

**Executive Summary of Business
for Senate**



Title	Review of the Academic Portfolio: Portfolio and Periodic Review
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Type	Report, for information
Date	24 th February 2011
Strategic context	Strategic Plan: Making the Future Teaching and Learning Strategy School Academic Planning
Summary	<p>This paper presents an overview of the comprehensive review of the undergraduate and taught postgraduate portfolio for implementation in time for the 2012/13 session.</p> <p>This review will be an evidence-based strategic and developmental process to determine, design and formally validate a sustainable and market-informed portfolio for 2012, aligned with the move to a new academic framework based on two symmetrical teaching periods, revised patterns of assessment and 15/30 credit.</p>
Risk analysis	<p>This is a high profile activity with a challenging timeframe. Delays in implementation will contract the time available and may impact on marketing and recruitment for 2012/13, and other key deadlines.</p> <p>Some Schools (BMEc, ESW and Life Sciences) require early engagement to meet 2011 academic year deadlines. Professional and statutory body requirements will need to be accommodated in some Schools.</p>
Consultation	<p>Already consulted: VCEG, Heads of Schools, Teaching and Learning Committee.</p> <p>Reported to Strategy and Performance Committee February 2011.</p>
Future actions	Urgent need to appoint project manager to co-ordinate activities
Recommendation	Senate is invited to NOTE this paper

Introduction to Portfolio Review

1. There are a number of drivers for reviewing the academic portfolio. These are:
 - Strategic plans for growth and need to ensure optimal use of resources (physical space, IT and manpower) to accommodate this growth.
 - Cost-effective delivery of academic programmes by implementation of new academic framework with two symmetrical teaching periods based on 15/30 credit model, approved by Senate for 2012 implementation.
 - Need to refresh portfolio in time for 2012 HE environment including new fee structures and anticipated increased demands of students
 - Integration of plans to secure student placements to increase employability.
 - Revalidation of the academic portfolio of each school for a period of 5 years as part of the 'periodic review' process of quality assurance and quality enhancement (suspended during 2009/10 and 2010/11).
2. Portfolio review is intended to ensure that the academic portfolio and any future plans are supported by scholarship, cutting edge research, and teams of staff with capabilities to deliver, rather than reliance upon individuals.
3. Portfolio review is also intended to ensure that we offer an efficient, well-structured, sustainable and market-informed portfolio attractive to high-calibre applicants.

Outline of the Process

4. The process comprises three stages:
 - I. **Strategic review of existing portfolio in the context of the School strategic plan including current position and future aspirations**
 - II. **Detailed peer review of each programme and course of study to ensure effective and efficient course delivery and assessment**
 - III. **Formal periodic review and re-validation of the full academic portfolio**

Stage I: Strategic Review of existing portfolio

5. This stage involves a meeting with each School to review the current portfolio in the context of the School strategic plan, including recruitment data for existing programmes, and any aspirations for developing new programmes, including input from current market research initiatives. The intended outcomes of this stage include agreement on the portfolio for 2012, at the programme level, and agreement on the scope and timing for the rest of the review process (to accommodate professional body requirements, or developments necessary for early implementation, for example).
6. The Strategic Review meetings are expected to take place within a timeframe that allows for their outcomes to feed into the School Planning process (provisional deadline of late April/early May 2011).
7. Strategic Review meetings will involve an engagement between the Pro-Vice-Chancellor (Teaching & Learning) in the Chair; the Director of Planning, the Academic Registrar and the Head of Academic Registry and members of the School to include the Head of School, the Director of Teaching and Learning and a senior representative from each department or subject area.

Stage II: Detailed peer review of each programme and course of study

8. This review will be conducted on a programme and course basis, involving presentations to a review panel by teaching teams.
9. In order to ensure appropriate balance across the review panel, the membership from the School being reviewed must equate to at least 50% to ensure local ownership of the academic portfolio.
10. The membership of the review panel will include the following:
 - Pro-Vice-Chancellor (Teaching & Learning) – Chair
 - Head of Academic Registry
 - Director of Teaching and Learning from a different School, but within the same cluster
 - Director of Teaching and Learning from the School being reviewed
 - Two professorial representatives from the School being reviewed
11. Each programme convenor will present an overview of the programme, level learning outcomes linked to assessment, and proposals for future delivery within a structure based upon the new 15 and 30 credit framework. This will be followed by each course convenor presenting proposed courses by stage of study. The panel will challenge these presentations in order to ensure the cohesion of the proposal and the required vertical and horizontal linkages and appropriateness of delivery and assessment methods.
12. The panel may make recommendations to each programme convenor, with a timeline agreed for periodic review. These recommendations are intended to be helpful to the programme teams and will not be binding due to the nature of the peer review. However, if not addressed by the team they may become formal conditions at the next stage.
13. The detailed reviews will be held over a number of days, consistent with the portfolio size, addressing undergraduate and taught postgraduate levels separately.

Stage III: Formal periodic review and re-validation of full academic portfolio

14. This stage will require a formal panel with membership including students and external panel members from another institution. It will be chaired by the Pro-Vice-Chancellor (Teaching and Learning), with academic representatives drawn from the University, student representatives from the School, and external representatives as appropriate to the discipline.
15. The main aim of this stage of the review is to formally approve the academic portfolio for five years from 2012, and to assure the standards and enhance the quality of programmes. This stage of the review may involve conditions and recommendations which will have to be met prior to the confirmation of re-validation

Timeline for completion

16. In order to meet key deadlines, it would be highly desirable to complete Phase 1 (all Stage 1 Strategic Review meetings), in good enough time to feed into the current School Planning Process and the production schedule for the 2012 Postgraduate prospectus (although the on-line version of this can be amended in 'real time' to accommodate subsequent changes).

17. It will be essential to complete all stages of the process by end-May 2012 to meet operational deadlines.

18. A draft overview project plan is included as appendix 1

Progress to date

19. Stage 1 meetings have taken place with Life Sciences and BMEc. Arrangements are being made for a meeting with ESW.

20. It is anticipated that a project manager will be appointed to co-ordinate portfolio review as the workload cannot be absorbed by the academic office within current staffing levels.

					Phase 1			Phase 2					Phase 3		Phase 4										
					Jan-11	Feb-11	Mar-11	2011	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	2012				
ACADEMIC FRAMEWORK	Academic Lead	Admin Lead	Complex	PSRB				T P G 2 P r o s p e c t u s D e a d l i n e													U G 2 0 1 3 P r o s p e c t u s	T P G 3 P r o s p e c t u s D e a d l i n e			
Timetabling patterns																									
Course options & Electives																									
Teaching strategy & norms																									
Assessment strategy & norms																									
Languages																									
Placements																									
Study Abroad																									
UG Regulations																									
PG Regulations																									
SCHOOLS																									
Psychology				Y																					
MPS			Med	Y																					
BMEc			High	N		08-Feb																			
ESW			High	Y																					
Global Studies				N																					
Informatics				Y																					
EngDes			High	Y																					
HAHP				N																					
LPS				Y																					
English				N																					
LifeSci				Y	Dec-10																				
MFM				Y																					

Planning Meetings with VC

15/4 Deadline for submission of School Plans

Discipline-specific issues:
Standard Year 1
Employability
Equality & Diversity
Internationalisation

Strategic Review - to determine portfolio for 2012, scope of portfolio review

Detailed review of curriculum. Data requirements to be determined

Periodic Review & Validation to be determined on a School by School basis, 6-8 weeks after review events. Data requirements to be determined.