

**CENTRE FOR LEARNING INNOVATION AND
PROFESSIONAL PRACTICE**

...

QUALITY TEAM

...

QUALITY ASSURANCE AND ENHANCEMENT

KEY DATES

2018-2019

REVIEWS SCHEDULED FOR 2018-19

SCHEDULE OF PERIODIC REVIEWS	
2018-19	
Term 1 Monday 24 September – Friday 14 December 2018	Term 2 Monday 14 January – Friday 5 April 2019
MSc Professional Engineering Interim Review - short cycle 10th September 2018 Lesley Price	PGT Linguistics Programmes, including Forensic Linguistics 6 th , 20 th or 27 March Secretary : Steve Jones
	UG Electronic Engineering (March 2013) Provisionally week of 18 March 2019 Secretary : Adam Hewitt
	Foundation Degrees in Electrical Power Engineering COLLABORATIVE Secretary : Sarah Davies
	BEng Professional Engineering – first review Secretary : TBC
	Foundation and International Foundation Year: CROSS-INSTITUTIONAL AND COLLABORATIVE All Schools to be involved Provisionally March 2019 Secretary : Lesley Price
	MSc Mechanical Engineering (Modelling) short cycle Provisionally February/March 2019 Secretary : TBC
	MSc Professional Engineering short cycle March 2019 Secretary: Lesley Price
	PGT Pharmacy Programmes Weeks 29 April or 6 May 2019 excl. 9 May Secretary : TBC

(Updated August 2018)

KEY DATES

NOTE:

Please provide any papers for committees to the Quality Team **14 days** before a meeting.

SEPTEMBER 2018

Monday	10	8.30	Interim Review of MSc Professional Engineering (LAP)
Monday	17	-	TERM 1 - New Students
Sunday	23	-	TERM 1 – Returning Students Begins
		-	Release of UG Monitoring and Review Data

OCTOBER 2018

Thursday	18	14.00	Programme Approval Steering Committee
Tuesday	9	10.00	Operational Learning and Teaching Committee
Tuesday	23	15:00	Aston BMet Steering Group
Thursday	25	10.00	Learning and Teaching Committee

NOVEMBER 2018

Tuesday	20	14:00	Collaborative Provision Strategy Group (CPSG)
Wednesday	21	14.00	SENATE
Thursday	22	10.00	Regulation Sub-Committee (RSC)
Friday	23	10.00	Programme Approval Steering Committee (PASC)
Thursday	29	11.00	Exam Board Briefing session
			Release of PGT Monitoring and Review Data

DECEMBER 2018

Schools to complete Annual Monitoring and Review for Undergraduate Programmes

2017/18 Guidance packs for Boards of Examiners to be available on Quality website by early December.

Wednesday	5	10.00	CPSG – UG Annual Review meeting
Thursday	6	13.00	Exam Board Briefing Session
Thursday	13	14.00	Programme Approval Steering Committee (PASC)

			Deadline - Undergraduate Annual Monitoring Reports to be submitted to Sarah Davies, Director of Quality Assurance and Enhancement
Saturday	15	-	TERM 1 Ends

JANUARY 2019

Sunday	13	-	TERM 2 Begins
Friday	18	10:00	Programme Approval Steering Committee (PASC)
Monday	21	14:00	Collaborative Provision Strategy Group (CPSG)

FEBRUARY 2019

Monday	11	10.30	Aston-BMET Steering Group
Wednesday	13	10.00	Operational Learning and Teaching Committee
Thursday	27	14.00	Programme Approval Steering Committee (PASC)
Thursday	28	10.00	Learning and Teaching Committee (LTC)

MARCH 2019

Schools to complete Annual Monitoring and Review for Postgraduate Taught Programmes

Wednesday	13	10.00	Collaborative Provision Strategy Group (CPSG)
Wednesday	13	14.00	SENATE
Thursday	14	10.00	Regulation Sub-Committee (RSC)
Friday	22	14.00	Programme Approval Steering Committee (PASC)
			Deadline - Postgraduate Annual Monitoring Reports to be submitted to Sarah Davies, Director of Quality Assurance and Enhancement

APRIL 2019

Wednesday	3	10.00	Operational Learning and Teaching Committee
Saturday	6	-	TERM 2 Ends
Wednesday	10	10.00	CPSG – PG taught Annual Review Meeting
Tuesday	16	-	POSTGRADUATE DEGREE CONGREGATION
Sunday	29	-	TERM 3 Starts
Wednesday	17	10.00	Programme Approval Steering Committee (PASC)

MAY 2019

Wednesday	8	10.00	Aston-BMET Steering Group
Thursday	9	10.00	Learning and Teaching Committee
Friday	10	10.00	Exam Board Briefing session
Monday	13	11.00	Exam Board Briefing session
Thursday	16	10.00	Regulation Sub-Committee
Tuesday	21	10.00	Collaborative Provision Strategy Group (CPSG)
Thursday	23	14.00	Programme Approval Steering Committee
Wednesday	29	14.00	SENATE

JUNE 2019

Tuesday	11	10.00	Operational Learning and Teaching Committee
Saturday	15	-	TERM 3 Ends
Wednesday	26	10.00	Learning and Teaching Committee
Wednesday	26	12.00	LTC Lunch and Strategy

JULY 2019

Friday	5	14.00	Programme Approval Steering Committee
Monday	22	14.00	DEGREE CONGREGATIONS
Tuesday	23	All day	DEGREE CONGREGATIONS
Wednesday	24	All day	DEGREE CONGREGATIONS
Thursday	25	All day	DEGREE CONGREGATIONS
Friday	26	All day	DEGREE CONGREGATIONS

AUGUST 2019

Quality Team to check collaborative agreements for those that expire in the **2019/20** academic year.

School Administrators to check programmes with no students enrolled to see if they need to request formal withdrawal, or to seek re-approval.

SEPTEMBER 2019

OCTOBER 2019

QUALITY TEAM CONTACTS

Fourth floor of South Wing (SW408)

Sarah Davies

Director of Quality Assurance and Enhancement

Extension 4657

Email: s.j.davies@aston.ac.uk

Lesley Price*

Quality Lead for Collaborative Provision

Extension **4656**

Email: l.a.price@aston.ac.uk

***Works on Monday, Tuesday and Wednesday**

Belinda Cross

Quality Officer – Programme Approval:

Extension **5220**

E-mail: b.cross@aston.ac.uk

Adam Hewitt

Quality Officer- Academic Standards:

Extension **4672**

Email: a.hewitt@aston.ac.uk

Steven Jones

Quality Officer- Information and Systems:

Extension **3757**

Email: s.c.jones@aston.ac.uk

Lesley Stewart

Clerical Officer

Extension **4675**

E-mail: l.j.stewart@aston.ac.uk

School Contacts

Jenny Holt

Extension: **3129**

Email: j.e.holt@aston.ac.uk

Location: ABS Building, Level 6, Room 617

Louise Millard

Extension: **3176**

Email: l.g.millard@aston.ac.uk

Location: ABS School Office, Main Building 6th Floor

Emma Szurminski

Extension: **3157**

Email: e.l.szurminski@aston.ac.uk

Location: ABS School Office, Main Building 6th Floor

Elizabeth Bridges

Extension: **4974**

Email: e.bridges@aston.ac.uk

Location: AMS, Main Building 510

Donna Wheat

Extension: **5294**

Email: d.wheat@aston.ac.uk

Location: EAS, Main Building 135

Yvonne Henderson

Extension: **4288**

Email: y.henderson@aston.ac.uk

Location: LSS, Main Building 773

Claire Rolls

Extension: **3171**

Email: c.rolls@aston.ac.uk

Location: LSS, Main Building 777

Trevor Knight

Extension: **3968**

Email: t.knight@aston.ac.uk

Location: LHS, Main Building 626b

CLIPP Quality Team email: clipp_quality@aston.ac.uk