





Internal Panel Member

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Why Step Up? Or Say Yes (when asked)?

- Collegiality
- Insight into course development and innovations in other disciplines
- University systems and services
- Good practice run for own course evaluation/revalidation
- Insight into good practice
- Opportunity to meet/network with internal and external colleagues
- Insight into how other HEIs operate
- No harm to have on your CV

What is involved as an internal panel member?

- 1) Invitation to act as a panel member
- 2) Receipt of documentation & paperwork in advance
- 3) Read and evaluate the documentation
- 4) Pre-meeting paperwork (CA7)
- 5) Revalidation/evaluation meeting
- 6) Post-meeting – panel conclusions and recommendations

Things to help you to review the documentation

- University Corporate Plan (5&50)
- Learning & Teaching Strategy (2018/19 – 2023/24)
- Student experience principles (2015)
- Ulster Graduate Qualities (2014)
- Ulster's Qualifications & Credit Framework (2009)
- Assessment Handbook (most up to date version) includes principles and feedback
- Assessment Workload and Equivalence (June 2018)
- Group Work: Assessments
- Prerequisites
- Most recent QAA Subject Benchmark
- The Quality Code - QAA
- Professional Body requirements (if applicable)
- EE Reports
- Curriculum Design Principles

What is your role?

- An internal panel member is a critical friend
- At the event itself focus on the areas nominated to you by the Chair (the Chair will guide and lead)
- Your contribution is your knowledge of the institution, its standards, policies, processes, etc.,

How do I best prepare?

- University documents offer good guidance
- Can be a single course or multiple courses
- Multiple courses add complexity
 - Check that the right synergies exist
 - Check document tables
 - Helicopter view - understand what the programmes are trying to achieve

How do I best prepare?

- Familiarise yourself with the Programme overview
 - Introduction/background/rationale
 - The programme and its module specifications
 - External Examiner comments and PSRB comments if applicable
- Focus on what YOU know:
 - Learning and teaching
 - Assessment and feedback
 - Alignment between LOs, the modules and teaching, learning and assessment strategies
 - Placement, work-based learning.
 - Student support and wellbeing
- Look for consistency, coherency, compliance and progression.
- Try to identify good practice.

In summary...

Engaging with the process as an internal member is a good experience

Offers insight and value to your own subject area

Be objective and fair