School and partner RiME activities: the annual review event

RiME
Risk-Based Monitoring
and Enhancement

The RiME processes require each School and partner college to hold an annual review event to evaluate their overall provision, explore relevant strategies and their implementation, and to report on progress with the School or partner action plan. This event is staged early in the academic year to allow a review of the previous year, to inform the completion of the School or partner annual RiME report (see overleaf), and to allow significant issues and developments to be highlighted.

Invitations

Events should be scheduled well in advance, with invitations sent out to all participants including student representatives and external stakeholders. Both the Quality Assurance and Enhancement Team and the Academic Partnerships Team should also be informed so that relevant representatives can attend the review event.

A progress report on the previous year's action plan should be prepared and shared with attendees in advance of the event. It is expected that all course leaders will produce a short (500—1000 word) review of course development, highlighting in particular areas of innovation and aspects of enhancement resulting from student feedback, and any evidence of the impact of this activity. These reviews should be shared in advance with those participating in the RiME event. Where possible, other drafted elements from the RiME report may also be helpfully shared in advance of the event.

Agenda

There is no set agenda for review events - Schools and partners are free to plan the event as best suits their current needs and objectives. The expectation is that the focus of the event will be the ongoing strategic development of the School or partner, with reference to institutional and local strategies and objectives. However, there is an expectation that each of the following items be included in a meaningful way such that comment and feedback from external attendees are able to contribute effectively:

- Review of ongoing School / partner action plan
- Note of key performance indicator (KPI) results and trends (including student survey results, retention and achievement, and student recruitment); professional, statutory or regulatory body (PSRB) feedback and reports; any risk alerts issued in the past year; and national student survey (NSS) action plans and progress
- Review of course provision in the last year, including note of significant curriculum developments (validations, re-approvals, course withdrawals, significant course modifications and developments) and any recurrent issues arising at course committee meetings
- Note of significant research and scholarly activity undertaken within the School / partner
- Review of key themes arising from staff appraisals and peer review processes, and an overview of recent and planned staff development activities
- Identification of innovative practice in place or proposed, and opportunities for enhancement.

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School and partner RiME activities: the annual RiME report

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Informed by the annual RiME review event discussed overleaf, each School and partner must produce an annual RiME report by the end of November, which reflects on the previous year's activities. These reports are considered by the Quality Committee, acting under delegated authority of the University Senate. The reports are instrumental in informing the production of the annual University of Suffolk academic report.

Template

A template for annual RiME reports is provided by the Quality Assurance and Enhancement Team. This template has eleven sections along with appendices for the reporting of School / partner action plans. Completed reports should form concise summaries of the School or partner's activities in the previous academic year and their plans for the coming year.

- **Overview**: Should include note of key developments in School / partner provision during the year (i.e. new courses introduced, approved or planned; significant changes to course provision; closure of courses).

- **Review of action plan**: Report on progress made on the previous year's action plan (included in appendix one) highlighting notable successes and incomplete or unsuccessful actions.

- **Risk alerts**: A summary of key findings and resulting actions from risk alerts.

- **Issues noted by course committees as outside their control**: A table responding to any issues that course committees identified as out of their control.

- **Equality and Diversity**: Discussion of key equality and diversity trends and activities.

- **Learning, Teaching and Assessment**: Exploration of key developments and issues relating to course provision, with particular attention to how the University's Learning, Teaching and Assessment Strategy is being implemented.

- **Student Engagement**: exploration of activity focussed on gathering and responding to student feedback, and in enhancing the student experience.

- **School / partner resources**: A note of key resource developments throughout the year, including new or significant upgrade of learning resources, changes to staffing and significant staff achievements, and impending resourcing needs.

- **HE ethos (partners only)**: An exploration of activities or initiatives put in place during the year to further develop or enhance the local HE ethos.

- **Research and scholarly activity**: A brief review of the range and scope of the School / partner's research and scholarly activity, highlighting significant developments and achievements, research grants applied for and awarded, and plans for the coming year.

- **Staff development**: A review of the year's activities including locally staged staff development events, significant development events attended by staff, counts of staff engaging with taught or research based qualificatory programmes, and exploration of staff development priorities for the coming academic year (informed by the outcomes of staff appraisal and peer review activity).

- **Current action plan:** A current action plan should be presented in the second appendix.