Portfolio Review Implementation
9 February 2023

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Pro-Vice-Chancellor (Education and Student Experience)

Things we will cover

➢ Quick reminder of drivers and benefits

➢ What's been done to date

➢ **Key priorities for next 6-8 weeks: Operations, Programme Design and Student Comms**

➢ **Opportunities for questions**

Please note:
Information and updates can be found on the Portfolio Review webpages, via the Staff Portal:
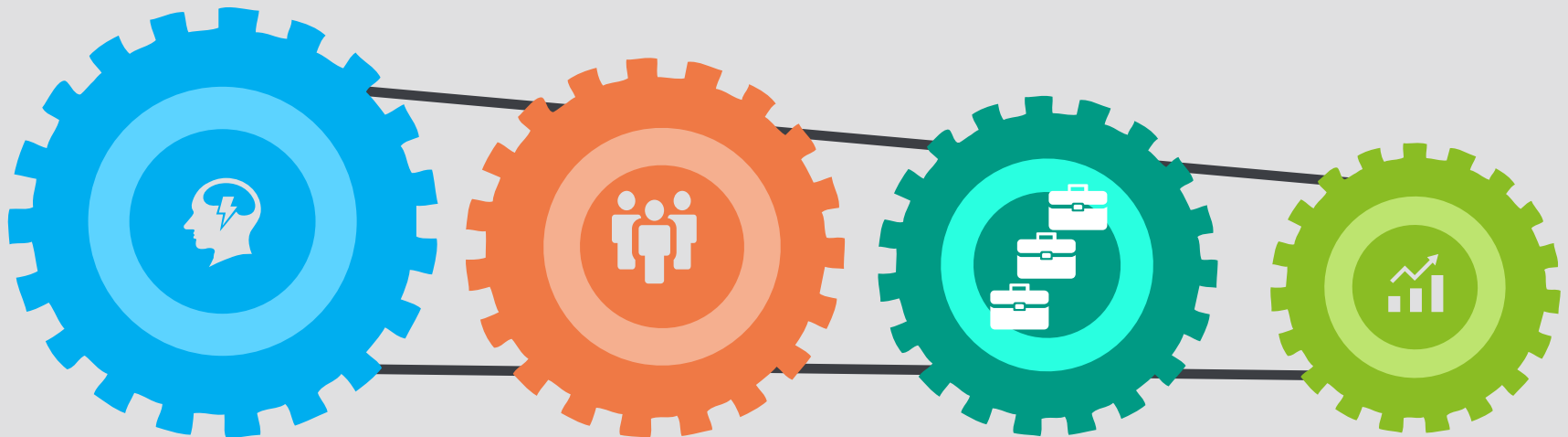https://portal.reading.ac.uk/staff/in-focus/strategic-foundation-programme/portfolio-review-pathway

Portfolio Review:
Reminder of Drivers and Benefits

Improving student experience and wellbeing

Improving staff workload & wellbeing

Creating a sustainable, coherent portfolio

Making better use of resources
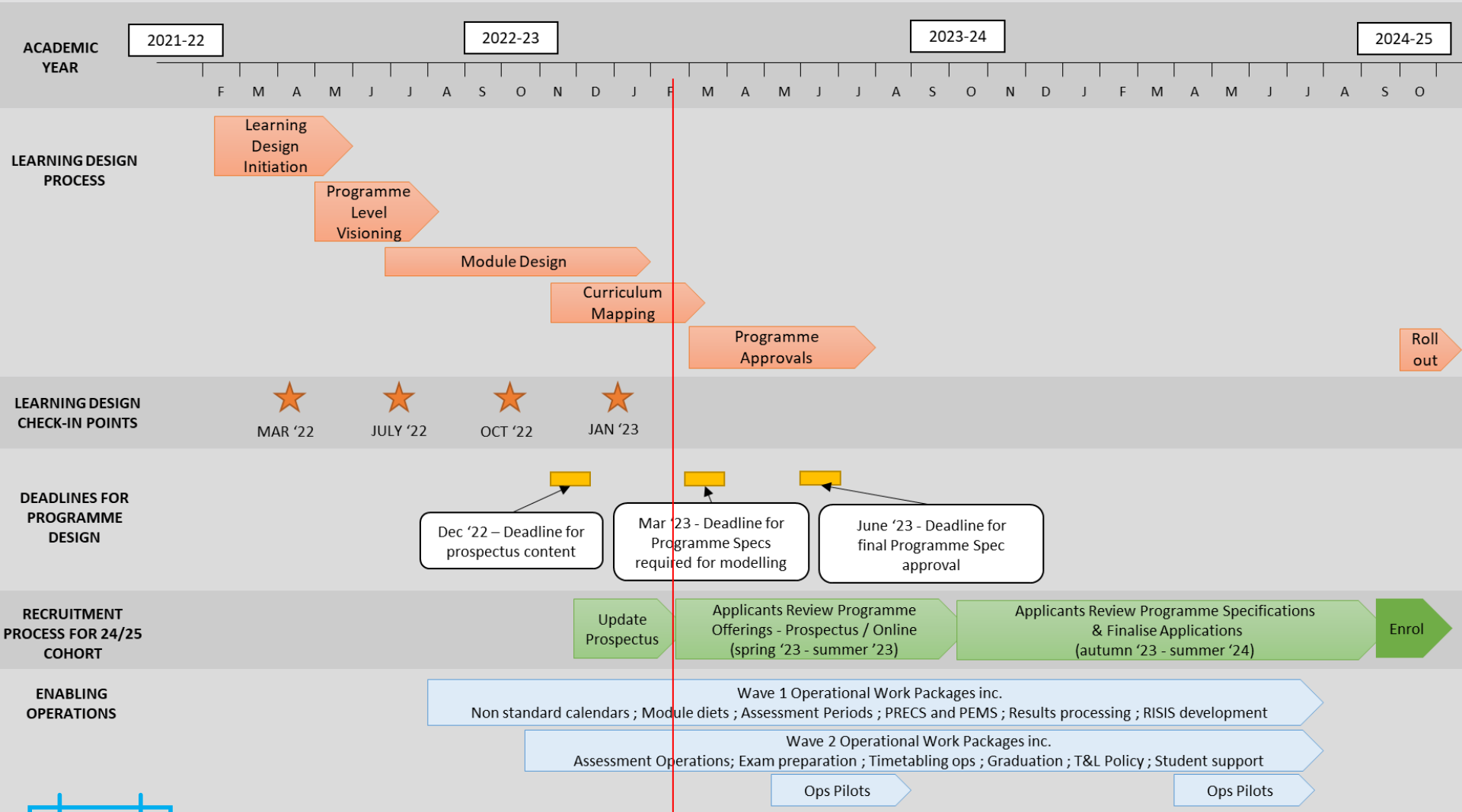
Overarching Workstream Aims

Enabling Operations

- To manage the implementation of the systems and process changes required within T&L Support functions as part of the redesign of programmes & modules to support the move to the new academic year structure.

Enabling Programme Design

- To improve the UoR experience for students and staff, with a focus on inclusivity, through implementing the Portfolio Pathway principles with Schools and Functions.

Timeline

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ACADEMIC YEAR	2021-22	2022-23	2023-24	2024-25

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LEARNING DESIGN PROCESS

- Learning Design Initiation
- Programme Level Visioning
- Module Design
- Curriculum Mapping
- Programme Approvals
- Roll out

LEARNING DESIGN CHECK-IN POINTS

★ MAR '22   ★ JULY '22   ★ OCT '22   ★ JAN '23

DEADLINES FOR PROGRAMME DESIGN

- Dec '22 – Deadline for prospectus content
- Mar '23 - Deadline for Programme Specs required for modelling
- June '23 - Deadline for final Programme Spec approval

RECRUITMENT PROCESS FOR 24/25 COHORT

- Update Prospectus
- Applicants Review Programme Offerings - Prospectus / Online (spring '23 - summer '23)
- Applicants Review Programme Specifications & Finalise Applications (autumn '23 - summer '24)
- Enrol

ENABLING OPERATIONS

- Wave 1 Operational Work Packages inc.
Non standard calendars ; Module diets ; Assessment Periods ; PRECS and PEMS ; Results processing ; RISIS development
- Wave 2 Operational Work Packages inc.
Assessment Operations; Exam preparation ; Timetabling ops ; Graduation ; T&L Policy ; Student support
- Ops Pilots
- Ops Pilots

2024/25

- Programme and module changes complete
- Semester based Academic Year commences

Enabling Operations

Recent Progress
• Analysis of Check-In information
• Development of model for module selection in new semester structure
• RISIS development
• Briefings to Support Centres; workshops with Exams & Graduation teams

Enabling Operations

Priority Activities for next 6-8 weeks

- Reviewing data from the Check In spreadsheets to:

  - Develop operational principles for the new semester structure, such as what can be accommodated in the assessment periods

  - Start planning for the work needed to support the new programmes, such as setting up diets

- Gaining agreement on the new model & timing for module selection

- Developing solutions that save time in processing results at the end of the academic year

- Getting underway with 4 of the Wave 2 Work Packages; Assessment Operations, Timetabling, Student Support and Exams Preparation & Oversight

Enabling Programme Design

Recent Progress
• Programme Design Principles published in PRP Programme Design Decision Document (available on webpages)
• Check-in 3a and 3b of Learning Design Process completed
• Analysis of Check-In information
• Supporting Schools with programme redesign process
• PRP Re-Approvals Group established

Enabling Programme Design

Priority Activities for next 6-8 weeks

Ensuring all programmes are ready for approval process in March:

- Schools complete all paperwork including, Curriculum Mapping, Programme Specs and MDFs for modules (compulsory and sample of optional modules, plus UoRM modules)

- Approvals via Spring BoSSEs (recommended dates: 6th-17th Feb)

- External Examiners review proposed programme changes (recommended dates: 20th Feb-10th March)

- Final revisions and SDTL sign off (by 24th March)

It is vital that the required paperwork is received on time, to enable us to re-approve programmes. If programmes are not re-approved they cannot be included in the Programme roll-over for 2024/25, which means we cannot recruit to those programmes.
If you have any concerns, please speak with your TLD.

Programme Approval Process

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What do Schools need to submit?

a) Portfolio Review Programme Amendments **Cover Sheet**

b) **Programme Specifications** for all redesigned programmes.

c) **Module Descriptions** for:

- all compulsory modules

- a sample of optional modules in the redesigned programmes.

- all modules offered as part of a programme at UoRM

d) **Curriculum Mapping templates.**

e) A list of any permitted exemptions agreed with your TLD

f) Report from the **External Examiner.**

g) Note on **engagement with, and response from, accrediting PRSB**

h) An outline of any **significant changes in resource requirements from services** to support the programme, and a comment on their implications from the heads of the relevant services.

Programme Approval Process

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Support for Schools

- **Administrative Support**: Additional funding available for administrative support through Campus Jobs (100 hours per School).
Email: portfolio.pathway@reading.ac.uk, with details of how many individuals you would like, the timeframe, and if there are any specific PhD or Masters students you would like to offer this opportunity to.

- **Staggered Deadlines:** Please speak with you TLDs about a plan for staggering submission deadlines, if needed.

- **Contextual Statements:** These will not be a compulsory part of the Approval Paperwork submission. Please do include a list of any permitted exemptions you have discussed and agreed with your TLD.

- We are working hard to find ways to support you and looking at all of our options for the reapprovals process. We are open to discussions and suggestions from you.

Programme Re-Approvals timeline

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24 March 2023

PROGRAMME APPROVAL DOCUMENTATION SUBMITTED BY SCHOOLS

27 March-4 July

CQSD and TLDs review School paperwork and make recommendations for approval

4 April – 11 July

Programme Approvals at UPB:
- 04.04.23
- 20.04.23
- 09.05.23
- 25.05.23
- 13.06.23
- 06.07.23

5 April – 21 July

CQSD upload approved programme changes to RISIS, to be communicated further
UG: by 21 July
PG: by 31 August

June-September

Contractual Student Comms sent:
UG OH: 28.06.22 – 25.07.22
PG OH: 04.09.22
UG Current: 01.08.22
PG Current: 05.09.22
Clearing: from 17.08.22

Webpage updates:
- **March 2023:** 2024/25 webpages published (minus full module info – Modules 'Approved in Principle')
- **April - September 2023:** Module info added as programme approved
- **November 2023 – January 2024:** Optional module information added after Autumn BoSSEs
- **March 2024:** Full 2024/25 Module info available through RISIS

March 2023 – March 2024

Open Days

June- July

Guidance for talking with current students and prospective students, for example at Open and Visit Days, has been developed

Enabling Programme Design

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Sources of support
Recorded demonstrations are available at: • https://bit.ly/3Xl2xAi New spreadsheet features • https://bit.ly/3O913eA Completing the spreadsheet • https://bit.ly/3Ef9jXk Common issues and tips to fix them **Programme Design Documentation** Documentation to support the design of programmes in accordance with the approved programme design decisions can be found here: PRP LD0 - Introduction to Learning Design Process PRP LD1 - Design Initiation PRP LD2 - Programme Visioning PRP LD3 - Module Design PRP LD4 - Curriculum Mapping PRP LD5 - Programme Approval Schools can access support for any of the processes above from their TLDs and the ADE Team

Strike Contingency

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Support for Schools

- Priority should be given to supporting our current students, and ensuring that key learning outcomes are appropriately addressed to enable them to succeed in their studies.
  We will be discussing with Heads of Schools how the PRP work can be supported during this time.

- There is no Quorum for BoSSE meetings and these can take place during Strike days. Papers should be circulated at least a week in advance, which will enable written feedback from any colleagues unable to attend.

- If your External Examiner is unable to support the Programme review due to impacts of the Strike, in the first instance please try to find another external colleague (perhaps a previous External Examiner or other external contact). If this is also not possible please contact your TLD to discuss options.

Student Communications

Guidance for Colleagues

PRP – Guidance for engaging students and prospective students.docx – A guidance document to help staff explain the changes to current and prospective students.
This guidance includes:

1. An overview of what the changes are (AY, programmes/modules, assessment, digital learning)

2. Why these changes are being made

3. When more information will be available

4. Plus FAQs, such as: How will the changes benefit students?; When are the changes happening?; What do I need to do?; How will this affect the modules being offered on my course?; and how much of my course will be online vs F2F?

This is a live link and FAQs will be added over time. **Please let us know if there are particular questions/ topics you want us to cover in the FAQs**

This can be used to support a number of upcoming opportunities:

• BoSSEs (Feb): Board Chairs can use the guidance to prime RUSU Reps

• Visits Days (Feb): Guidance will be shared with staff and student helpers and also included in training

• HE Fairs (March): Guidance will be shared with staff and included in training

• Webpage information (March): MCE will update the Essentials webpages

• Email queries (Feb): FAQs will support responses to prospective students

Questions?

Reminder:

Next Breakfast Drop-In - Wed 15th March 2023 @ 9am