



UNIVERSITY OF
Otago

Annual Monitoring of New Programmes

**AQA Support for Quality Conference 2017
University Enhancement Initiatives**

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University of Otago Cycle 5 Academic Audit 2015 Enhancement E5

To implement annual reporting to monitor the progress of new academic programmes that have been conditionally approved by CUAP each year until the successful completion of the GYR and to evaluate effectiveness of the new system after one-year of operation.

Cycle 5 Audit at Otago

- 2016: Otago audited
- 8 enhancements were identified during self-review preparations that support the strategic vision of a 'research-led University with a reputation for excellence'
- November 2017: first follow up report due

Purpose of the Enhancement

- To improve the quality of Otago's Graduating Year Reviews (GYRs)
- Enhance the monitoring of programmes being reviewed and approved by the University's Board of Undergraduate Studies (BUGS) and Board of Graduate Studies (BOGS)
- Alignment to the Strategic Imperative: 'Excellence in Teaching', *Strategic Direction to 2020*

Enhancement Proposal and Approval

- Initiate Annual Programme Reporting (APRs) to internally monitor and track the progress of a new programme/qualification in preparation for the GYR exercise
- Concept approved by the DVCs/PVCs Advisory Group, BUGS and BOGS and implemented in 2016

Annual Programme Reporting

Purpose:

- To ensure departments monitor their new programmes and provide sufficient information to support and inform the GYR
- To provide data to Pro-Vice-Chancellors, Divisional Boards, BUGS and BOGS regarding viability, success and sustainability of recently initiated programmes; namely:
 - student enrolment and completion trends
 - changes made to the programme since introduction
 - plans for monitoring programme quality
 - highlights and issues
 - response to previous APRs (if applicable)

Annual Programme Reporting

Opportunity:

- Potential for increased scrutiny of APRs by divisional committees
- Customisation of the process to suit respective divisional needs
 - e.g. Commerce intends to continue using the APR process beyond the successful completion of the GYR

Implementation and monitoring

- 2015: Prior to implementation workshops intended to improve the quality of GYR Reports were initiated with a focus on gathering evidence to support Reports (monitoring, evaluation and feedback)
 - 2015 / 2016 course co-ordinators with an upcoming GYR and GYR Convenors were invited
 - 2017 invitations were extended to all course coordinators of programmes requiring Annual Programme Reporting
- 2016: Templates and Guidelines for completing APRs developed; first APRs formally conducted
- 2017: A review of the APR process was undertaken
 - 2016 and 2017: 64 APRs were received by BUGS and BOGS

Preliminary Outcomes

- The process is still being embedded within academic divisions
- Increased collaboration between the Academic Committees Office, Higher Education Development Centre, Quality Advancement Unit and the University's CUAP representative
- GYR Convenors and CUAP representative have noted higher quality GYR Self Reviews from those who attended workshops
- Information provided to programme coordinators was enhanced following the 2017 review
- Two programmes have been deleted and removed from the list of new programmes requiring a GYR as a direct result of the APR process

What Next?

- 2017 will be the first year in which GYRs will be submitted to CUAP that have been informed by the APR
- From 2018: two workshops will be held
 - 1) on preparing for and writing APRs
 - 2) on preparing for and writing the GYR self review report

