughout the year as appropriate.*

***Academic Year:***

***Name of School / Programme:***

***Name of Author:***

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| ***Action / description of activity*** | ***Impact on the Student Experience*** | ***Person responsible***  | ***Timescale*** | ***Progress and evaluation*** *Include dates of meetings in progress, reports and details of how students are engaged in the reflection and planning process* | ***Action completed*** |
| **Key objective/theme:** |
| *Action / description of activity:* |  |  |  |  |  |
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| **Key objective/theme:** |
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| **Summary of Good Practice:** |

Approved: HTLC 09/07/14