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	PGC 4.2 HORIZONTAL AND VERTICAL COORDINATION	EDITION 08

PURPOSE

To define the different teaching coordination mechanisms for official undergraduate and postgraduate degrees and doctoral programmes, aiming to achieve continuous improvement in the quality of the degree programmes offered by each faculty/school.

SCOPE

This procedure is applicable to all official undergraduate degrees, university master's degrees and doctoral programmes taught at the University.

RELATED DOCUMENTATION

- PGC 1.2 Strategic planning
- PGC 4.1 Curriculum implementation
- PGC 5.3 Management of Bachelor's/Master's Degree Graduation Projects
- PGC 5.4 Assessment of Learning
- PGC 6.1 Research and Management of PhD Programmes
- PGC 12.3 Analysis and Improvement

PROCESS DEVELOPMENT

Horizontal coordination


In the case of bachelor's degree programmes, the coordination of the teaching staff is the responsibility of the Vice-Dean/Director/Deputy Director of Undergraduate Programmes. In the case of postgraduate programmes, this task falls to the Director of Master's Degrees and the Director/Deputy Director of Postgraduate Programmes, who also have the support of the Postgraduate Coordinator.

Actions that ensure the effective coordination of teaching staff:

Degree Quality Committee (CCT).

The purpose of these meetings is to analyse each of the degree programmes as a whole. They take place at the beginning and end of the academic year, and an interim follow-up meeting is also organised if necessary. Each degree programme is examined in full, taking a look at the fulfilment of the commitments contained in the degree report, as well as the rest of the university-level requirements, and with a view to introducing further improvements.

The academic heads of the degree programmes take part in the CCTs, the Vice-Dean/Director/Assistant Director of Undergraduate and Postgraduate Studies, Academic Director, Degree Programme Coordinator or Director of Master's Degrees, a key professor – generally the person responsible for GP/MP or internships or any other relevant subject– thesis supervisors, the *Qpartner* of the Quality Management and Academic Compliance Department, the Head of the Institutional Learning Assessment Plan (PIEA), when dealing with the assessment of the degree's learning outcomes (in bachelor's degrees and in the case of postgraduate degrees, only with regard to the MP), and students, one of whom is usually the delegate/deputy delegate of each group, except in the interim follow-up meeting in which only the Vice-Dean/Director/Deputy Director of the Degree or Director/Deputy Director of the Postgraduate Course, the Degree Coordinator and the *Qpartner* participate. This ensures that those involved

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in decision-making on key aspects of the degree programme are represented.

The Indicator Sheet will be used as input, along with the main degree programme indicators, the Annual Monitoring Report, and the learning assessment results.

For more details on these CCTs, see the PGC 12.3 Analysis and Improvement.

Learning Assessment Committee (CEA).

This is only fully applicable to bachelor's degree programmes, although it has begun to be implemented in the final master's project in postgraduate programmes.

At the request of the subject coordinator, professors teaching the same subject hold the necessary coordination meetings to ensure the coherent development of both content and learning outcomes. At the beginning of the academic year, professors teaching a particular subject must use these coordination meetings to agree on a single guide that must be accessible to all interested parties. At the end of the course, students' achievements in terms of learning outcomes are reviewed and, if necessary, an improvement plan is established for the following academic year (CEA).

Subject Meetings

Teachers who teach the same subject may additionally hold operational coordination meetings to ensure the coherent development of course content and to guarantee consistency between teachers of the same subjects. These meetings take place on a regular basis, and may be held in person, by e-mail or in any other format that makes it possible for them to fulfil their purpose.

In all cases, a subject coordinator is assigned by the Department Director, and this person will be the lead professor for the subject in cases where there are several professors teaching the same subject. Where there is only one, the responsibility will fall to that lecturer.

Graduation Project (GP)/Final Master's Project (MP) Coordination meetings

When necessary these are held at the request of the GP/MP Coordinator for each degree to ensure that each both the written and oral components of the programme comply with the quality standards and assessment criteria, and to set up the review panels for these projects.

Vertical coordination

Degree Programme Learning Assessment Committee (CEAT).

Only applicable to bachelor's degree programmes.


These are only held at the request of the Degree Programme Coordinator, who convenes the subject coordinators in order to draw up the Annual Degree Learning Assessment Report, which is submitted to the Degree Quality Committee (CCT), responsible for reviewing the programme. This is described in more detail in PGC 5.4 Learning Assessment procedure.

Faculty/School Boards

These are the channel of communication between the governing bodies of the University and the Faculty/Centre. These meetings are held on a fortnightly basis, but an additional meeting may be called if necessary.

Faculty Board functions are described in PGC 1.2 Strategic Planning Procedure, highlighting the vertical coordination of communication of the University's strategic action plans, and recording, validating and monitoring the faculty's action plan. The following participate in Faculty Boards: Dean/Director, Vice-Deans/Directors and Deputy Directors of Undergraduate Programmes/Directors and Deputy Directors of Postgraduate Studies, Department Directors, the Director of Student Services or the Academic Advisor.

Departmental Meetings

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Depending on the needs of each department, department directors meet with the teaching staff to discuss different topics, including teaching assignments, department strategies, the results of the horizontal and vertical coordination for the degree, teaching, main performance indicators such as satisfaction or research results.

Professors' Meetings

At the beginning and end of the academic year, or when required, the Dean/Director/Assistant Director convenes a meeting with the teaching staff in order to transmit information on the strategic direction of the faculty/school, the educational model, the assessment of different initiatives implemented or to be implemented during the academic year, and examples of good practice. There is also some time for questions and answers.

SPECIFICS BY CENTRE

School of Architecture, Engineering and Design.

N/A

Faculty of Sports Sciences

N/A

Faculty of Social Sciences and Communication

N/A

Faculty of Biomedical and Health Sciences


N/A

School of Doctoral Studies and Research

N/A

RECORD

RECORDS		
RECORD NAME	CONTROLLER	MEDIUM AND LOCATION
Degree Quality Committee (CCT) minutes	Degree Programme Coordinator,	Sharepoint_Faculty Folder/Academic year/Degree Programme/Quality/CCT
Minutes of the Subject Learning Assessment Committee (CEA).	Degree Programme Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/Horizontal coordination
Minutes of the Degree Learning Assessment Committee (CEAT). Bachelor's degree	Degree Programme Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/Quality/CEAT
Faculty/School Board minutes	Dean	Faculty Folder/Academic year/Faculty Board/FB Minutes
Minutes or Presentation of Department Meeting Bachelor's degree	Department Director	Sharepoint_Faculty Folder/Academic year/Vertical coordination/Departmental

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		Meetings
Minutes or Presentation of the Professors' Meetings	Dean	Sharepoint_Faculty Folder/Academic year/Degree Programme/Vertical coordination/Professors
Indicator sheet	Vice-Dean, Undergraduate Programme Director, Degree Programme Coordinator, Doctorate School Academic Coordinator	Sharepoint_Faculty Folder/Academic year/Degree Programme/Quality/CCT
Master's Coordination Minutes	Master's Programme Director	Sharepoint_Faculty Folder/Academic year/Degree Programme/Quality/Master's Coordination Minutes

INDICATORS

IND01-PG4.2 Percentage of degrees for which at least two Degree Quality Committee meetings are held

IND02-PG4.2 Item on the degree satisfaction survey: "Satisfaction with Coordination"

RESPONSIBILITIES

Faculty Dean/School Director:

Act as the highest academic authority within the Faculty/School.

Represent the Faculty on the University's Academic Council and submit proposals or decisions to the Academic Council for approval.

Lead the Faculty/School Board and the teaching staff, communicate strategy and gather information of interest to the attendees at both meetings.

Vice-Dean, Director of Undergraduate Studies, Director/Deputy Director of Postgraduate Studies:

Act as the academic head of the area.

Be a member of the Faculty/School Board as an active participant, channelling lines of work and proposals, and focusing on possible areas for improvement.

Take the main conclusions and recurring topics dealt with in the Degree Quality Committees and/or improvement plans to the Faculty/School Board for their approval.


Department Director:

Act as the highest academic authority within the department, and represent the department at the Faculty/School Board.

Chair departmental meetings, communicating important information to teaching staff.

Gather possible proposals for the improvement of the degree programmes, information on needs for training and/or resources from teaching staff.

Participate in the Degree Quality Committees (CCT) if it is necessary to raise or analyse a specific

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issue affecting teaching staff.

Degree Programme Coordinator:

Participate in the Quality Commissions for each degree programme (CCT):

Collect information from teaching staff and the different interest groups (students, student representatives) to take to the CCT meeting

Take the minutes.

Participate in the analysis of information and the formulation of improvement initiatives.

Draft and monitor the improvement plan.

Take part in the Learning Assessment Committees (CEAT). (Bachelor's degrees)

Convene the CEAT and develop the learning assessment cycle for the degree programme.

Review the Subject Learning Assessment Reports together with the plans for improvement, and prepare the Annual Degree Learning Assessment Report, which will be submitted to the Degree Quality Committee.

File the evidence of degree programme quality and the learning assessment (minutes, improvement plans, etc.)

Subject coordinator

Coordinate staff teaching the subject/module for the preparation of the Learning Guide.

Convene the Learning Assessment Committee, record and file the minutes.

At the request of the Degree Programme Coordinator, participate in the Degree Learning Assessment Committee (CEAT)

Academic PhD Coordinator

Assess the monitoring and the main results of the doctoral programme.

Put forward proposals for the design of the new doctoral programmes.

ANNEXES

Annex I_Initial CCT Template (url)

Annex II_CCT Monitoring Template (url)

Annex III_Final CCT Template (url)

Annex IV_Improvement Plan Template (url)

Annex V_Annual Degree Monitoring Report Template (url)

Annex VI_CEA and CEAT Template (url)

Annex X Master's Degree Coordination Minutes (url)

Annex X Signature Register Template (url)