Background and purpose of this paper

The York Pedagogy will shape the way that we design and describe our programmes for years to come. The current work represents an initial phase of development, which brings all of our programmes to a common point in readiness for the 2017-18 entry cohort, in line with the commitment in our University Strategy. This milestone requires an approval process for UTC in Autumn 2016. The purpose of this paper is to outline the process.

More broadly, the work will then continue, embedded in ongoing activities for programme reflection and enhancement, consolidating the re-defined role of programme leader, shaping the way we communicate features of our programmes to applicants, and informing the priorities for central support.

Reminder of the schedule of work

From a departmental perspective, the roll-out has broadly followed three stages, leading to ongoing programme development which embeds the principles of the York Pedagogy:

A more detailed representation of the timeline is attached as APPENDIX 1.
What constitutes ‘compliance’ with the pedagogy at this stage?

The University Strategy refers to achieving ‘compliance’ with the pedagogy from 2017-18.

It is essential to place this in context. Implementing the York Pedagogy is a long-term initiative which will change, and become embedded in, everyday ways of working. Some of these changes are still establishing, and some of the ideas generated by the work to date around curriculum and assessment design may require further work by programme teams in the coming months to realise their full potential.

However, we reach a key milestone in Autumn 2016 when formal approval is needed of the revised details of programmes to run from 2017-18. ‘Compliance’ at this milestone point therefore confirms an initial level of alignment of programmes with the principles of the York Pedagogy:

a) all UG programmes have been reviewed, including combined degrees;

b) new PLOs have been agreed for each programme, which are appropriate in scope, level, ambition and clarity;

c) the revised programme design clearly demonstrates the themes of the pedagogy:

   o it demonstrates opportunities for the student to achieve clear progression towards the achievement of each PLO through the effective design of work to propel learning: tasks required for independent study, staff-student contact time, and activities required for assessment;

   o students’ achievement of this progression is supported and evidenced by summative assessment which is appropriate in type, volume, and timing, and ultimately covers all PLOs at the highest level of the programme (how each PLO is assessed should thus be clear on the PDD extract);

   o modules are designed to serve the needs of the programme, which also provides evidence of the programme team working well together.

UTC will need to be confident that opportunities have been taken to progress these themes as far as possible at this stage, whilst recognising that ongoing programme development will continue the process.

d) The Programme Design Document extract has been finalised to capture clearly and consistently the details of the revised programme, as it will run from 2017-18. This extract includes the statement of purpose, PLOs, stage outcome summaries, the programme map and commentary on the rationale for aspects of programme design. The structure and content of the PDD reflects its intended dual function as a design tool (supporting programme development through appropriate prompts and questions) and, when finalised, a way of capturing key programme information for formal approval and communication purposes, without requiring more work from departments. This therefore enables relevant elements, such as the Statement of Purpose and PLOs, to be
ready for communication to applicants and students, and all details to be shared with new members of the programme team\textsuperscript{1}.

e)  The department has made progress with the implementation of the newly defined role of Programme Leader and the expectations regarding programme teamworking. It has engaged colleagues in mapping the contribution of each module to the progressive achievement of PLOs, identifying opportunities to enhance programme and assessment design, and agreeing their incorporation in a revised programme design.

These enhancements take effect from 2017-18, at a minimum for the incoming first year cohort. The department needs to be clear whether existing cohorts will be affected. If so, the department should ensure that appropriate consultations with students have been held.

**What will UTC approve in the Autumn?**

Departments were asked to complete the PDD extract in draft form by 31 July 2016 with an accompanying enhancement plan. The plan indicated the work to be carried out in the Autumn Term to refine aspects of the programme. The PDD extract will be revised and finalised in the light of this work.

The process needs to be completed by Christmas to meet deadlines for timetabling and communications to applicants and students. BoS approval must therefore happen no later than the end of November. Departments have been asked to confirm the date of the BoS meeting in October/November at which this documentation will be considered and approved for submission to UTC. UTC panel meetings are being scheduled to align with these dates.

The UTC panel will receive, for each programme:

- the finalised PDD extract;
- a cover sheet from the Chair of BoS confirming that all programmes have been covered (including combined degrees) have received input from students and externals, and BoS approval, and commenting on salient points;
- a copy of the feedback provided on the draft materials in July/August, if appropriate to help the panel’s understanding;
- where appropriate, module descriptors for new/revised modules to ensure that the context of programme-level changes is understood. Specifically, departments should submit new/revised module descriptors relating to teaching in the 2017-18 academic year (via the Module Catalogue). Module descriptors reflecting changes to modules in future years need not be submitted to UTC at this stage, but details of such modules should still be captured on the PDD extract.

\textsuperscript{1} The PDD extract has been provided in the form of a Googlesheet to make it as usable as possible and to enable auto-population of the Programme Catalogue in due course.
**Conduct and composition of UTC panel meetings**

There will be one approval meeting for each department covering the entire portfolio of programmes delivered by that department, including all combined degrees for which the department takes the lead.

The UTC approval panel will consist of:

- UTC departmental contact (Chair)
- a second member of UTC or other academic
- a YUSU representative
- the department’s ProPEL project team contact
- the department’s ASO Academic Quality Team contact.

Representatives from the department (programme leaders / Chair of BoS) will be invited to attend. The meeting will begin with a closed panel discussion, followed by discussion / clarification with departmental representatives, then a closed discussion to agree feedback.

The outcome of each approval meeting will be recorded in a simple proforma for sign-off by the panel Chair and by UTC under Chair’s Action.

**Logistics**

The dates of panel meetings are currently being organised by the ASO.

Documentation will be circulated to panel members at least a week in advance.

The ProPEL contact will have worked with the department throughout and will be in a position to brief the panel on the submitted materials, e.g. helping panel members to understand how ‘sense check’ feedback from UTC earlier in the year has been addressed.

If appropriate, programme materials will be circulated to the full Committee for consideration (e.g. a major modification which raises academic issues of principle).

We will aim to give feedback to departments within a week of the panel meeting.

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Nigel Dandy  
Academic Support Office  
25 August 2016
APPENDIX 1: York Pedagogy implementation timescale

Central team support, funded buyout of staff time, online resources, Programme Leaders’ Course

UG PROGRAMMES

- Draft new PLOs and statement of purpose
- Sense check endorsement by UTC working group
- Develop programme map and action plan
- Implement action plan – agree changes to improve alignment of summative assessment, student work, contact time with new PLOs.
- Complete new programme design document

UTC approval
BoS approval

‘Compliance’ milestone for 2017-18 entry:
- All programmes reviewed.
- New PLOs in place.
- Programmes mapped and enhancements agreed to improve alignment with PLOs.
- Enhancements take effect from 17-18 at least for new 1st year.

PGT PROGRAMMES

- Draft new PLOs and statement of purpose
- Develop programme map and action plan
- Implement action plan, complete new prog design document
- Ongoing programme development embedding the principles of the York Pedagogy in departments and central support

UTC sense check
BoS approval
UTC approval

‘Compliance’ milestone for 2018-19 entry
As outlined for UG programmes above

Sept 15 – June 2016
June - July 16
Aug – Dec 2016
Jan - July 2017
Aug - Dec 2017