

**APPENDIX 3**

**PARTNER REVIEW**

**INDICATIVE AGENDA**



**Name of Partner:**

**Date, time and location**:

This agenda provides an aide-mémoire in the planning of Partner Review meetings.

Agenda items may not be appropriate for all meetings and additional items should be added under any section as appropriate. The timings are suggestions only and should be adjusted accordingly.

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| **First Panel Meeting** | **10.00 – 11.00**  (**This may take place the previous evening, in which case the timings for the day will be adjusted accordingly)** |
| * Introductions * Background to the partnerships * Aims and process of the Partner Review * Confirmation of agenda for the meetings and allocation of responsibilities | |
| **Meeting with Students** | **11.00 – 11.45** |
| Chair to:   * Thank students for attending. Invite panel to introduce themselves * Assure students their comments will be treated in confidence * Invite all students to contribute – make clear where they do/do not agree with other speakers * Ask students to emphasise the positive features of their programme * Ask students to introduce themselves, say what programmes they are studying, what year of study   and invite them to say why they chose to study at Partner   * Clarify whether any students present are student representatives   Indicative agenda items:   * Are the students’ expectations of the Partner and their respective programmes being met? * Views on student induction to resources, study skills support, library, e-resources, etc. * Effectiveness of mechanisms for student engagement: How do students influence on-going curriculum development and formal programme review? Are the opportunities for student feedback working effectively, does the student representation system work? * Availability and appropriateness of learning resources and library * Use of Brightspace or Partner equivalent, access on/off campus * Views on quality of teaching; pastoral and academic support; Additional Learning Support * Views on assessment; briefs, support, marking, timing * Cohort sizes/size of programme team – pros and cons * Sense of being HE students/BU students * Full-time/part-time experience – managing flexibility * Accessibility and value of careers support at Partner * Student accommodation * Progression opportunities; support for transition to Level 6 * Extra-curricular opportunities | |
| **Second Panel Meeting** | **11.45 – 12.00** |
| Summarise outcomes of student meeting and adjust agenda accordingly | |
| **Meeting with academic and administrative/support staff** | **12.00 – 13.00** |
| Chair to:   * Invite Panel and Partner staff to introduce themselves * Invite all colleagues to contribute – make clear where they do/do not agree with other speakers * Ask colleagues to introduce themselves and state their job title and their role within Partner   Indicative agenda items:  **Quality Assurance**   * How is HE managed at the Partner * Views on communication channels internally and with BU * Experience of Link Tutors; Faculty support * Annual monitoring of programmes   **Staffing and staff development**   * Views on breadth and depth of staffing resource (small team – sustainability and risk issues) * Staff views on accessibility and value of staff development sessions and opportunities * Balance between pedagogic issues and procedural issues,   **Resources, including estates**   * VLE use/access/training * Learning opportunities available to students; Additional Learning Support   **Assessment processes**   * Assessment and marking strategies, independent marking and moderation * Administration and management * Views on assessment board administration, BU Student Records System requirements; recruitment issues | |
| **Lunch and Third Panel Meeting** | **13.00 – 14.00** |
| Summarise outcomes of meeting and adjust agenda accordingly | |
| **Meeting with senior staff** | **14.00 – 15.00** |
| Indicative agenda items:  **Strategic direction**   * History and current extent of the partnership and future development. * Resources and support for HE provision * Effectiveness of communication channels (Committees, Link Tutor, HE Co-ordinator roles, etc.) * Progress/development since last Partner Review   **Quality assurance**   * Effectiveness of oversight and monitoring activities at Partner and BU * Enhancement of education and learning opportunities   **Admission and retention**   * Plans, trends and actions * Marketing of provision   **Student experience**   * Effectiveness of student engagement activities * ‘HE student experience’ within a predominantly FE environment   **Staffing and staff development**   * Academic and administrative resource base * Staff development opportunities and support * Process for BU approval of new staff on HE programmes   **Learning opportunities available to students**   * Resources: teaching accommodation, library, e-resources, etc. | |
| **Fourth Panel Meeting and feedback to senior staff** | **15.00**  **(Should any further clarification be required, a further meeting with members of the partner may be necessary. If so, times of subsequent meetings may have to be adjusted accordingly)** |
| Panel final meeting and feedback to staff:   * Capture the key findings of the meeting with senior staff * Ensure relevant guiding principles for partnership development have been considered (*see 7B Partnership Approval: Policy and Procedure*) * Identification of good practice and areas for commendation * Identification of areas for concern or for development * Based on the evidence read and heard, decision on the level of confidence the University should continue to have in the Partner (broad/ limited/no confidence) * Conditions and recommendations may be set by the Panel * Confirm year of next Partner Review (max. five years) | |