**AME4 Department Report Template**

**Annual Monitoring Departmental Theme Report Form**



**STUDENT AND ACADEMIC SERVICES**

**Annual Monitoring: Departmental Theme Report – Academic Year 2017-18**

|  |  |
| --- | --- |
| **Name of Department** |  |

|  |  |  |
| --- | --- | --- |
| **Programme Titles** | **Collaborative partner(s) if applicable** | **Modes of Delivery** |
| *(add rows as necessary)* |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Please use the action plan from the previous programme report to provide an update on the action taken and outcomes achieved:***Please provide full copy of the previous year’s Department (Scheme) Action Plan as Appendix 1.*** |

**1. DEPARTMENTAL THEME(S)**

You should reflect on the information provided in the programme reports and identify any themes which arise. You should include areas of good practice and discuss how these could be disseminated to the rest of the Department, to the Faculty or to the institution. You should also look at areas for enhancement and discuss strategies needed to develop these.

You may also wish to consider themes related to collaborative work undertaken in the Department and anything which might need University consideration. You may wish to link the themes to the Faculty Plan or University Strategy.

**Commentary:**

**2. STUDENT FEEDBACK**

**2.1 Student Surveys**

Provide a commentary on any themes that emerged from the programme reports and the NSS (for undergraduate programmes). Include areas of good practice as well as areas for enhancement.

**Commentary:**

**2.2 Department Committees**

Please reflect on themes raised in the Department Committees and outline any action taken during the year as a result of student feedback. Minutes are available on the Academic Services [Governance sharepoint site](https://share.uwe.ac.uk/sites/ar/DCs/default.aspx)  Ensure that you also consider feedback coming to the Dept Committees from the SRSFs.

**Commentary:**

**3. EXTERNAL EXAMINER COMMENT**

Summarise the key issues for action and response and areas of good practice arising from Field External Examiner reports for all Fields of Study relevant to the Department. Specific reference should be made to External Examiners’ roles in relation to collaborative provision and any comments relating to comparability of standards across sites of delivery.

Department level actions arising from External Examiners’ reports should be included in the action plan at the end of this template. These actions will be discussed at Faculty Academic Standards & Quality Committee and key points reported to the Learning, Teaching & Student Experience Committee.

**Commentary:**

**4. SUSTAINABLE DEVELOPMENT**

Please reflect on opportunities for students to engage with sustainable development across the departmental portfolio particularly identifying any areas you consider to be good practice and enhancement opportunities.

**Commentary:**

**5. SUMMARY**

As a result of completing this Report identify features of the Department you would consider best practice and how this can be disseminated:

|  |  |  |
| --- | --- | --- |
|  | **Description of good practice** | **Impact** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

#### 5. DEPARTMENT ACTION PLAN

A clear action plan should be given below with planned developments and changes identified within a specific time frame. Please concentrate on key priorities and enhancement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue**  | **Identify if this issue should be considered at Dept, Faculty or University Level** | **Action Required** | **Action by who** | **Action by when** | **Status** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### Appendix 1

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#### DEPARTMENT ACTION PLAN FROM PREVIOUS ACADEMIC YEAR

#### Progress against issues identified in the Department Report for [#department name] for the Academic year 2015/16

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue**  | **Where issue considered**  | **Action taken** | **Status** | **Evidence** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Appendix 1