

## Quality Review Framework Annex 6.1.1:

# ASER Main Steps: Undergraduate

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### Guidance

Step	Action	Date	People/Body	Hyperlink	Notes
<b>Step 1</b>	Digest and Analysis of all quantitative and qualitative data.	August 2015	Quality Review Sub-Committee of EdCom.		Quantitative data plus: <ul style="list-style-type: none"> <li>• External Examiners' Reports;</li> <li>• External survey results (NSS, PTES, PRES);</li> <li>• Feedback from internal surveys (e.g. SEQs);</li> <li>• Employability statistics (DHLE).</li> </ul>
<b>Step 2</b>	ASER Digests of data are issued to Departments with requirement to produce and Evaluative Report and Development and Enhancement Plan in respect of specified areas.	Early September 2015	From Academic Services/ Quality Review Sub-Committee of EdCom to Departments.  Digests will be copied to Faculties.		
<b>Step 3</b>	Departments must compile Evaluative Reports and Development and Enhancement Plans using template of issues or documentation to be considered.	October 2015	Departments	ANNEX 6.1.3: EVALUATIVE REPORT/DEVELOPMENT AND ENHANCEMENT	

Step	Action	Date	People/Body	Hyperlink	Notes
				PLAN TEMPLATE	
<b>Step 4</b>	Departments must submit Evaluative Reports and Development and Enhancement Plans for discussion to DTC and DSSCC.	October/November 2015	Departments to Departmental Teaching Committees and Staff Student Consultative Committees.		The minutes of these committees MUST record that discussion of the Reports and Plans has taken place.
<b>Step 5</b>	Departments must submit Evaluative Reports and Development and Enhancement Plans for discussion to Faculty Teaching Committees.	October 2015	Departments to Faculty Teaching committees.		The FTC is asked to sign off on any actions proposed by the Department. The minutes MUST record that discussion of the Reports and Plans has taken place.  The Faculty should identify any cross-Faculty themes or requests for additional support from e.g.; CALT, V-P EdSA's Office.
<b>Step 6</b>	Evaluative Reports and Development and Enhancement Plans are submitted by Faculties to Quality Review Sub-Panel.	November 2015	Faculty Tutors to Secretary of Quality Review Sub-Committee.		
<b>Step 7</b>	Quality Review Sub-Committee meets to consider Departmental Evaluative Reports and Development and Enhancement Plans.	2 December 2015	Quality Review Sub-Committee.		Faculty Tutors will attend meetings to talk to the DEPs in their Faculty.
<b>Step 8</b>	Quality Review Sub-Committee reports to Education Committee.	December 2015	Quality Review Sub-Committee to EdCom.		
<b>Step 9</b>	Quality Review Sub-Committee reports back to Faculty Tutors and they feed back to Departments any particular issues.	December 2015	Quality Review Sub-Committee to Faculty Tutors.		If any serious issues arise, the QSRC, CALT etc. will work with particular Departments, via Faculty tutors to offer advice and support.