

Social Sciences Quality Assurance Calendar 2015-16

	Committee Meetings	Deadlines	Examiners' Reports	General Tasks
Michaelmas	Week -3		New option paper proposals for TAC week 1	<ul style="list-style-type: none"> Identify new programmes for introduction in future years Identify any major changes to existing courses Identify new options for introduction Consideration of class percentage figures (UG programmes) Consideration of issues relating to graduate skills Consideration of issues relating to development in learning and teaching Ensure KIS (UG) data is up to date in eVision Submit anonymised report on complaints and appeals to Division Consideration of NSS results and submission of report to division Submission of UG QA survey
	Week -2		Minor regulation changes for TAC week 1	
	Week -1			
	Week 0			
	Week 1	TAC & GSC	Major course changes for TAC week 6	
	Week 2	SSD Board		
	Week 3		New option paper proposals for TAC week 6	
	Week 4		Minor regulation changes for TAC week 6	
	Week 5	USC		
	Week 6	TAC & GSC		
	Week 7	SSD Board		
	Week 8			
Week 9				
Week 10	TAC	Major course changes for TAC week 1		
Week 11				
Hilary	Week -3		New option paper proposals for TAC week 1	<ul style="list-style-type: none"> Consideration of student statistics from annual census Review UG, PGT & PGR Annual Programme Statistics, including RCUK 4 year submission rates Review of return-rates for termly supervision report forms Confirmation of regulation changes required for following academic year Consideration of UG admissions statistics Review previous year's graduate admissions round Review graduate admissions criteria Review student representation arrangements
	Week -2		Minor regulation changes for TAC week 1	
	Week -1			
	Week 0			
	Week 1	TAC & GSC	Major course changes for TAC week 6	
	Week 2	SSD Board		
	Week 3		New option paper proposals for TAC week 6	
	Week 4		Minor regulation changes for TAC week 6	
	Week 5	USC		
	Week 6	TAC & GSC		
	Week 7	SSD Board		
	Week 8			
Week 9				
Week 10		Major course changes for TAC week 1		
Week 11				
Trinity	Week -3		New option paper proposals for TAC week 1	<ul style="list-style-type: none"> Review of Grey Book proofs (TBC) Review provision of transferable skills training Review of supervision code of practice Review of collaborative arrangements Review results of Student Barometer
	Week -2		Minor regulation changes for TAC week 1	
	Week -1			
	Week 0			
	Week 1	TAC & GSC	Major course changes for TAC week 6	
	Week 2	SSD Board		
	Week 3		New option paper proposals for TAC week 6	
	Week 4		Minor regulation changes for TAC week 6	
	Week 5	USC		
Week 6	TAC & GSC			
Week 7	SSD Board			
Week 8				
Long Vacation	<ul style="list-style-type: none"> Review and update course handbooks and website material for students Forward details of key academic and administrative contacts for teaching and learning to Division Submit report on English language waivers to Division Review and return student load data Update departmental graduate admissions webpages 			
Annual	<ul style="list-style-type: none"> Identify academic objectives for the year Update departmental strategic plan Review of retention and progression rates for PGT/PGR programmes Review examining conventions and forward any changes to Division for approval Applications to Teaching Excellence Awards Scheme (timetable for 2015-16 to be confirmed) 			

Key

TAC - Teaching Audit Committee
 GSC - Graduate Studies Committee
 USC - Undergraduate Studies Committee

For further details on any of the tasks above, please see the divisional 'Teaching & Learning Quality Assurance and Quality Enhancement Calendar for Academic Administrators in Departments & Faculties'

NOTE: Deadlines for items to TAC are the **LATEST** by which Division should receive them