

## Guidelines for Quarterly Reports

### *Excerpt from 2005 Blue Book*

#### **Quarterly Reports**

Since the devolution of certain course change responsibilities, faculties have been required to submit to Academic Programs Committee quarterly reports with details of the course changes made under delegated authority during the previous three months.

Quarterly reports should be sent to the Secretary of Academic Programs Committee in January (with details of undergraduate course changes made during the last quarter of the previous year), April, July and October. If no changes have been made during the previous quarter, a statement to this effect should be sent. At the beginning of each year, the Secretary will advise faculties of the quarterly report deadlines.

All course changes for introduction in the following year which appear in quarterly reports **must** have been made in time for them to appear in the next edition of the University *Handbook*. If a Faculty wishes to make a course change for the following year when it is too late for the change to be included in the appropriate publication, then the Faculty must follow the procedure for late changes in details of subjects (see Section 6.1).

As soon as a quarterly report is received by the Secretary of Academic Programs Committee, it is sent to the undergraduate or postgraduate shepherd of the Faculty concerned, who prepares a brief report. The quarterly report and the shepherd's comments are then submitted to the next meeting of Academic Programs Committee or Postgraduate Coursework Programs Sub-Committee. The Committees receive the quarterly reports, occasionally subject to appropriate amendments being made. From time to time, however, the Committee's attention is drawn to the fact that a Faculty has made a course change which under the guidelines should have been referred to Academic Programs Committee for consideration. In such cases, the Faculty is normally asked to provide further information or submit a full proposal.

#### **1.11.1 Format of Quarterly Reports**

In late 2002 a Quarterly Report template was developed by the Secretary of APC for use by faculties.

It is required that, for new subjects, a full handbook description (see Section 3 below) be completed and attached to the quarterly report. If a large number of changes have been made, it would be helpful if a summary could be provided.

***It is preferable that separate quarterly reports are submitted for postgraduate and undergraduate courses changes so that they can be easily considered by the APC Faculty undergraduate and postgraduate shepherds and members.***

A statement should be included in the Quarterly Report that the IT form has been filled out for any change or new subject that has significant resourcing implications (see below).

A statement should also be included that in any case in which a proposal might be seen as encroaching on the field of another department or Faculty, the approval of that Faculty or department has been obtained.

#### **1.11.2 Faculty documentation for changes made under delegated authority**

Since Faculty documentation for changes made under delegated authority is not sent to Academic Programs Committee unless requested (except for subject descriptions for new subjects as recommended above), this is strictly speaking not a matter of concern for the Committee.

Many faculties require departments to fill out IT Impact Statements for all changes. While this is a safety net that should mean that nothing with significant resourcing implications slips past the Information Division, it is a major waste of time and paper in many cases. Indeed, the sheer volume of forms to be processed could well mean that proper attention is not always paid to significant proposals. It seems preferable to make it a Faculty responsibility to ensure that any significant resourcing implications involved in minor changes are discussed with the Library and/or Information Division, rather than requiring every change, however trivial, to be approved by them.

Therefore it is suggested that a question be included on the Faculty “minor change” form asking whether there are IT implications for the change that are at all significant. If the answer is *No*, then the forms need not be filled out. If the answer is *Yes*, then the relevant form would need to be completed and signed off Information Division.

It is the responsibility of departments to ensure that the Library is sent reading lists for all new subjects as soon as they are available.