

## PARM EVENTS

### DECISION MAKING SESSION

#### CONDITIONS

1. Any conditions set must be met, approved by the Chair and go through both the CASQE process and the ASSc **BEFORE** a programme commences.
2. In light of above, conditions should be achievable in the prescribed timeframe.
3. Do not let panels set conditions which are not within the gift of programme team and/or Faculty to fulfil.

*eg avoid making conditions which would for example “require the University to update its policy on undergraduate masters degrees”. If the Panel wishes to draw something to the attention of the University or Faculty a recommendation to the appropriate body should be formulated on the lines of “that the attention of the ASSc be drawn to the need for the University policy on undergraduate masters degrees to be updated”. In this way the issue is dealt with whilst ensuring that it is not the responsibility of the programme team.*

4. There might be different timescales for different conditions – in such cases make sure each has a separate condition deadline

*eg condition 1 might be to revise unit specification proformas within the definitive document for September 2009 and condition 2 might be to review placement procedures for implementation in September 2010. Make sure two dates are set so that condition 1 can be cleared and that the programme can officially enrol.*

5. Conditions relating to collaborative arrangements:
  - (i) make it absolutely clear that the Formal Agreement must be signed prior to the enrolling of students – it is a legal matter and should not, at any cost, be flouted.
6. Make sure the panel is clear what the procedure will be for approving responses to conditions. Normally the response just goes to the Chair for approval. Check that the other panel members are happy with this. On occasions it might also be appropriate for the response to go to the externals as well or even the whole panel.

## **RECOMMENDATIONS**

Recommendations do not need to be fulfilled before students are enrolled on the programme but must be addressed within the annual monitoring exercise.

## **SETTING A DATE(S) FOR FULFILMENT OF CONDITIONS**

Set a date by which any conditions must be fulfilled. Again, keep in mind that these must be completed and signed off by the Chair **BEFORE** the programme can enrol students (as indicated above, this is particularly important in the case of collaborative agreements). It is recommended that the time limit for the response should be no longer than **four** weeks. Where, for example, negotiations relating a collaborative arrangement are still to be completed this may receive a separate, extended time limit, but the ruling on no enrolment unless all conditions are met must still apply.

- In the case of a panel considering several or very significant conditions, the Panel must decide whether it should recommend a limited period of approval (eg 2 or 3 years rather than the standard 5 years) or non-approval.
- If “non-approval” of the proposal is being considered, the Panel must think through, carefully, the consequences of such a decision on existing students. Where non- approval is agreed, the programme team must be provided with a way forward to redeem the situation while ensuring the quality of experience for existing students. In the case of periodic reviews this might include, for example, suspending any new intakes for the coming year or extending approval of the existing programme for a further year to enable a new submission the following year.

## **GOOD PRACTICE**

This is often forgotten in the relief of getting the conditions and recommendations sorted. Good practice should focus on commending success but also identifying practice that is transferable.

## **NEXT SCHEDULED REVIEW DATE**

The report template has been updated to include this as an additional section.

**Approval and Review:** check that the Panel is happy for the standard 6 year period of approval/continued approval to pertain. Sometimes the Panel might be concerned about a specific aspect of the programme and in such circumstances, it can recommend that a further event be held in a year’s time or that the programme be reviewed in three years time. It might also be sensible to set the period of approval so that, in future, it aligns with other review activities within the dept/subject etc. Be aware that if a professional body accredits the programme, it may have different requirements concerning the length of the period of approval.

**Major Modifications:** ensure that any modifications approved as part of the event are approved until the **next scheduled date of the full review** of the programme. Ask that the date of the full review be included in the report (this will be very helpful to CASQE in ensuring that a comprehensive review schedule is maintained). It is not normal practice for the panel to recommend that, following a modification event, the review date of the programme is put back.

## **OUTCOME AND REPORT**

The outcome taken at the event should be verbally reported to the Programme Team at the event and sent in writing to the Programme Leader within one week.

The draft report should be sent to the Chair for approval before it is circulated to the Panel and Programme Team for comments. All comments should be sent to the Chair and any changes to the report, in particular to the wording of the outcomes, must be approved by the Chair before the report is confirmed.