Programme Leaders' Operational Checklist

Common Acronyms

DLTE
Department of Learning and Teaching Enhancement

Programme Leadership

BoS	Board of Studies
CME	Curriculum Management Environment
DLTE	Department of Learning & Teaching Enhancement
DL	Distance Learner
EE	External Examiner
ENSA	Edinburgh Napier Student Association
ESEC	Education & Student Experience Committee (formerly LTAC)
GA	Graduate Apprenticeship
GO	Global Online
HEA	Higher Education Academy (now known as Advance HE)
ML	Module Leader
NSS	National Student Survey
PDT	Personal Development Tutor
PL	Programme Leader
PSRB	Professional Statutory and Regulatory Body
RPL	Recognised Prior Learning
SACI	School of Arts & Creative Industries
SAS	School of Applied Sciences
SCEBE	School of Computing, Engineering and the Built Environment
SHSC	School of Health and Social Care
SITS	Edinburgh Napier's Student Management Database
SSS	School Support Service (aka S3)
SSLC	Student Staff Liaison Committee
TBS	The Business School
TNE	Transnational Education
QAA	Quality Assurance Agency

How to use the Programme Leader Operational Checklist

This checklist should be used in conjunction with the *Programme Leader Resources* Moodle Community space https://moodlecommunity.napier.ac.uk/course/view.php?id=311 where you will find resources which will support you when undertaking the tasks outlined here. Each task on the checklist is a clickable link to more detail and relevant resources within the Moodle space. Please read over these for the complete information.

The checklist reflects common tasks that the Programme Leader would usually undertake at key points across the academic year. The specifics of the tasks may vary depending on whether your programme is undergraduate, Masters, graduate apprenticeship, TNE or global online. Some programmes may delegate certain duties, with oversight remaining with the PL. Use the blank boxes to add tasks to the checklist to suit your programme's circumstances.

As you work your way through the tasks in the *Get to know your programme* section, you are encouraged to identify opportunities to update and enhance your programme. Some changes may require a longer lead in time than is available for this academic year, but other ideas may be taken forward in the shorter term. Please speak to your School Academic Leads or a colleague in DLTE for further advice.

Get to know your programme.

- Access and navigate *Programme Leader Resources* on Moodle Community. **1**
- Read Programme Leader remit and confirm school Programme Leader Forum arrangements. **2**
- Understand the programme administrator's role. **3**
- Access and read the programme specification and update *My Programme* (Programme Handbook), via the template (click for link). **4**
- Review and update prospectus, marketing and web presence, and confirm open day arrangements. **5**
- Review entry requirements and RPL arrangements for each year of the programme. **6**
- Understand the progression routes through the programme, module choices and options. **7**
- Read Programme Leader evaluative report, noting in particular the *Programme Enhancement Plan*. **8**
- Engage with assessment matrix in the programme specification to understand the students' assessment and feedback journey. **9**
- Review the most recent external examiner report and introduce yourself to External Examiners for your programme. **10**
- Investigate what stage the programme is at in its five-year review cycle. **11**
- Understand fees, scholarship and bursary entitlements for students on the programme. **12**
- For TNE programmes read the collaborative agreement, specifically Part 3. **13**
- For collaborative programmes, establish if a first-year review has taken place and if there are any resulting actions. **14**

Meet your team before the programme starts.

- Ensure Personal Development Tutor (PDT) arrangements are in place for your students. **15**
- Meet programme administrator and discuss arrangements and expected Programme Leader input into:
  - Programme Assessment Boards
  - Board of Studies
  - Student Staff Liaison Committee **16**
- Meet with International Recruitment School contact to discuss briefings for agents and international partners. **17**
- Schedule meetings with module leaders and other programme teaching staff to ensure programme-focused delivery. **18**
- Introduce yourself to students on the programme Moodle space. **19**
- Become familiar with the processes and regulations for Extenuating Circumstances, Suspension of Studies and Academic Appeals. **20**
- Update existing induction plans and welcome materials. **21**
- For TNE programmes, contact the equivalent Programme Leader at the partner institution and schedule regular updates, calls or online meetings. **22**
- Contact subject librarian to ensure learning resources budget, reading list materials and information literacy skills teaching are in place. **23**
- Contact your School or subject area Academic Skills Adviser to review academic skills provision embedded in the programme. **24**
- Check what prizes and medals are available for awarding. **25**
- Introduce yourself to External Examiners and find out what they need to fulfil their duties. **26**
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Other ongoing aspects of Programme Leadership.

- Learn how to use COGNOS to explore how modules are performing, and to review previous student attainment and achievement data. **28**
- Understand the Quality Framework from the perspective of a Programme Leader. **29**
- Understand the Professional, Statutory and Regulatory Body requirements for accreditation of the programme. **30**
- Meet School Associate Dean, Learning & Teaching. **31**
- Work with Student Futures and their Placement Team to become familiar with practice on any work-based learning modules. **32**
- Undertake the Moodle course *Understanding and Applying the University Academic Regulations*. **33**
- Consider the core readings listed in *Programme Leader Resources* on Moodle Community. **34**
- Identify relevant programme-related networks across and beyond the University. **35**
- Work with the Student Futures team to develop employer engagement channels. **36**
- Engage in the student recruitment & admissions process as required. **37**
- Liaise with the programme team on the appointment of visiting lecturers and guest speakers. **38**
- For Global Online Programmes, meet with module leaders and tutors to reflect on the student experience and identify enhancements. **39**
- For Global Online programmes, undertake the Module Community course Global Online Essentials. **40**
- Consider ways to strengthen and extend articulation arrangements with college partners. **41**

First weeks of programme.

- Engage with start of trimester week, deliver induction, welcome students and ensure they have relevant materials. **42**
- Respond to late arrivals and late matriculations. **43**
- Access and read the Programme Rep information provided by ENSA. Organise election for student representatives and inform ENSA of representative details. **44**
- Ensure all students are assigned to a PDT. This may be actioned by a colleague. **45**
- Discuss TouchPoint surveys with module leaders in the programme. **46**
- Meet with School Disability Contact to discuss student learning profiles. **47**
- Meet with Student Wellbeing and Inclusion representative. **48**
- Check with module leaders that ongoing information skills support and hyperlinks are in place for students. **49**
- Check with module leaders that ongoing academic and study skills support and hyperlinks are in place for students. **50**
- Meet with Student Futures Leadership team to discuss employability support and employer activities relevant to your programme **51**
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Mid-point of programme's academic year.

- Use various sources to gather and review feedback from students on the programme. **55**
- Schedule an opportunity for programme team reflection at the end of the programme cycle and a similar reflection with partners for TNE programmes **56**
- Attend and contribute to school Programme Leader forum. **57**
- Liaise with programme administrator regarding student records. **58**
- Discuss with programme administrator regarding how to interpret student records/board papers, ahead of Programme Assessment Boards. **59**
- Plan induction activities for the next programme intake. **60**
- Liaise with programme administrator to arrange a Student Staff Liaison Committee meeting and separate Board of Studies meeting once every trimester **61**
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End of programme's academic year and trimester.

- Ensure progression and award decisions are appropriate for students on your programme, and that prizes/medal are awarded. **67**
- Liaise with programme administrator to prepare for Programme Assessment Board & Pre-PAB. **68**
- Engage with module leaders' evaluative reports, considering opportunities to share practice which fulfils ENhance curriculum enhancement thresholds. **69**
- Circulate draft Programme Leader evaluative report for feedback and discussion from the programme team prior to finalising. **70**
- Review programme performance against original business case. **71**
- Inform students about the results process. **72**
- Hold your programme team reflection meeting to agree how to take forward enhancements in light of the evaluative report. **73**
- Review marketing information to reflect anticipated changes to the programme. **74**
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