CYCLE OF ASSOCIATE DEAN (EDUCATION) MEETINGS (Updated for 2019/20)

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| **Date of Meeting**  | **Data available since last meeting** | **Agenda Items**  | **Other Related Activities**  |
| September | * First sit undergraduate course-level data for out-going academic year (4 years’ data) (available mid-July)
* First sit Semester 2 & 1/2 Module data by School and programme (available mid-July)
* NSS results (available August)
* PTES results (available late July)
 | Follow-up actions from previous meeting | Supportive Measures meetings commence late Sept |
| Identification of NSS / Retention Supportive Measures courses |
| Review of 1st sit data (course and module) |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
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| October | * Module Feedback Survey Semester 3 module results available through survey webpage to all staff (available September)
 | Follow-up actions from previous meeting | Supportive Measures meetings to be completedOctober/November – Faculty DLHE/Learning Gain/ EDGE workshops |
| PTES response rate and results |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
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| November | * Resit Semesters 1, 2 & 1/2 Module data by School and Programme (available early October)
* Year-end undergraduate course-level data for previous academic year (4 years’ data) (available mid-October)
* First sit Semester 3, 1/3, 2/3 & full-term Module data by School and Programme (available late October)
 | Follow-up actions from previous meeting | October/November – Faculty DLHE/Learning Gain/ EDGE workshops in conjunction Employability department staff  |
| Review of course level end of year progression data (UG) |
| CAQE categorisation of FT UG courses (analysis by Quality Enhancement) |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
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| December | * Year-end postgraduate course-level data for previous academic year (4 years’ data) (available mid-November)
* Faculty/School summary data (UG&PG course level data for previous academic year only) (available mid-late November)
 | Follow-up actions from previous meeting | Funding provided to Academic Excellence courses. |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
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| Faculty meetings to consider courses in active monitoring [PVC (E), AD (E), QE]. |
| January | N/A | Follow-up actions from previous meeting |  |
| Review of NSS Supportive Measures Action Plans |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
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| February | * NSS response rates published weekly
 | Follow-up actions from previous meeting | Faculty meetings to discuss UG PT and PGT data [PVC (Ed), AD(E)s, QE] |
| Semester 1 Module Feedback Survey participation levels and results |
| NSS response rates |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
 |
| March | * Module Feedback Survey Semester 1 module results available through survey webpage to all staff
* NSS response rates published weekly
 | Follow-up actions from previous meeting |  |
| NSS Response rates |
| Module Feedback Survey S1 participation and results |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
 |
| April | * NSS response rates published weekly
* Retention data
 | Follow-up actions from previous meeting |  |
| Review of progress against retention targets |
| Review of poorly performing modules |
| NSS response rates |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
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| May | * PTES response rate reports
 | Follow-up actions from previous meeting |  |
| PTES Response rates |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces

Issues raised by Ads |
| June | * PTES response rate reports (to mid-June)
* Module Feedback Survey Semester 2 module results available to through survey webpage for all staff
 | Follow-up actions from previous meeting |  |
| Module Feedback Survey S2 participation and results |
| PTES response rate |
| Standing Items:* Data Analytics
* Academic Planning
* New Learning Spaces
* Issues raised by ADs
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