**ANNUAL COURSE PORTFOLIO REVIEW**

* *Delete all text shown in italics before submitting the report.*
* *Insert text in the sections provided.*
* *See Annex E of the Code of Practice for Quality Assurance of Taught Courses, section 8, before completing this template.*
* *Brief discussion notes should be given, with clear and prioritised actions listed.*
* *Complete a separate template for each course(s) or subject group under consideration.*

# Purpose

The intention of this review is to:

1. ensure that all courses of study remain sustainable, attractive to prospective students and of educational worth;
2. identify actions to be taken by course owners to address any areas of concern;
3. identify courses that are performing particularly well, and, therefore, to commend subject areas and learn from their good practice.

# Outcomes

Available outcomes of this review:

1. Course meets all benchmarks, Director of Division determines:
2. Course is sustainable, attractive to potential applicants and of educational worth. Courses determined to be performing particularly well to be highlighted and reported to the Education and Student Experience Board via the Education and Academic Standards Committee (UG and PGT courses) and to the Graduate and Researcher College Board (PGR courses of study);
3. There are concerns: action plan required;
4. Course is not sustainable: course to be withdrawn.
5. Course fails to meet one or more benchmark, Director of Division determines:
	1. That the principles of a sustainable course of study are met: action plan required;
	2. The course is not sustainable: course to be withdrawn.

# Guidance

As indicated, the aim of this portfolio review is to ensure that our course and module offerings are fit for purpose. Divisional and subject teams should pay regard to a number of issues, supported with relevant data, in order to ensure they have an education offer that is both academically exciting and rigorous as well as a portfolio that can be delivered in an efficient and sustainable fashion. Some suggested questions to bear in mind include:

* how popular are course and overall subject offerings and what is our market share?
* can course offerings be rationalised?
* if a course is struggling in some respects, what are the precise problems?  How will these be addressed, and by whom and when?
* can courses that are struggling to recruit be rebranded?  Who will follow up with the relevant PSDs?
* are our courses and modules serving our current students?
* will our courses and modules appeal to a changing student demographic (where change may occur across a number of characteristics such as: residential/commuting, ethnic identification, first generation)?
* is the balance between compulsory and optional modules within a course a good balance?
* which actions are most important?  Which will have the biggest effect?  Which actions and effects are short-term and which are longer-term?

# Name of Division:

# Name of Course(s) of Study/Subject Group under Consideration:

# Date of Meeting:

# Completed by:

# Attendees

|  |  |
| --- | --- |
| Director of Division (or nominee) *(Chair)* | [insert name] |
| Director of Operations | [insert name] |
| Divisional Director of Education and UG Student Experience | [insert name] |
| Divisional Director of Graduate Studies and PG Student Experience | [insert name] |
| Divisional Heads of Schools | [insert names] |
| Divisional Quality Assurance and Accreditations Manager | [insert name] |
| Director of Division (or nominee) from another Division *(external input)* | [insert name] |
| Student representative from another Division | [insert name] |
| Member of the Quality Assurance and Compliance Office *(advisory capacity)* | [insert name] |

# An examination of the metrics for each course

*(see Appendix A for the metrics and Annex E 8.5.1)*

# Consideration of other relevant reporting and monitoring information, for example results and comments from the National Student Survey and Undergraduate Student Survey

*(see Annex E 8.5.2)*

# Consideration of the results of the Division’s review of its module portfolio

*(see Annex E 8.5.3)*

# Consideration of the results of the student module evaluation

*(see Annex E 8.5.4)*

# Consideration of how the portfolio is informed by the University’s Curriculum Policy

*(see Annex E 8.5.5)*

# Any other relevant information and factors influencing the delivery of learning and teaching in the Division

*(see Annex E 8.5.6)*

# Discussion of Divisional portfolio development

*(to include consideration of the principles of the University’s Curriculum Policy, emerging markets, sustainability and financial viability)*

Courses identified for action

*(please list)*

1.

2.

3.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Agreed Actions[include dates for completion of actions] | Measure of Success | Action Owner | Date of Completion |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

*(insert lines as required)*