Approval Process: Making Programme and Course Changes for 2020/21

Academic Quality

4, 8 and 10 June 2020
What will the session cover?

2020/21 Course delivery/assessment changes due to Responsive Blended Learning

Other COVID-19 Changes to Courses + Programme Structures for 2020/21

Programme/Course Withdrawal from 2020/21 due to Portfolio Modernisation

All other changes to programmes and courses

Different approvals processes are in place for each category of change

The session does not cover the new business approval process through the Programme Management Board and its alignment with the academic approvals process: a key procedure for Portfolio Modernisation (for a future session)
COVID-19 Approvals Process: 2020/21 Programme and Course Modifications

2020/21 Course delivery/assessment changes due to Responsive Blended Learning

ONE PAGE NARRATIVE
Summarise School-specific RBL approaches and accreditation requirements

School to send summary to K. Wallace, Clerk to USC, by 31 July 2020

School (+ University) summaries approved by Chairs of USC + UCQS

School (+ University) summaries sent to USC, UCQS and AQ for information

School (+ University) summaries sent to UCQS external for endorsement

School notified of any comments

Summaries appended to SFC Quality Report

Other COVID-19 Changes to Courses + Programme Structures for 2020/21

• change of semester for courses
• withdrawal of a course
• introduction of replacement course
• amalgamation of courses
• a change to the start/re-start date of a programme

School to make changes on PAMS/Banner and consult with other Schools by 27 June 2020

Changes reviewed K. Wallace, Clerk to USC

Change to programme start dates fast-tracked and approved by Chairs of USC + UCQS (all other changes approved by Schools)

Schools notified of approval or requests for re-submission

Changes made live on Banner

Programme/Course Withdrawal from 2020/21 due to Portfolio Review

Permanent programme or course withdrawals from 2020/21 due to portfolio review

School to make changes on PAMS/Banner and consult with other Schools by 27 June 2020

Changes reviewed K. Wallace, Clerk to USC

Programme withdrawals fast-tracked and approved by Chairs of USC + UCQS (course withdrawals approved by Schools)

Schools notified of approval or requests for re-submission

Changes made live on Banner

All other changes to programmes and courses

New programmes new modes of study, programmes with January start date as permanent change, and all other changes

School to make modifications on PAMS/Banner as per standard approvals process and by specified deadlines

Changes reviewed by K. Wallace, Clerk to USC

Programme proposals to be considered by USC at a scheduled meeting or additional meeting by correspondence

Schools notified of approval or requests for re-submission

Changes made live on Banner

Full details are provided in Summary of 2020/21 Approvals Process and Guide to Making Course Changes 2020/21
Guides to Approvals Processes: 2020/21 Changes

2020/21 Course delivery/assessment changes due to Responsive Blended Learning

Other COVID-19 Changes to Courses + Programme Structures for 2020/21

Programme/Course Withdrawal from 2020/21 due to Portfolio Modernisation

https://www.hw.ac.uk/uk/services/academic-registry/quality/qa/academic-approvals.htm
All other changes to programmes and courses

The approval process comprises, the completion of proposals via the Programme Approval Management System (PAMS), followed by submission to the relevant School Committee and, where appropriate, to the Studies Committee.

The procedures for approval of disciplines, programmes and courses have been revised in view of the introduction of the Student Administration Service (SAS) system in May 2010.

https://www.hw.ac.uk/uk/services/academic-registry/quality/qa/approval-procedures.htm
**2020/21 Course delivery/assessment changes due to Responsive Blended Learning**

**Learning and Teaching Academy**

https://lta.hw.ac.uk/responsive-blended-learning/

**RBL: Our principles**

- Prioritise the wellbeing of staff and students.
- Support students to thrive as part of global learning communities.
- Value our staff and their skills, knowledge and passion for their subject that underpins the HWU learning experience.
- Build on our strengths as a global, multi-sited university.
- Blend online and face-to-face learning in a way that is pedagogically appropriate and practically deliverable.
- Ensure identical academic standards across learning contexts.
- Maintain our commitment to Inspiring Learning.

At the heart of the RBL approach is our Heriot-Watt [global learning community](https://lta.hw.ac.uk/responsive-blended-learning/), our students and our staff collaborating together to inspire learning.
2020/21 Course delivery/assessment changes due to Responsive Blended Learning

Process for Schools to summarise School-specific RBL approaches (ie changes to learning, teaching and assessment)

ONE PAGE NARRATIVE (proforma provided):
Summarise School-specific RBL approaches and accreditation requirements

School to send summary to K. Wallace, Clerk to USC, by 31 July 2020

School summarises to be approved by Chairs of UCQS and USC by 7 August 2020

RBL-changes, while significant, do not need to go to USC as there are no expected changes to programme learning outcomes

There is no requirement for Schools to enter these changes on PAMS for publishing on web Programme/Course Descriptors. A UK-wide CMA statement is being produced to cover changes to published provision for both new and continuing students.
2020/21 Course delivery/assessment changes due to Responsive Blended Learning

Summary of approval process for RBL-related changes

A temporary, expedited process has been introduced for approving changes to courses or programmes related to Responsive Blended Learning and changes being introduced temporarily due to COVID-19.

https://www.hw.ac.uk/uk/services/docs/academic-registry/approvals-covid19-rbl-process.pdf

This guide provides information for Schools on making changes to programme and course structures.

1. COVID-19 Changes: Responsive Blended Learning: Programme/Course Structures

In response to COVID-19, temporary arrangements have been put in place for expediting the approval categories of changes to programmes and courses, as summarised in the related approvals process:

1) Changes to programme and course structures due to COVID-19
2) Changes to course delivery and assessment through Responsive Blended Learning

https://www.hw.ac.uk/uk/services/academic-registry/quality/qa/academic-approvals.htm
2020/21 Course delivery/ assessment changes
due to Responsive Blended Learning

School Summary of Responsive Blended Learning Changes

Please use this proforma to summarise changes to delivery and assessment made as part of Responsive Blended Learning. There is no need to detail these changes course by course or programme by programme, rather a narrative should be provided of the types of modifications made to delivery and assessment.

Please ensure that you take account of MQA and KHDA requirements, as both organisations need to be informed of changes to delivery and assessment.

<table>
<thead>
<tr>
<th>School</th>
<th>Contact Details for RBL Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

School summaries of RBL and accreditation requirements should be returned to Katrina Wallace (K.Wallace@hw.ac.uk), Clerk of the University Studies Committee, by 31 July 2020

https://www.hw.ac.uk/uk/services/academic-registry/quality/qa/academic-approvals.htm

Proforma for returning RBL Summaries to K.Wallace@hw.ac.uk by 31 July 2020
COVID-19 Changes to Courses + Programme Structures for 2020/21

Process for Schools to undertaking TEMPORARY structural changes to COVID-19

- change of semester for courses
- withdrawal of a course
- introduction of replacement course
- amalgamation of courses
- a change to the start/re-start date of a programme

School to make changes on PAMS/Banner and consult with other Schools by **27 June 2020**

Changes reviewed K.Wallace, Clerk to USC

Change to programme start dates fast-tracked and approved by Chairs of USC + UCQS by **30 June** (all other changes approved by Schools)

Although programme structures would be modified through the above changes, these do not need to go to USC as programme learning outcomes are not expected to change.

PAMS has been set up to enable return to original structures from 2021/22
COVID-19 Changes to Courses + Programme Structures for 2020/21

Summary of approval process for Programme + Course Structure Changes due to COVID-19

1. COVID-19 Changes: Responsive Blended Learning: Programme/Course Structures

In response to COVID-19, temporary arrangements have been put in place for expediting the approval of 2 categories of changes to programmes and courses, as summarised in the related approvals process:

1) Changes to programme and course structures due to COVID-19
2) Changes to course delivery and assessment through Responsive Blended Learning

All changes to be on PAMS by 27 June 2020

https://www.hw.ac.uk/uk/services/academic-registry/quality/qa/academic-approvals.htm
COVID-19 Changes to Courses + Programme Structures for 2020/21

3. Deadline Dates

The typical changes which Schools are likely to make due to COVID-19 are:

- a change to the semester in which a course is being offered;
- withdrawal of a course;
- introduction of a replacement course;
- amalgamation of courses;
- a change to the start/te-start date of a programme;

In addition, Schools might use the opportunity to progress some of their planned portfolio review activity to make changes for 2020/21:

- withdrawal of a course due to portfolio review;
- permanent changes from AY 2020/21

Schools may wish to set their own internal deadlines for completing the review and revision of programme structures, ensuring that consultation has taken place, where relevant, with other Schools with the overall aim of ensuring that all modifications are on PAMS by 27 June 2020 (see next section on PAMS).

Any course changes which impact on other Schools must be discussed and agreed between Directors of Learning and Teaching to ensure that all relevant Schools can factor these changes into their own planning for 2020/21.

Any other modifications, eg introducing a new programme or a new mode of study into an existing programme, should be progressed through the University’s standard approval process in accordance with published timeframes (see Summary Diagram in Appendix 1).

The deadline date of 27 June 2020 is both final and critical. Programme and course structural modifications must be completed in PAMS to enable the following processes to commence: timetabling (physical and virtual); online programme enrollment; course registration; registration on Vision courses (including Vision-based induction courses for new and returning students).

All changes to be on PAMS by 27 June 2020
COVID-19 Changes to Courses + Programme Structures for 2020/21

Teams site with Guides and School-specific folders. Each folder contains a spreadsheet of all Programme Structures
COVID-19 Changes to Courses + Programme Structures for 2020/21

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Programme Desc.</th>
<th>Group Code</th>
<th>Course Code</th>
<th>Long Title</th>
<th>Course Code</th>
<th>Credit</th>
<th>Degree</th>
<th>Level</th>
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<tbody>
<tr>
<td>TBC</td>
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<td>A101-1F-D</td>
<td>A11RP</td>
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<td>A101-1F-D</td>
<td>A11RP</td>
<td>GIS for Marine and Environmental</td>
<td>1OR</td>
<td>60.00</td>
<td>MSC</td>
<td>PT</td>
</tr>
</tbody>
</table>

First line of programme has hyperlink to PAMS web pdf descriptor.

REVIEW Column to track progress (also reviewed by AQ).
Programme/Course Withdrawal from 2020/21 due to Portfolio Modernisation

Process for making permanent programme or course withdrawals from 2020/21 due to portfolio modernisation

Some Schools may use the review of programme/course structures for COVID-19 as an opportunity to accelerate permanent withdrawal of programmes/courses from 2020/21

School to make changes on PAMS/Banner and consult with other Schools by 27 June 2020

Changes reviewed K. Wallace, Clerk to USC

Programme withdrawal fast-tracked and approved by Chairs of USC + UCQS by 30 June 2020 (course withdrawals approved by Schools)

Programme withdrawals for 2020/21 do not need to go to a meeting of USC, but need to be processed on PAMS and Banner
Programme/Course Withdrawal from 2020/21 due to Portfolio Modernisation

Summary of approval process for Programme/Course Withdrawal 2020/21 due to Portfolio Modernisation

All changes to be on PAMS by 27 June 2020

https://www.hw.ac.uk/uk/services/academic-registry/quality/qa/academic-approvals.htm
Programme/Course Withdrawal from 2020/21 due to Portfolio Modernisation

Summary of approval process for Programme/Course Withdrawal 2020/21 due to Portfolio Modernisation

3. Deadline Dates

The typical changes which Schools are likely to make due to COVID-19 are:

- a change to the semester in which a course is being offered;
- withdrawal of a course;
- introduction of a replacement course;
- amalgamation of courses;
- a change to the start/re-start date of a programme.

In addition, Schools might use the opportunity to progress some of their planned portfolio review changes for 2020/21:

- withdrawal of a course due to portfolio review;
- withdrawal of programme due to portfolio review.

All withdrawals to be processed on PAMS by 27 June 2020

4. Changing Programme/Course Structures on PAMS/Banner

Schools should undertake COVID-19 modifications and portfolio review withdrawals on PAMS, as per standard processes and guidance on making changes in PAMS by 27 June 2020.

It is essential that changes are made directly on PAMS as this ensures that both Schools and students (new and continuing) have the most up-to-date and accurate information to hand during online enrolment.

While withdrawals of programmes and courses due to portfolio review are permanent changes, it is recognised that COVID-19 modifications are likely to be, in most cases, temporary for AY 2020/21. PAMS provides functionality to revert to pre-COVID structures for 2021/22.

Appendix 3 provides detailed guidance on making temporary changes in PAMS.
All other changes to programmes and courses

Process for new programmes, new modes, new start dates and permanent programme or course changes from 2020/21 (incl. from January 2021)

- New programmes
- New modes of study
- Programmes with January start date as permanent change
- All major modifications incl. those due to Portfolio Modernisation

**STANDARD PROCESS**
School to enter PAMS information by specified deadlines*
Changes reviewed and considered at a scheduled meeting of USC

**FAST-TRACK PROCESS** *(recognising current pressures on Schools)*
School to enter PAMS information in own timescales
Changes reviewed and immediately considered by correspondence or additional USC meeting

*Deadline 26 May for 9 June meeting
Deadline 18 August for 1 September meeting
All other changes to programmes and courses

https://www.hw.ac.uk/uk/services/academic-registry/quality/qa/approval-procedures.htm

Standard Approval Process

Approval procedures

The approval process comprises, the completion of proposals via the Programme Approval Management System (PAMS), followed by submission to the relevant School Committee and, where appropriate, to the Studies Committee.

The procedures for approval of disciplines, programmes and courses have been revised in view of the introduction of the Student Administration Service (SAS) system in May 2010.

Section 1: Approval procedures

Section 2: PAMS Guidance notes

Section 3: Curriculum structure

Key information
Key Dates

2020/21 Course delivery/assessment changes due to Responsive Blended Learning

Other COVID-19 Changes to Courses + Programme Structures for 2020/21

Programme/Course Withdrawal from 2020/21 due to Portfolio Modernisation

All other changes to programmes and courses

RBL Summaries by 31 July 2020

Changes on PAMS by 27 June 2020
Changes on Banner by 10 July 2020

Changes to Programme Start Dates + Programme Withdrawals approved by 30 June 2020

As per specified dates EXCEPT 2020/21 proposals
Additional USC meeting or USC by correspondence
DISCUSSION

Questions, Comments and Further Information