## **Template D1**

**Module Enhancement Plan (MEP)**

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| **Module Title:** |  |
| **Module Code:** |  |
| **Occurrence:** |  |
| **Name of Module Leader:** |  |
| **Managing School:** |  |
| **Domain:** |  |
| **Faculty:** |  |
| **Academic Year:** |  |
| **Status:** |  |

**All text fields must be completed otherwise the status of the report cannot be changed to final. If a text field does not apply or you have no information to provide then please enter N/A**

**Before beginning your MEP, you are strongly encouraged to engage with the wide range of asynchronous resources that are available to support you in this process. These can be accessed from the ‘**[**Supporting the Kingston Continuous Enhancement Process**](https://canvas.kingston.ac.uk/courses/311/pages/supporting-the-kingston-continuous-enhancement-process)**’ tab on the Support for Academic Staff module on Canvas. Please contact your School Director of Learning and Teaching for support with completing the MEP.**

**To support you in completing your MEP, a dedicated MEP Module Hub has been created. This brings together all of the data that you must use into one place. This dashboard can be accessed** [**here**](https://datainsight.kingston.ac.uk/#/views/ModuleScorecard/MEPModuleHub?:iid=2)**.**

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| 1. **Other sources of evidence used** |
| **These are other sources of evidence that you may wish to reflect on when writing your module commentary. Please indicate those that have been used:** |
| Module team’s discussions  □  Student feedback  □  [External examiner comments/report](https://extexam.kingston.ac.uk/facultySummary.aspx)  □  External stakeholders (e.g. Employer, PSRB etc)  □  Inclusive Curriculum Consultant feedback  □  MEP and Module Hub  □ |
| Please provide details of any other evidence used to inform the MEP evaluation not listed above (*please retain in the Module Box*) |

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| 1. **How have the actions identified in the previous MEP been taken forward?**   *If you have any queries relating to the previous years MEP, please contact your Head of Department in the first instance* |
| *Please reflect on each action, comment on progress and indicate where actions need a longer timeframe to be fully implemented. If an action has not had the intended result, please be open about why you think it didn’t work, what has been learnt, and identify any alternative action(s) that might be taken and where support may be needed.* |

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| **Action** | **Evidence of value and impact** |
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1. **Performance of the Module**

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| **M1** | Module fail rate at first attempt |  |
| **M2** | Module pass rate at 1st attempt |  |
| **M3** | Total number of students with mitigating circumstances at the 1st attempt |  |
| **M4** | Total number of students with F0(0) following the first attempt |  |
| **M5** | Total number of students who withdraw prior to the first attempt |  |
| **M6** | Module pass rate |  |

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|  | **Number of students taking the module** | **Total pass** | **Total S (mit circs)** | **Total fail (excl F0(0))** | **Total F(0)** | **Total W** | **Outcome Awaited** | **Min mark (excl F0(0)** | **Max Mark** | **Average module mark (excl F0(0), S and W)** | **STD of module (excl F0(0), S and W)** |
| **Module overall** | No. | No./% | No./% | No./% | No./% | No./% |  |  |  |  |  |

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|  | **Average Mark element 1** | **Average Mark element 1 (excl F0(0), S and W)** |
| **Module overall** |  |  |

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|  | **Average Mark element 2** | **Average Mark element 2 (excl F0(0), S and W)** |
| **Module overall** |  |  |

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|  | **Average Mark element 3** | **Average Mark element 3**  **(excl F0(0), S and W)** |
| **Module overall** |  |  |

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1. **Student Voice**

**Module Evaluation Questionnaire (MEQ)**

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| **Participants** | **Respondants** | **Response rate** |
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*If the response rate is below 50% please provide a commentary on why this might be the case and identify any actions that will be put in place to try to improve the rate*

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| **Module Evaluation Questionnaire Satisfaction Rates** | **% satisfied** |

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|  | 2022/23 | 2021/22 | 2020/21 | 2019/20 |
| ***Theme*** |  |  |  |  |
| Teaching |  |  |  |  |
| Assessment and feedback |  |  |  |  |
| Academic support |  |  |  |  |
| Learning opportunities |  |  |  |  |
| Learning resources |  |  |  |  |
| Organisation and management |  |  |  |  |

Please see the [MEP and Module Hub](https://datainsight.kingston.ac.uk/#/views/ModuleScorecard/MEPModuleHub?:iid=2) for more detailed MEQ data

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| *Where satisfaction is below 80%, what action will be put in place to increase satisfaction? You should also reflect on feedback received from Early Module Reviews and Student Voice Committees* |

1. **Commentary on the performance of the module during this reporting year**

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| ***SEAtS attendance data*** *(visit the* [*MEP and Module Hub*](https://datainsight.kingston.ac.uk/#/workbooks/599/views) *for more data)* |
| *Percentage of mandatory activity attended within module* |

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| *Please refer to the data in the MEP and Module Hub when completing your commentary on the performance of the module, in conjunction with external examiner comments and discussions with the module team. In writing your commentary, please think about:*   * *Who are your students and how are they engaging with the module?* * *Why are different student groups achieving the outcomes they are?*   Consider the outcomes for specific groups of students, particularly as they relate to known sector awarding gaps:   * *Black students compared to White students* * *Asian students compared to White students* * *Students with a declared disability compared to those that have no declared disability* * *Commuting students compared to non-commuting students* * *Students with a BTEC compared to those with other qualifications* * *International students compared to home students* * *Part Time students compared to Full Time students*   *Please also consider:*   * *Student attendance and actions that could be taken to improve attendance and engagement* * *What has worked, what has not work and why do you think that is the case.*   *In all instances, please evidence your reflections and the impact of initiatives or practice* |

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| 1. **Proposed changes/enhancements: Action Plan** |
| *In the light of the areas for improvement which you have identified, please identify any changes or enhancements for the module*    *\*Note: faculties have delegated authority to make changes to modules through the Course and Module Modifications Panel (CMMP) and any changes made to the validated module descriptor must be approved through this process. For more details please see Section G of the* [*Academic Quality and Standards Handbook*](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/)*.* |

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| **Action number** | **What is the action?** | **What challenge is it addressing, (evidence)?** | **How will you measure success?** | **Support required (if relevant)** | **Who is responsible?** | **What is the timeframe (target date)?** | **\*CMMP approval needed (Yes/No)** |
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**COMPLETED ON BEHALF OF THE MODULE TEAM BY:**

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| **Name:** |  |
| **Date:** |  |

***Thank you for completing the Module Enhancement Plan. The Kingston Continuous Enhancement Process (KCEP) operates iteratively with each aspect of the process feeding into the next.*** ***Detailed and analytical MEPs are needed by course leaders when writing their Course Enhancement Plans (CEPs). Likewise, strong CEPs with robust action plans ensure that the next level of reports appropriately capture those issues for further consideration at faculty and University level, along with staff development requirements and effective practice.***

***Please discuss any proposed changes that require CMMP approval (in section 6 above) with your School Director of Learning and Teaching (SDLT), so these can be added to the agenda for the next scheduled CMMP meeting for your Faculty.***

***Please note that strict deadlines are in operation for making changes to modules. Please see the ‘changes roadmap’ in*** [***Section G of the Academic Quality and Standards Handbook***](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/) ***for more details.***