At its meetings held in May and July 2016, following consideration of reports from Educational Partnerships Sub-Committee (EPSC) and Taught Programmes Sub-Committee (TPSC) on the review of Annual Monitoring and Review (AMR) reports for the 2014-15 academic year, University Learning, Teaching and Student Experience Committee (ULTSEC) approved minor changes to the Annual Monitoring and Review policy.

In summary the changes are:

a. Making more explicit the prompt in the AMR report form to encourage the identification of practice in learning and teaching that is effective and worthy of dissemination;

b. Enhancing the guidance on how to make use of action plans from the previous year. Brief details of action points that have not been addressed or completed should be provided in Section A of the report, while full details should be provided in the new action plan (Section E);

c. Removing the requirement for separate one year-in reports where a programme(s) is delivered in a new location through an educational partnership and is in the first year of delivery, instead adding to the standard AMR report form questions that only need to be completed where relevant;

d. Reinforcing the guidance that the staff site visit report for the board of studies for a programme(s) delivered through an educational partnership should be taken account of in the relevant AMR report, in a way that does not lead to the unnecessary complication and expansion of AMR reports;

e. In response to a request from faculties for further support on the process, LTDS will, on request, provide training on carrying out a SWOT analysis for those colleagues who would find this useful. Academic Units may also find helpful the guidance on carrying out a SWOT analysis that is provided for subject areas undergoing Learning and Teaching Review at http://www.ncl.ac.uk/ltds/assets/documents/qsh-ltr-sampleswot.pdf