

**LYCEUM CAMPUS CODE OF PRACTICE ON
ANNUAL PROGRAMME MONITORING AND
REVIEW PROCESS AND PROCEDURE**

Contents

1. Introduction and context	3
2. Overview	4
3. Purpose and Objectives	6
4. Scope	7
5. Data and information to be gathered for Annual Programme Monitoring and Review	8
6. Annual Programme Monitoring and Review Report	9
7. Reporting Authorities	11
8. Outcomes / Follow up of Annual Programme Monitoring Process	14

1. Introduction and context

The Lyceum Campus is responsible for the standard and quality of the awards made in its name and the quality of the programmes that lead to those awards. Responsibility for developing and delivering programmes is delegated to Departments which aspire to excellence on taught or research programmes. These aspirations require effective procedures for regular monitoring, review and constructive peer dialogue, to provide the necessary assurance, both to the Institution and to external agencies.

Programme monitoring and review process enables the Campus to reflect on the learning opportunities students have experienced, the academic standards achieved, and their continuing currency and relevance in light of developments in research, professional and industry practice and pedagogy, and continued alignment with the institution's strategy and mission. Programme monitoring and review are not isolated events but are part of a continuous engagement with a programme by both staff and students and other stakeholders.

UGC-HETC expectation for programme monitoring and review, that higher education institutions in Sri Lanka are required to meet, is:

‘Programmes are monitored routinely, in an agreed cycle, to ensure that programmes remain current and valid in the light of developing knowledge in the discipline and practice in its application’ STANDARD 3.21. UGC_HETC Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions (2015).

This **Code of Practice on Annual Programme Monitoring and Review process and Procedure** has been developed with reference to the above ‘standard’ and covers all taught undergraduate and postgraduate programmes that lead to the award of higher education qualifications. It serves as benchmark and guidelines for implementation of the monitoring and review policy in the Academic Quality, as the Aim of the Code is to ensure that programmes remains current and valid in the light of developing knowledge in discipline and practice in its application, and reflect on whether the learning outcomes – and then the learning, teaching and

assessment strategies used to deliver those learning outcomes -are still relevant and appropriate. Annual monitoring of the administrative units ensure that all functions and processes are carried out in compliance with Academic Quality and Standards Committee (AQSC) guidelines.

Related documents of the Lyceum Campus are:

- Academic Quality Assurance Policy framework (2022) (lyceumcampus.lk)
- Code of Practice on Internal Periodic Programme Review Process and Procedure (2022) (lyceumcampus.lk)
- Programme Design, Development, Approval and Modification Process and Procedure (2022) (lyceumcampus.lk)
- Staff Development Policy (lyceumcampus.lk)

2. Overview

The Academic Quality Assurance Policy Framework of the Lyceum Campus (2022) is a vital tool for ensuring the security of academic standards and academic integrity.

The Framework provides assurance that Faculties and Departments have strategic oversight of, and take responsibility for, regular monitoring of the effectiveness of undergraduate and postgraduate taught programmes (at least annually), by all relevant stakeholders and ensure appropriate actions are taken to remedy any identified shortcomings.

Annual monitoring is carried out by the Departments at programme level and It involves a process of critical self -reflection by the Team providing the programme of study.

To enable all those who are involved to understand clearly the process/procedure for monitoring, the following are disseminated to all staff and students.

- Guidelines on clear principles and procedures for monitoring and review of programmes;
- Clear statement of the different stages of monitoring;
- Clear definition of the roles and responsibilities of the bodies and individuals involved;

- Clear definition of the responsibilities of those initiating the process of monitoring of programmes.

As a result of reviewing, programme teams may decide to make changes to course content, structure, assessment or delivery to further enhance the student learning experience.

The annual monitoring process is also a way in which good practice can be identified. Good practice does not necessarily have to be innovative, but it should contribute to the enhancement of student learning opportunities. Exchanging good practice is a quality initiative.

In this Code of Practice respective roles, responsibilities, and authority of different bodies involved in the programme monitoring and review are clearly defined in order that staff and students involved in such processes are clear about the hierarchy of procedures and about which body will take final responsibility.

The Head/Department can establish their own timeframe and tracking processes for the completion of monitoring of courses and programme as a whole, to ensure that process is carried out systematically each year and feed into the relevant Internal Periodic Review of Programmes, so that there is a continuous cycle quality assurance.

Documentary evidence such as minutes of HOD meetings, Departmental staff meetings and Faculty Board meetings would be presented to the reviewers during Periodic Programme Reviews.

When evaluating policies and practices for Programme Monitoring and review it is important to consider whether due account is taken of.

- Alignment/compliance to external/internal reference points including the relevant SBS, SLQF, UGC Codes of Practice, UGC-HETC ‘standards’ and Best Practices that all providers in Sri Lanka are required to meet, and where appropriate, requirements of professional bodies.

- Reflecting on whether the learning outcomes and the teaching learning and assessment strategies used to attain learning outcomes are still relevant and appropriate.
- The compatibility of programme proposals and developments with Lyceum Campus's goals and mission.
- Campus's strategic academic and resource planning.
- Student input to programme monitoring is a central element in the Annual Programme Monitoring Process and is vital to ensure that the process allows the views of the student representatives.
- External participation at key stages for the review of programme, as independence and objectivity are essential to provide confidence that the standards and the quality of the programmes are appropriate (viz: external examiners, academic peers from other HEIs; Academic peers from other departments; students studying on the programme; graduates of the programme; work place advisors).
- Monitoring and review processes are clearly described and communicated to those who are involved in them.

3. Purpose and Objectives

Programme monitoring and review enable the Institution to reflect on the learning opportunities students have experienced, the academic standards achieved and their continuing currency and relevance.

Its objectives are to :

- Ensure, that programmes remain current and valid in light of developing knowledge in the discipline, and practice in its application;
- Scrutinize the effectiveness of assessment methods;
- Evaluate the extent to which ILOs are being attained by students;
- Evaluate the continuing effectiveness of the curriculum, teaching methods and of assessment in relation to students' attainment of programme outcomes and consider planning of any changes to the course;

- Evaluate how feedback from students obtained through internal and external surveys have been considered and appropriate action taken as required;
- Ensure that recommendations for appropriate actions are followed up to remedy any identified shortcomings; and
- Identify, promote and disseminate good practices found within the Faculty/Department.

Effective and prompt follow up of any recommendations made will protect the interests of current students.

4. Scope

Annual monitoring is a year- round internal process carried out at programme and/or course level, according to a Institution Schedule.

Departments are required to review annually all taught undergraduate and postgraduate programmes/courses for which they are responsible and which lead to the award of academic credit and/or contribute to a higher education award at level 4 or above in the Sri Lanka Qualification Framework (SLQF).

5. Data and information to be gathered for Annual Programme Monitoring and Review

The Annual Programme Monitoring process is action- focused and is based on various sources of quantitative and qualitative data.

Collection of data, processing and reporting are timetabled by the Department across the year. A considerable amount of data about stakeholder views is thus generated, which is designed to provide feedback from all stakeholders primarily for quality improvement purposes. Head/department ensures that appropriate records of data are filed securely.

Following data/ documents are used in preparing the Review Report:

- i. Reports from accrediting or other external bodies;
- ii. Feedback from alumni gathered via direct communication and questionnaire;
- iii. Feedback from staff/student consultations;
- iv. Set of data from registry for the relevant years to enable monitoring of student admission, progression, retention, and achievement;
- v. Student feedback on individual courses gathered via questionnaires and focus group discussions;
- vi. Surveys of current student views on programme/course specifications, handouts, updated websites, learning resources availability and accessibility, effectiveness of communication channels, guidance and counselling, quality of teaching learning assessment et;.
- vii. Surveys of recent graduates;
- viii. External examiners reports from the previous academic year and any reports of the current year;
- ix. Staff feedback gathered via internal surveys and questionnaires and faculty meetings;
- x. Internal peer review of teaching;
- xi. Internal audits of quality procedures;
- xii. Work placement advisers' views;
- xiii. Employers views of graduates;
- xiv. Relevant programme specification;
- xv. Relevant course descriptors;
- xvi. Data on graduate employability ie destination of leavers;

6. Annual Programme Monitoring and Review Report

The Report should include the following :

- i. Key issues from the action plans of the previous monitoring report.

- ii. Student recruitment and admissions.
 - Overall recruitment numbers for each programme including details of entry qualifications to be discussed.
- iii. Student achievement, progression and awards.
 - Summary information of student achievement together with data on progression , withdrawal and failure etc. to be provided.
- iv. External examiner's reports.
 - Any commendations and issues raised in their reports to be summarized.
 - Any issues raised by external examiners that have been raised in previous reports and remain to be fully addressed summarized.
- v. Feedback from students.
 - Findings, both quantitative and qualitative from the student surveys (induction surveys, course surveys, learning resource surveys) undertaken for each semester/ year, as appropriate to be summarized.
 - Areas that receive positive feedback from students and those that require enhancement to be identified.
 - Feedback from student representatives meetings to be included.
 - Any issues that have been a concern to students in previous years and remain a concern in the year of this report to be identified.
- vi. Curricula and assessment.
 - Any innovations, changes, or developments in curriculum or assessment to be identified.
- vii. Equality and diversity.
 - Data on student admission, retention, and achievement, with respect to gender and disability to be summarized.

viii. Student support and career guidance.

- Development with respect to student communication and student welfare and any other developments providing enhancement in student support to be summarized.

ix. Observation of teaching.

- The number of teaching observations undertaken each semester/year and who conducted the observation to be summarized.
- Good practice and areas for enhancement to be identified.

x. Teaching learning.

- Good practices in teaching- learning, staff development opportunities, and areas for enhancement to be identified.

xi. Learning resources.

- Learning resources and any feedback from students about effectiveness of the support for learning to be commented upon.

xii. Quality management and enhancement

- Areas for quality enhancement to be identified.
- Any enhancements and changes made to quality management process and systems to be commented upon.

xiii. Other comments.

7. Reporting Authorities

i. Course/module leader

Course Reports prepared by the respective course team leader will be submitted to the relevant Leader of the Programme.

If changes to the course are proposed as a result of course monitoring, these should be outlined in the course monitoring report and requested through the changes to courses/modules and programme procedure.

ii. Programme Team/Leader

Programme team Leader to review course monitoring reports, supporting information, and any other programme level supporting documentation.

Programme Team Leader shall call for a meeting with course leader to discuss the programme review in advance of preparing the programme monitoring report.

Programme Team Leader to complete a draft report and submit to Head/Department along with minutes of the meetings held.

iii. Head/Department

Head/Department calls for formally minuted meetings with course teams and programme team and other staff to discuss the Programme Monitoring and Review Report in advance of preparing the Final Programme Monitoring Report. These must be formally minuted meetings.

The departments can take corrective action where the evidence suggests that this is necessary and urgent.

The programme monitoring report focuses on.

- Issues raised by students, staff and external examiner.
- Commentary on the student assessment, guided by statistical data provided on programme outcomes, progression and completion date.
- Strengths and weaknesses of the programme.
- Identification of good practice.

- Resource limitations in the department impacting on student achievement at course/programme level action plan for the forthcoming year.

Head/Department ensures that appropriate records of quality assurance discussions /decisions are filed accurately and securely.

Full documentation including minutes of meetings along with the Programme Monitoring Report and action plan for improvements identified, is submitted to the Dean/Faculty.

iv. Dean/Faculty

Faculty Board to receive and discuss the programme monitoring reports under the standing agenda item “ Programme Annual Monitoring”.

Faculty board to prepare a Faculty Overview Report which looks into:

- Overview of the outcomes of programme monitoring, including identifying both problem areas and examples of good practices across programmes.
- Identify Faculty and Campus issues and where action is required.
- Summarise and reflect on pertinent areas that the Faculty Board has to address, relating to the monitoring and review provision.
- Include an action plan for the Faculty to be monitored and take action.
- Faculty overview report is submitted to the Academic Syndicate.

v. Academic Syndicate

- Academic Syndicate to receive all programme monitoring reports and Faculty Overview Reports of each year.
- The Academic Syndicate to discuss outcomes of annual monitoring process and identify institutional level action.

- The Academic Syndicate is responsible for monitoring and follow up actions identified in the reports.
- The Faculty Annual Monitoring Report is forwarded by the Academic Syndicate to the Academic Quality and Standards Committee (AQSC) of the Council.

vi. Academic Quality and Standards Committee (AQSC)

- AQSC meets with Deans, the programme committees, other senior academics and administrative staff. This meeting reviews all learning, teaching, and assessment matters. It is responsible for follow up actions identified in the reports, assessing progress.
- Summary of findings forwarded to the Council and copied to Academic Syndicate and Dean/Faculty and Head of Department.

8. Outcomes/Follow up of Annual Programme Monitoring Process

- i. Annual Programme Monitoring and Review Report is a vital aspect of the quality assurance and quality enhancement process at Lyceum Campus.
- ii. One of the most important outcomes is identification and dissemination of best practices.
- iii. Follow-up actions, including any actions discussed and approved during the departmental meetings will be taken forward as per the time frame.
- iv. Evidence-based identification of improvements to provision, made in order to enhance student learning opportunities and encourage the development of more inclusive approaches.
- v. Annual monitoring Review feeds into the Periodic Review of programmes held by the Campus every five years. The direct link between Annual Monitoring of Programmes and

the Periodic Review of Programmes should reduce the burden on campus, as much of the evidence to support the five-yearly reviews will already be available. The reports completed during annual programme monitoring will help to support the identification of longer term trends and themes, and the development of strategic planning during the Periodic Review.

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