



## Annual Module Review Procedure

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**1. REVISION HISTORY AND APPROVAL**

<b>Revision</b>	<b>Nature of change</b>	<b>Approval</b>	<b>Date</b>
1.0a	Working document for QQI		

## **2. APPOINTMENT OF MODULE LEADERS**

- 2.1. Programme Leaders appoint Module Leaders at the beginning of each academic year.
- 2.2. Module Leader updates are reflected in the Programme Handbook.
- 2.3. Module Leaders are provided with a Module Leader Resource Pack by the Programme Leader which includes:
  - 2.3.1. Module Leader roles and responsibilities
  - 2.3.2. Tools and guidelines for conducting module reviews, including templates for reviewing modules as per the Universal Design for Learning (UDL) framework
  - 2.3.3. Resources for supporting lecturers in the planning, preparation, delivery and assessment of modules.

## **3. CONDUCTING MODULE REVIEWS**

- 3.1. This process is led by the Module Leader & Academic QA Co-Ordinator, who will assemble the module review team and schedule the review meetings.
- 3.2. Having completed the academic year, the Academic QA Co-Ordinator will schedule module review meetings with all required stakeholders
- 3.3. Instructions for the meeting, an agenda and timings will be provided.
- 3.4. Stakeholder feedback will be forwarded to Module Leaders in advance of the meeting:
  - 3.4.1. From stakeholders unable attend
  - 3.4.2. From learners and lecturers on module
  - 3.4.3. From the External Examiner
  - 3.4.4. From the External Consultant/ External E-learning Expert
  - 3.4.5. Grading trends from the subject board
- 3.5. Modules will be systematically reviewed and evaluated, using the UDL framework, under the following headings:
  - 3.5.1. Review of Lesson Plans with respect to module learning outcomes
    - 3.5.1.1. Does the lesson plan achieve required learning outcomes?
    - 3.5.1.2. What worked and what did not work?
    - 3.5.1.3. What needs to change and why?
  - 3.5.2. Review of Assessment Methods
    - 3.5.2.1. Did the assessment methods sufficiently assess the learning outcomes?
    - 3.5.2.2. Review and advise on new essay titles and reserve titles for re-submissions for the next academic cycle
  - 3.5.3. Review of Assessment Tools
    - 3.5.3.1. Is the grading rubric fit for purpose?
    - 3.5.3.2. Align rubric to updated assessment methods in the last step
    - 3.5.3.3. Review assessment cover sheet
  - 3.5.4. Review of Module Materials
    - 3.5.4.1. Review all each module resource under the following headings:
      - Is it still necessary/relevant?
      - Is it of adequate quality (e.g. scan quality, legibility etc.)
      - Is an alternative available (e.g. EBSCO, Google Scholar etc.)?
      - Official government documents should not be included but web links to those documents
      - Are there video resources which can be provided/linked?
    - 3.5.4.2. The module materials folder must not be empty.
- 3.6. Module leader minutes the module review meeting with resulting actions and decisions
- 3.7. Module leader packages all proposed changes to the module (lesson plan, assessment method(s), grading rubric, cover sheet, module materials/resources, folder contents) and sends these with the minutes of the meeting to the Academic Coordinator
- 3.8. The Academic Coordinator reviews all materials for compliance with copyright policy

- 3.9. The Academic Coordinator and Programme Leader approve the module package
- 3.10. The Academic Coordinator uploads the module package to the Student Portal prior to commencement of the academic year
- 3.11. The above steps are completed for all programme delivery modes, including online and blended learning provision. The mode of delivery and the impact of same on learners, content and assessment will be considered throughout this process.

**4. SPECIFIC MODULE MATERIALS CONSIDERATIONS**

- 4.1. PCI College is subject to national and international standards regarding copyright of materials. As a result, module reviews must validate the copyright status of module materials sourced for learner development and support. As a result, the following steps should be taken;
  - 4.1.1. When putting module materials on the Student Portal, module leaders must ensure that the following steps are considered:
    - 4.1.1.1. If the material already exists in a digital format, provide a link to it rather than scanning it. For example if we provide links to articles/videos in the public domain, no copyright form is needed. As we are not uploading the material, only providing a link to it.
    - 4.1.1.2. A Copyright Form needs to be completed (electronically) for every separate module material item in module folders e.g. one article from a journal or one chapter of a book. Note: PCI College needs to own the journal or book that is being used. The copyright form is available on the Student Portal – Staff Area – Module Management – Copyright.
    - 4.1.1.3. Digital copies of graphics or visual work must not be made unless it is integral to the text being copied.

**5. LINKED POLICIES AND PROCEDURES**

Linked Policies	Assessment of Learners Procedures Blended Learning Policy Collaborative Programmes, Transnational Programmes and Joint Awards Policy Ongoing Programme Monitoring Policy Revalidation Policy Support for Learners Policy
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