Annual Calendar of Quality Monitoring activities for Faculty-based Collaborative Provision at DMU

This calendar is for use by Programme Co-ordinators, HE Co-ordinators and Heads of Quality at DMU Collaborative Partners, as well as DMU colleagues in Faculties, the Department of Academic Quality and Educational Partnerships. The calendar provides an overview of the key quality monitoring activities that must be undertaken each year, with details of who is responsible for which aspects of each of these activities.

Key to activities:

CV	Submission of Staff lists and CVs	EXEX	External Examiner reports
DATA	Data on student entry, progression, retention and classification (MIS)	HDBK	Student/programme handbook
FORUM	HE Forum meetings	PRG BD	DMU Programme Board meetings (dates and actions)
MONIT	Annual programme monitoring	STATUS	Proposed changes to validated status of programmes
PSRB	Professional, Statutory and Regulatory Body activity	STUD	Student feedback meetings

	June	July	August	September	October (cont. on page 3)
Partner Programme Co-ordinator	Initiate process of reflection, and draft annual programme monitoring report (MONIT)	Continue to reflect on previous year and identify areas for inclusion in the programme monitoring report (MONIT)	Engage in process of consultation with DMU programme leader regarding the draft annual programme monitoring report (MONIT)		
		Prepare draft of student handbook and submit to HE Co-ordinator (HDBK)	Submit annual programme monitoring report to Partner Head of Quality (MONIT)		
Partner HE Co-ordinator			Submit draft student handbooks to DAQ (HDBK)	Notify EP of dates to avoid in spring for Faculty visits to meet students (STUD)	Submit HE Forum calendar of meetings to EP (FORUM)
Partner Head of Quality			Forward DAQ's request for annual programme monitoring reports to Programme Co-ordinators (MONIT)	Submit to DAQ the annual programme monitoring reports, signed by the Principal, by stated deadline (MONIT)	
			Circulate external examiner reports to Partner Programme Co-ordinators, as received (EXEX)		
Nominated Data Contact at Partner		Circulate data to Partner staff, as appropriate (DATA)			Circulate data to Partner staff (DATA)
DMU Programme Leader	Email student handbook template to Partner programme co-ordinator (where a template exists) (HDBK)		Engage in process of consultation with Partner programme co-ordinator regarding the draft annual programme monitoring report (MONIT)	Consider the annual programme monitoring reports, feed issues into the PEP, as appropriate, and submit to the programme board (MONIT)	Submit calendar of student feedback meetings to EP (STUD) Ensure DMU Programme Board considers and approves PEPs and annual programme monitoring reports (MONIT)

	June	July	August	September	October
DMU Programme Board Chair			Communicate approval/comments on draft student handbooks to DAQ (HDBK)		
Faculty Manager			Submit calendar of meetings to EP (PRG BD)		Ensure Programme Board servicing officer emails Programme Board minutes and identified actions to relevant Partner contacts and EP (PRG BD)
Department of Academic Quality	Circulate request to HE Co-ordinators for submission of draft student handbooks (HDBK)	In conjunction with EP, ensure nominated contact points at Partners are notified of MIS download, or receive MIS data electronically (DATA)	Circulate request for submission of annual programme monitoring reports to DAQ (MONIT)	Circulate annual programme monitoring reports to DMU programme leaders, as received (MONIT)	Notify Partner Heads of Quality of any known PSRB activity (PSRB)
		Send external examiner reports to Partner Principal and Head of Quality, as received (EXEX)	Circulate draft student handbooks to DMU Programme Board chairs, for approval (HDBK)		In conjunction with EP, ensure nominated Partner contact points are notified of MIS download, or receive MIS data electronically (DATA)
			Communicate Programme Board approval/ comments on student handbook to HE Co-ordinators (HDBK)		
Educational Partnerships			Circulate request to Partner HE Co-ordinators for dates to avoid in the Spring for Faculty visits to meet students (STUD)	Pass dates to avoid for student meetings to Faculties (STUD)	Circulate calendar of student feedback meetings to partner HE Co-ordinators (STUD)
			Circulate request for calendar of Programme Board meetings to Faculty Managers (PRG BD) Request dates of meetings from collaborative partners from HE Co-ordinators (FORUM)	Circulate DMU Programme Board dates to HE Co-ordinators and Partner Programme Co-ordinators (PRG BD) Circulate HE Forum meeting dates to faculties, DSU and other departments as appropriate (FORUM)	

	December	January	February	March	April
Partner Programme Co-ordinator			Provide details of staff list and CVs associated to modules to Partner Head of Quality (CV)		
Partner HE Co-ordinator				Submit to DAQ details of any proposed changes to validated status of provision (STATUS)	
Partner Head of Quality				Submit to DAQ module details, staff lists and CVs, by stated deadline (CV)	
Nominated Data Contact at Partner		Circulate data to Partner staff (DATA)			
DMU Programme Leader				Visit Partners to hold annual feedback meetings with students (STUD)	Submit reports of student feedback meetings to DAQ (STUD)
DMU Programme Board Chair					Confirm to DAQ approval (or otherwise) of staffing for modules (CV)
Faculty Manager			Ensure Programme Board servicing officer emails minutes and identified actions to relevant Partner contacts and EP (PRG BD)		
Department of Academic Quality		In conjunction with EP, ensure nominated contact points at Partners are notified of MIS download, or receive MIS data electronically (DATA)	Circulate validated details of all programmes to HE Co-ordinators, with request for notification of any proposed changes to location of delivery and/or validated numbers (STATUS)	Circulate details of modules to be delivered and associated staff lists and CVs to DMU Programme Board chairs, for approval (CV)	Submit DMU Programme Leader student feedback reports to DMU Programme Board Chair and HE Co-ordinator (STUD)
			Issue request to Partner Heads of Quality for submission of details of modules to be delivered and staff lists and CVs for following academic year (CV)	Circulate Partner requests for changes to validated status of programmes to relevant DMU programme Board chairs, for approval (STATUS)	Co-ordinate location/resource visits, to approved requested status changes (STATUS)
Educational Partnerships	Confirm to Partner HE Co-ordinator DMU reps to attend all HE forum meetings (FORUM)				

Ongoing activities

Timing	Area of activity	Task
As soon as known	Changes to Staffing Profile	The HE Co-ordinator to submit the names and CVs of staff new to the teaching teams of any DMU programmes to DAQ for approval prior to the involvement of the member of staff in delivery. DAQ to circulate Collaborative Partner submissions to relevant Programme Boards for approval
As soon as received	External Examiner reports	DAQ to circulate to Collaborative Partner Principal (or equivalent), HE Co-ordinator and Head of Quality. Head of Quality to circulate reports to programme teams
As soon as written	Circulation of Programme Board minutes	Programme Board servicing officer to email minutes/identified actions to relevant Collaborative Partner contacts and EP