Quality Calendar | 2018-19

SRUC

August

- Ensure all results from previous session entered in UNIT-e
  - Responsibility: HoD
- IV of assessment instruments for units delivered in term/block 1 (complete IV2)
  - Lead/Responsibility: CUL
- Teams analyse PI data and surveys (inc. NSS) for Programme Report/QEP
  - Lead/Responsibility: PL
  - All Programme reports submitted to HoD & DQEC (copied to ADT)
  - Responsibility: PL
- SQA EV schedule distributed to all staff
  - Responsibility: DQECs
  - Review/update dept. IV plans for academic session (copy to QC)
  - Lead/Responsibility: DQECs

September

- Internal and external pre-verification of module assessments for semester 1
  - Lead/Responsibility: CML/CPL
- Undertake ongoing review of actions within Programme QEP
  - Responsibility: PL
- Review Programme reports to inform overarching programme report (where applicable) and Department report/QEP
  - Lead: DQEC Responsibility: HoD
  - Department and overarching reports submitted to ADT
  - Responsibility: HoD

October

- Department quality dialogues
  - Lead/Responsibility: HoD (includes PLs/DQEC)

November

- Open unit evaluations in Moodle for term/block 1
  - Responsibility: UL
- IV of assessment instruments for units delivered in term/block 2 (complete IV2)
  - Responsibility: CUL
  - Standardisation meetings for GU assessments and completion of IV2
  - Lead/Responsibility: CUL
  - Internally verified GU assessments submitted to QC by end November
  - Responsibility: CUL
- Programme teams undertake ongoing review of their QEP, including analysis of data from the student induction survey.
  - Lead: PL Responsibility: DQEC
- Ongoing review of Department QEP
  - Lead: DQEC Responsibility: HoD
- Organise PMT and SLG
  - Responsibility: PL

December

- Enter term/block 1 results into UNIT-e
  - Responsibility: UL
- Open module evaluations in Moodle for semester 1
  - Responsibility: ML
- Complete IV of units identified on the dept. sampling plan (complete IV1)
  - Lead/Responsibility: CUL

January

- Enter semester 1 results into UNIT-e
  - Responsibility: ML
- Internal and external pre-verification of module assessments for semester 2
  - Lead/Responsibility: CML/CPL

February

- Open unit evaluations in Moodle for term/block 2
  - Responsibility: UL
- IV of assessment instruments for units delivered in term/block 3 (complete IV2)
  - Responsibility: CUL
- Programme teams undertake ongoing review of QEP
  - Lead: PL Responsibility: DQEC
- Ongoing review of Department QEP
  - Lead: DQEC Responsibility: HoD
- Organise PMT and SLG
  - Responsibility: PL
- SQA EV schedule for GUs distributed to relevant staff
  - Responsibility: DQECs

March

- Enter term/block 2 results into UNIT-e
  - Responsibility: UL
- Complete IV of units identified on the dept. sampling plan (complete IV1)
  - Lead/Responsibility: CUL
- Curriculum Plans to be updated and return to EBS by end March
  - Lead: PL Responsibility: HoD

April

- Open module evaluations in Moodle for semester 2
  - Responsibility: ML

May

- Open unit evaluations in Moodle for term/block 3
  - Responsibility: UL
- Programme teams undertake ongoing review of their QEP
  - Lead: PL Responsibility: DQEC
- Ongoing review of Department QEP
  - Lead: DQEC Responsibility: HoD
- Organise PMT and SLG
  - Responsibility: PL

June

- Enter term/block 3 and overall results into UNIT-e
  - Responsibility: UL/PL
  - Enter semester 2 results into UNIT-e
  - Responsibility: ML/CPL
- Complete final round of IV (complete IV1)
  - Lead/Responsibility: CUL
  - Submit GU candidate evidence to QC by early June
  - Responsibility: CUL
- Analyse data from student learning & teaching survey to inform Programme Report / QEP
  - Lead: PL Responsibility: DQEC
  - Annual monitoring process - undertake programme review and draft report
  - Lead/ Responsibility: PL
- Assessment Boards & Examination Boards
  - Responsibility: PL/CPL

July

Acronyms

ADT	Academic Development Team
CML	Coordinating Module Leader (or local Module Leader where there is only one delivery of the module)
CPL	Coordinating Programme Leader (or local Programme Leader where there is only one campus of delivery)
CUL	Coordinating Unit Leader (or local Unit Leader where there is only one delivery of the unit)
DQEC	Department Quality Enhancement Coordinator
EBS	Education Business Support
EV	External Verification
GU	Graded Unit
HoD	Head of Department
IV	Internal Verification
ML	Module Leader
NSS	National Student Survey
PI	Performance Indicator
PL	Programme Leader
PMT	Programme Management Team
QC	Quality Coordinator
QEP	Quality Enhancement Plan
SLG	Student Liaison Group
UL	Unit Leader