

# Current work of the JBM Documentation Working Group

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# Background (1)

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- JBM is constantly striving to make the accreditation process as effective as possible – for universities and JBM
- Current documentation was developed by DWG following discussions at a previous ACED Conference
- Structure and content revised to
  - link related items
  - make better use of existing documentation
  - make use of annually submitted student and graduate data
  - make greater use of electronic submissions

# Background (2)

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- Visits using current documentation started in 2009 – now about halfway through 5 year cycle
- Pre-visit briefings and collection of visit feedback started at same time
- All programmes will be accredited using current system – no changes will be implemented before 2014
- DWG has been reconvened following feedback from recent visits, initially with a wide brief to consider all aspects of visits and documentation

# Accreditation Issues

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- Large number of visits
- Large number of programmes
  - HNC, HND, BSC, BEng, Meng
  - Significant growth of MScs
- Differing standards
- Enormous re-validation effort – for universities and JBM
- Current process is ‘one size fits all’ – one document and one visit with same size panel irrespective of number of programmes

# Some Changes Considered

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- Different documentation for accreditation and re-accreditation
- Simplified documentation
- Equal scrutiny of all programmes
- A lighter touch in some circumstances
- Use of internal review processes
- Use of annual reports to JBM
- Less frequent or shorter visits in some circumstances
- Introduction of a 'partnership scheme'

# Essential Requirements

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## Criteria to be satisfied for each programme

- Achievement of LOs
- Entry standards – as a measure of quality of student body
- Suitable curricula, assessment and LOs
- Physical resources
- Research output – as a measure of research led teaching on MEng and MSc programmes
- Professional engagement of staff and within modules – as a measure of industry engagement
- Employability of graduates, as a measure of output
- Satisfactory internal and external reviews, eg EE reports, APRs and PPRs, as a measure of teaching quality

# Current Proposals

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- Annual Reports – using existing information
  - A five-yearly self-evaluation type document
  - A five-yearly visit
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- The Annual Reports together with revised documents and revised visits should reduce the overall effort for departments and the JBM and should lead to a more effective validation and revalidation process

# Proposed Annual Reports (1)

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Information for each programme could consist of

- Student entry data (as already submitted)
- Students failing to progress at each stage
- Graduation data (as already submitted)
- Details of any programme/resource/management changes
- Latest EE report and department's response
- Latest internal APR
- Latest internal PPR if in previous 12 months
- Minutes of staff-student meetings
- Minutes of Industrial Advisory Committee meetings
- Professionally qualified staff (numbers)
- Student-staff ratios
- NSS results – 'overall satisfaction'

# Proposed Annual Reports (2)

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- Each department to have a 'champion' – a member of JBM Committee or JBM Panel of Moderators
- Each champion to have maximum of 2 or 3 departments
- Annual Reports submitted to JBM by 30 November each year
- Champion reviews Annual Reports and reports to JBM Committee at first meeting of year (February)
- Feedback to departments as necessary, eg OK, warnings, issues to be addressed

# Proposed Visit Documentation

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- This could be greatly reduced due to Annual Reports – no information should be repeated
- Essential programme details are still required – but these should already exist (previously provided as appendix material)
- Evaluative statements of how JBM requirements are satisfied within programmes eg
  - core subjects
  - threads of design, HSRM, sustainability and professionalism
  - Research led teaching for MEng and MSc programmes
- Bespoke section based on issues raised in reviews of Annual Reports
- Different methods of submission to be explored

# Proposed Visit

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- Will continue to be 2 days
- Could be in parallel with internal PPR
- Panel size would depend on number of programmes to be accredited
- Could have more student involvement
  - meeting as at present
  - during lab tour
  - initial review of output by panel
- Student output could be reduced – eg material from final year and other selected modules which show evidence of threads and core subjects
- Focussed meetings with staff – eg research, threads, industry
- Department could highlight any evidence of good practice

# Feedback Required

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- Comments on material presented here
- What items should be included in Annual Reports?
- What should be included and/or excluded from visit documentation?
- What should be included and/or excluded in the visit?