

Manchester Metropolitan University

Actions arising from Chair of ADC's AME Report to Academic Board on the findings of the 2010/11 Annual Monitoring Exercise:

Actions to feed in to committee business planning cycle

1. Summary of the outcomes of the Annual Monitoring Exercise

Identified Action	Responsibility	Timescale	Priority status	Response
1. Continue work to replace existing Annual Monitoring Exercise with a live improvement process that is fit for purpose.	CASQE DVCs PMI	2011/12	High	

2. Issues highlighted in the Students' Union and central service provider reports

Identified Action	Responsibility	Timescale	Priority status	Response
2.1 Enhance engagement at course representative level.	MMUnion CASQE	2011/12	High	
2.2 Continue work on the Threshold Standards for the Student Learning Experience, both to ensure implementation of the current Standards and also to consider updating.	DVC (SE), CeLT, FADCs, Quality Enhancement Sub- committee, MMUnion	2011/12	High	
2.3 Commence work with MMUnion towards a new Student Charter.	MMUnion, DVC (SE) CASQE	2011/12	High	
2.4 Move to system-based co-ordinated timetabling and progress towards personalised timetables for all students.	PMI	2011/12	High	
2.5 Implement new academic quality assurance processes and systems to support the first phase of academic curriculum changes (EQAL).	CASQE Faculty and Campus SAS, PMI	2011/12	High	

2.6 Progress work on an Academic Curriculum Management System (ACMS)	Faculty and Campus SAS, PMI	2011/12	High	
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3. Matters of institutional significance (Trends and/or generic themes)

Identified Action	Responsibility	Timescale	Priority status	Response
3.1 Achieve further improvements to ensure active academic support and feedback, including effective use of academic tutors and formative assessment, and early engagement/communication with students (even where summative assessment has not yet taken place).	Programme teams	2011/12	Medium	

4 Institutional-level commentary on the findings of external examiners' reports

Identified Action	Responsibility	Timescale	Priority status	Response
4.1 Enhance the process of responding to external examiners' comments in annual reports.	Programme teams CASQE	2011/12 – 2012/13	High	

5 Collaborative Provision

Identified Action	Responsibility	Timescale	Priority status	Response
5.1 Address issues identified within Institutional Audit Action Plan.	CPO CASQE	2011/12	High	

6. Effectiveness of student voice in quality management

Identified Action	Responsibility	Timescale	Priority status	Response
6.1 Continue efforts to integrate information from the various sources of student feedback and opinion, including qualitative data from student comments.	Student Evaluation Strategy Sub-group, CASQE, MMUnion	2011/12	High	

7 Key examples of good practice to be evaluated and disseminated

Identified Action	Responsibility	Timescale	Priority status	Response
7.1 Further development of good practice relating to employability and work-based learning, such as annual Employability Fest and Employability Forum in HLSS, MMUBS Placement Fairs and Student Services' Employability Week.	Faculty Staff SAS PVC (without portfolio)	2011/12 – 2012/13	Medium	

8 Additional issues raised at ASSC Plenary Session

Identified issues for consideration	Responsibility	Timescale	Priority status	Response
8.1 Ensure that system and process improvements, such as those from the EQAL project, make effective use of user input.	SAS, PMI EQAL Programmes Board	2011/12	Medium	
8.2 Ensure effective briefing to, and dialogue with, external examiners on the implementation of changes to organisation and process in assessment and the curriculum.	CASQE Programme Teams	2011/12	High	