

Course Level Review

Course Title & Class Code:

Programme Title and Code:

Date | Time | Venue of Meeting | Attendees

Agenda

1. Chair welcomes everyone, introduces membership and any apologies
2. Chair appoints a secretary/record taker
3. Any potential Conflicts of interest are noted.
4. Confidentiality Statement - Members are reminded that the proceedings of the board are confidential as they pertain to learner data.
5. Course Level Review – evaluation, recommendations, and improvements:
 - Accessing the Course
 - Teaching, Learning, Assessment, Feedback, the Learning Environment
 - Progression/Transfer/Outcomes

<insert additions to agenda>

Actions for QIP

1. List any quality improvement actions to be considered by the centre or service sphere QIP

There should be a balanced appraisal of the course by looking at the above areas on the basis of what worked/what didn't/what can be built on and what needs to be addressed (Strengths/Challenges/Opportunities and Threats). It is essential the Course Team celebrates their successes.

Closing

Thank all staff for their participation. All documents are returned to the Chairperson or if online documents are deleted at close of meeting – care to be taken when handling sensitive data.

Course Level Review - Sample Template

(submit to the Centre-Level or Service Sphere-Level Review and available to the Results Approval Panel)

Course-Level Review Report

Course		Review Date:	
Award and Code / Programme Title			

Chairperson		Record taker	
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Discussion Notes – *expand text box as required*

Indicate the areas requiring action

<input type="checkbox"/> Course	<input type="checkbox"/> Module Selection	<input type="checkbox"/> Assessment	<input type="checkbox"/> Workload	<input type="checkbox"/> Learner Retention
<input type="checkbox"/> Marketing	<input type="checkbox"/> Learner Supports	<input type="checkbox"/> Work based Learning	<input type="checkbox"/> Progression pathways	<input type="checkbox"/> CAS Award modifications

expand text box as required

- EXAMPLES: Increase social media advertising – appoint staff to...
- Gather Learner support needs in early September – link with Learner Supports & Engagement Services
- Programme application to modify indicative content in the City of Dublin ETB validated CAS Award programme and/or module.
- QIP Action items for Centre-Level/Service-Sphere-Level Review and Results Approval Panel.

Balanced appraisal of the course looking at these areas

What worked well that we want to repeat			
What didn't, what can be learned			
Course quality improvements to feed into the centre (QIP) quality improvement plan			
Does the programme descriptor and/or programme module(s) need to be updated to reflect the needs of the PLC programme	<input type="checkbox"/> YES, CAS Award Programme modifications required <i>Add comments</i>	<input type="checkbox"/> YES CAS Award Module(s) modification required <i>Add comments</i>	

List the names of the attendees

Name		Role	

Add additional rows as needed.