

Sustainable Curriculum Model Portfolio Review

Within the SCM there will be a need to introduce new courses and remove courses which are no longer viable. It is not anticipated that decisions to introduce or remove courses will be set within a short timeline, rather that the proposal to introduce a new course or replace an existing one will be part of a well evidenced decision arising from the ongoing scrutiny of courses through the SCM where courses might be identified as 'at risk' if they fail to match up to the 'Criteria for Introduction and Removal of a course in the College Portfolio', CP.

Evidence base

The necessary information required for continuation, categorisation of at risk or deletion of courses can be obtained from scrutiny of the following;

- Annual Course Reviews created primarily from discussions/decisions made at course team meetings*and produced in August each year;
- close examination of course performance indicators (including student feedback) particularly against previously set College bench marks;
- examination of the course teaching and learning self evaluation documentation;
- review of external evaluation reports; and
- facilitation records.

* Course team meetings have agendas set around the HMIE pillars (High Quality Learning, Quality Culture & Student Engagement). In addition consideration should also be given at these meetings to *Curriculum for Excellence*, core skills, knowledge transfer, employability, citizenship and sustainability.

On completion of the above scrutiny exercise the course should be categorised as follows;

- a) recommended for inclusion as a continuing course in the CP;
- b) recommended for deletion from the CP; and
- c) recommended for 'at risk' status. If a course is designated in this category the Academic Head should submit an action plan for the examination of all aspects of the course e.g. marketing, course content, title, progression/articulation etc. This action plan will be monitored for the duration of the plan followed by the recommendation of future status.

Criteria for course categorisation

1. Continuation

- Market need for the course e.g. supply and demand evidence, should be clear and unambiguous.
- Progression / Articulation / Employment opportunities should be clearly signposted.
- The course should make a significant financial (nett) contribution to College overheads.
- Course design and performance, interrogated regularly e.g. through Annual Course Review, should be vibrant and positive, demonstrating clearly that it meets the needs of students, stakeholders and current market need.
- The course should be clearly identified as core or complementary activity and as such be consistent with the performance targets set within SCM.
- Course quality must be examined through reference to PIs, student/lecturer/ stakeholder feedback etc.

2. At risk

- Course numbers are significantly below target & have remained so for more than one year
- Course numbers are significantly below target and course costs are unusually high
- PIs are significantly below target & have remained so for more than one year

3. Deletion

- Despite thorough implementation and monitoring of the at risk action plan the at risk categories remain unchanged or worse

4. Introduction

It is expected that any new proposed portfolio introduction will have been delineated within the Faculty/Development Units three year horizon. A proposal for the introduction to the CP of a new full time course is undertaken by completion of the Course Approval Form and submission of this to the LDT by September of the year before its introduction. Following this, the LDT recommendation should be presented to the Academic Board for endorsement.

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