SENATE

PERIODIC REVIEW OF THE SCHOOL OF

DATE 2013

Draft Agenda

(The agenda can be amended in discussion with the School under review and the Vice-Principal Teaching and Learning)

DAY 1  Panel pre-meeting

Venue

15.45 Refreshments available

16.00 Panel pre-meeting to consider questions and lines of enquiry for the review

18.15 Panel meal

DAY 2  Meetings with staff and students

Usually in the Colette Bowe Room (formerly the Council Room), Ground Floor, Queen's Building

9.00 – 9.30 Private meeting of the panel to confirm areas for discussion and questions (refreshments available)

09.45 – 11.00 Introduction from Head of School

10.00 – 11.00 Undergraduate programmes

- Aims and objectives, learning outcomes, development of the programmes in recent years, admission and progression, management of curricula, teaching, learning and assessment, learning resources, maintenance and enhancement of standards and quality, future plans

(11.00 Tea and coffee for panel)

11.15 – 12.15 Postgraduate taught programmes

- student admission and progression
- the aims and learning outcomes of taught provision
- the management of curricula, teaching, learning and assessment
- learning resources
- maintenance and enhancement of standards and quality

12.15 – 12.30 Panel discussion of questions for students
12.30 – 13.00  Formal meeting with UG students
13.00 – 13.30  Lunch and informal meeting with all students (UG, PGT, PGR)
13.30 – 14.00  Formal meeting with PGT and PGR students
(The meetings with students can be combined depending on numbers attending)
(15 min break for panel)
14.15 - 14.30  Panel discussion of student comments to consider additional questions for afternoon meetings
14.30 – 15.30  Postgraduate research programmes
• admission and induction
• student numbers and student funding
• supervision arrangements and monitoring progress
• training: research skills, transferable skills, preparation for writing the thesis and the viva
• PhD submission and completion rates
• maintenance and enhancement of standards and quality
15.30 – 16.00  Staff development, mentoring and probation
The discussion will cover all staff groups: academic, administrative, and clinical staff in local and peripheral hospitals.
The panel wishes to meet with junior academic staff in their probationary period or who have recently completed probation within the last 18 months, and with a member of staff who is a mentor
(16.00 tea and coffee for panel)
16.00 – 16.30  Private meeting of the panel to consider issues and preliminary conclusions
16.30 – 17.00  Clarification session with senior staff if needed (to be confirmed on the day)
17.00 – 17.30  Private meeting of the panel to finalise recommendations and conclusions