

## **RSN response to QAA report**

**The RSN was recognised for how it was responding to student need, enhancing the course and offering a range of opportunities but the panel requested a more systematic documenting of processes and internal meetings. To respond to this requirement the RSN will take the following approach**

1. The RSN will, over the next twelve months, develop and maintain reference materials that provide a central resource of the procedures and processes for the management of the degree course content and especially the systematic review of course quality and enhancement which follows UCA Common Credit Framework Regulations. This will be done through
  - a. documenting actual team meetings
  - b. documenting formal staff and student discussions internally and
  - c. preparing a core process document.
2. We will appoint a new Operations Manager to manage the additional monitoring requirements for all external agencies.
3. The Operations Manager will review the processes and procedures and add action points for review and reporting.
4. We will ensure there is an annual meeting between the Course Leader and the RSN Council, in addition to the Reporting papers presented to each RSN Council meeting, to discuss potential developments to the course, pedagogical and quality enhancements.
5. Hold meetings to discuss and prepare for the Periodic Review of the course which will be documented.
6. Hold annual meetings to review the outcome of the course and plan the strategic development of the course.
7. Hold Regular staff meetings to review pedagogic delivery and course curriculum /student enhancement. These will be minuted and form part of the annual monitoring of the programme.
8. There will be a systematic review of course outcomes each year to enhance the quality of the student learning experience, to maintain sector relevance and reflect the needs of the graduate.
9. Together these documents will provide a central resource of evaluation, review and strategic planning.
10. Course Action Plans, course delivery and reference materials for the procedures of managing the quality of the course will be maintained centrally and inform all quality procedures for the programme.

October 2018