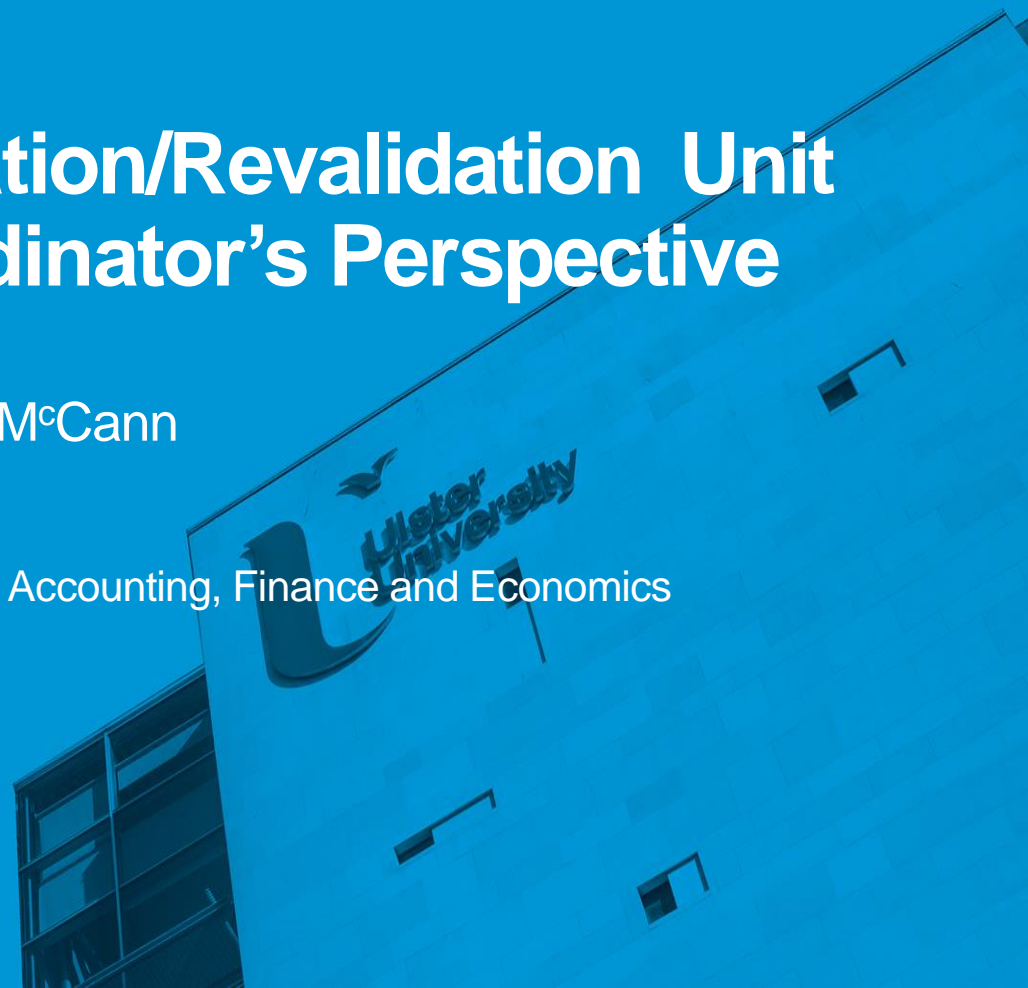




# Evaluation/Revalidation Unit Co-Ordinator's Perspective

Mrs. Claire M<sup>c</sup>Cann

Department of Accounting, Finance and Economics



# My Experience

- Have been Revalidation Unit Co-Ordinator for:
  - Unit 5A1 Business and Management (UG/Coleraine) in 2011
    - Contained six programmes (including full-time – single honours, majors and minors – and part-time)
  - Unit 1Aa Accounting (UG/Jordanstown) in 2015
    - Contained six programmes
  - Evaluation of MSc Global Capital Markets (PT/Jordanstown) in June 2018 [HLA]
  - Evaluation of BSc Hons Financial Technology (PT/Jordanstown) in May 2019 [HLA]
- Been a member of several Planning Committees, internal panel member, Course Director and involved in desktop validations

# Your Duties

See <https://www.ulster.ac.uk/academicoffice/revalidation>

- Consult on completion of the Revalidation Preparation Form (CA6a) – submit to AO – (and/or Course Proposal Form (CA1) and/or Course Withdrawal Form (CA5))
- Liaise with Staff Team, (Associate) Heads of School/Departments, Course/Subject Directors and Module Co-ordinators
  - Do not forget: other teaching staff outside the Planning Committee; outside your School/Department; in external institutions; and PRSBs on their requirements (may need a joint event)
- Liaise with AO on arrangement and requirements
  - The Unit's Academic Policy and Standards Officer is really helpful

# Your Duties Contd.

- Liaison with: AO; Digital Services; Library; external panel members; Subject Partnership Managers; and other staff as appropriate
  - Not just for sections of your documentation and site visits but also to inform & help develop your programme
- Co-ordinate the preparation and submission of the requisite documentation
- Co-ordinate the Faculty's response to the Panel's report and provision of final documentation for approval

# Steps

- In completing the CA6a think carefully about who you want to nominate as external panel members (academic subject experts)
- Think about the purpose of evaluation/revalidation
  - Accords with University's purpose and core strategic aims
    - 5 & 50 Strategic Plan 2016-2034; and The University's Strategy for Learning and Teaching Excellence (SLaTE)
  - Academic structure and content are appropriate
  - Standard and student workload
  - Sufficient resources
  - Evidence of reasonable employment and progression opportunities
- Chance for refresh and review
  - Of content and structure, assessment, learning and teaching practices, etc.
  - Embrace change but not for change sake
    - Be challenging but listen

# Steps

- Remember that it is not about the documentation but improvement and strengthening
- Review the Programme Approval, Management and Review Handbook, benchmark statements, External Examiner Reports, the **aide memoire** for Evaluation and Revalidation and the outline of submission
- Set out a timetable of key activities, who will action these key activities and deadlines (plan for slippage)
  - Allow for about a year to eighteen months
- Before submitting the CA6a have:
  - Staff briefing session
  - Subject planning meetings – consider key points to be addressed
  - Consult with External Examiners, employers, PRSB, other parties involved in programme delivery and students

# Steps

- Involve, and collaborate, with CHERP and ODL early on and throughout
- Be informed, keep consulting and collaborating, with employers, PRSBs, teachers, students (current and prospective), graduates [and review your Performance Indicators]
- Should be a collaborative effort between all stakeholders
  - Everyone should be heard
    - All the stakeholders and all staff involved (collaborative partnerships)
    - There is more likely to buy-in from all the parties
  - Remember collaboration and that you should not be doing all the work
- Keep having planning meetings
  - Have regular meetings and have an agenda
    - e.g.: course aims/learning objective/etc.; assessment and feedback; graduate qualities; employability, student experience principles etc.

# Steps

- Be an Integrated Curriculum Design (<https://www.ulster.ac.uk/cherp/academic-development/icdf> and <https://ulster.sharepoint.com/sites/ICDF/>)
  - Authentic
  - Excellence
  - Transformative
  - Use Constructive Alignment Model
- Review learning and teaching practices
  - Active Learning
  - Enquiry-based Learning and Work-Based Learning
  - Digital Learning
- Inclusive and International Curriculum
- Think about where we want our graduates to be on completion
  - Employability
  - The 21<sup>st</sup> Century Graduate and graduate qualities



# Steps

- Student Experience Learning Principles  
(<http://addl.ulster.ac.uk/principles/>)
  - *Through the curriculum and delivery of courses, to engage students in high quality learning experiences through learner-centred pedagogies and research-led teaching, which prepare graduates to excel in a diverse and interconnected global society, and to advance the region's cultural, social and economic development*
- Have authentic assessment and use the assessment schedule to help build a picture of the assessment in the programme(s)
  - Assessment Workload Equivalence Guide
- Reading lists
- University and Faculty policies
- Our professional development

# Event

- Draft documentation
- Have a mock event
  - The more challenging the better
  - Make sure to build into your timeline time to edit, and reconsider, some of the aspects of your documentation
- Submit the document
- Do you need a site visit? Access to other documents or the VLE?
- Organise students for the panel event (and possibly employers)
- Make sure everyone is briefed on any ongoing developments before the event
  - Agree responses to panel member comments

# Event Contd.

- Make sure the team is prepared
  - Direct questions to team members
  - Do not answer all the questions
- As a team formulate the response to the panel's conditions and recommendations
  - Remember these are to help
- Make changes to documentation according to the AO comments
- Submit record of changes, final documentation and response to final report

# Additional Challenges

- Staff motivation
- Timeframe
- Administration and technical issues
- Templates not being adhered to
- Late / no submission of information
- Conflicts



**Thanks and Questions**