

CME: Programme Reflection & Action Plans

Guidance notes for internal and collaborative staff to assist with completing the online programme CME and managing action plans.

For full guidance regarding the CME process please refer to the Academic Quality website.

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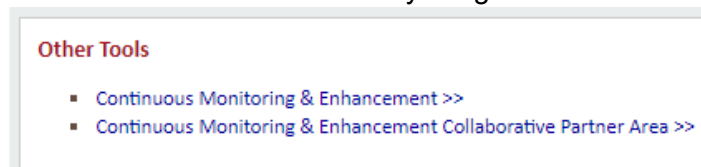
Access to Programme CME

From 2022/23 onwards, programme CMEs have been set up by Academic Quality¹. All staff with access to input/edit the reflection points or action plans can access this area via one of the following routes:

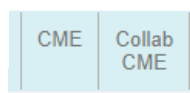
- **Internal staff:**

- a) Programme leader dashboard²:

Select a link from within the 'My Progs' tab:

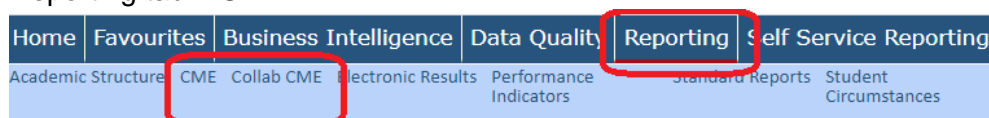


These tabs will also direct to the same areas:



- b) Other staff (Directors of School / named CME authors / module leaders / staff assigned to a programme action):

Reporting tab > CME:



Select either 'CME' for internal, or 'Collab CME' for collaborative.

- **Collaborative staff:**

The homepage contains a link to the Programme CME area along the top menu bar:



Only CME's applicable to the collaborative school set up against the collab staff web hub record will be accessible.

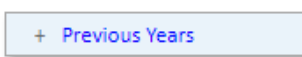
¹ All your previous year CME's can still be accessed via this area.

² For the named programme leader / link tutor in CourseLoop.

Programme CME Dashboard

The 'Status' column in the dashboard will indicate at what stage the programme report is currently up to (see [Appendix 1](#) for more details).

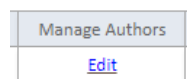
CME Authors	CME's that you are named as author for, or that you are responsible for updating actions will be listed on screen.
Director of School	The dashboard will contain all CME's that have been assigned for your review and sign-off. You will receive automated emails once the CME author has entered their comments.
Module Leaders	CME's for programmes that have had students registered on your module(s) within the current academic year will be listed on screen. An automated email will be sent once the CME author has signed off their report. You can view the programme team comments, and add/update programme actions if applicable.



The dashboard lists records for the current academic year only. Expand this heading to view your older CME records

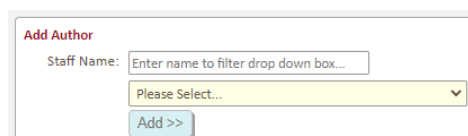
Changing the Author

'Authors' are staff who can add/edit comments into the 'Reflection' area of the report.



Existing authors can select the link under the '**Manage Authors**' heading to view / add / delete staff. Multiple staff can be given access to the edit the CME comments.

- a) Add staff member to list of authors

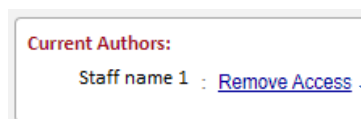


Select the name from the drop-down box.

Enter the name into the white search box to narrow the drop-down options

Once a staff member has been added here, they will be able to access the CME record via the CME main menu.

- b) View list of authors / delete from list



'Current Authors' lists any staff with edit access.

Staff name 1 : [Remove Access](#) ← Click the 'Remove' link to delete this staff member.

Director of School:

The DoS is selected by the CME author on completion of their comments. If the DoS is to change after this, please contact Academic Quality.

Programme Report

Statistical Data

Data is aggregated to include all programme codes and intakes included in the CME group.

The list of students can be viewed via links in each section. The students listed in the pop ups are those included in the data tables.

Most of the statistics are measured across:

- OfS Subject Benchmark (Common Aggregation Hierarchy level 2)³
- OfS Degree Type
- OfS Mode of Study

Where programmes are split across multiple OfS groups, data summary tables will be available.

Click the expandable links within each section to view the data per individual cohort / year.

These links will display a breakdown of data at various different levels:

Summary Data:

[Rates split by Programme cohort](#)

Split Metrics:

[Age on Entry](#) | [Disability](#) | [Ethnicity](#) | [Gender](#) | [Domicile](#) | [TUNDRA](#) | [IMD](#)

To note:- *demographic data is not available if there are less than 5 students in the dataset. This will display as <5 and N/A in the statistics columns.*

Modules:

Module data is aggregated to include all cohorts included in the CME group.

View Evaluation
View - No Comments
View - No Comments
View - No Comments
View

View the Module Leader CME evaluation via this link (opens in a new tab or window).
 If no comments have been entered by the ML this will be highlighted here (you can still view the statistical information).

Longitudinal Data
View
View
View
View

Click here to expand the table to view previous year statistics (if applicable)

Only completed module attempts for the current academic year are included in this section.

³ If no subject benchmark is available then the OfS baseline only is applicable.

Programme Reflection

The screenshot shows the 'Reflection and Action Plan' form. At the top, there is a section for 'Programme Reflection' with a large yellow text area. Below this is a list of links for 'Click to comment on specific areas (optional)'. Further down, there are sections for 'Action taken following Validation / Review' and 'Action taken following PSRB engagement', each with an 'Add Comment >>' link. At the bottom right, there is a 'Save Comments >' button. Three callout boxes provide instructions: one points to the yellow text area, another points to the 'Add Comment >>' link, and a third points to the 'Save Comments >' button.

CME authors are required to complete the programme reflection section of the report. Specific thematic comments may be added using the tabs below.

Optional...click 'Add Comment' to enter commentary in the additional sections.

Click Save before leaving the screen!

- ✓ You can return later to review/update your comments.
- ✓ If you have completed your comments, go to the bottom of the screen to sign-off your report (see below).

Sign-off Report – CME Author:

Once all the comments have been entered, please sign-off the report as complete. This will send the report to the LJMU Director of School to review:

1. Tick the sign off box once all CME authors have entered their commentary:

A form section titled 'Sign-Off Programme Performance Summary as Completed:' containing a checkbox with the text 'Please tick here if all comments have been entered and saved'. The checkbox is circled in red.

2. Complete the form:

The final sign-off form includes a checked checkbox with the text 'Please tick here if all comments have been entered and saved'. It features a 'Status' dropdown menu set to 'Director of School to review', a 'Director of School' dropdown menu set to 'Please select...', and a 'Comments' text area with the placeholder 'Optional - please enter any comments you wish to be included in the email to the DoS...'. A 'Save & Send to DoS >>' button is at the bottom right. Two callout boxes provide instructions: one points to the 'Director of School' dropdown menu, and another points to the 'Save & Send to DoS >>' button.

Select the Director of School from the drop down box.

Click the 'send and save button'

An automated email containing the link to your report will be sent to the LJMU Director of School. If you would like to include any additional comments enter them into the Comment box.

Sign-off Report – Director of School:

You have access to add any additional information to the programme reflection commentary boxes. Once you are happy with the report, please go to the bottom of the screen to confirm:

1. Select an option:

Director of School:

Once you have finished reviewing the report please complete this form and click the

Status:

- Sign the report off as complete
- Return the report to the programme team for update

2. Enter your commentary into the text box (dependent on status selected):

- a) Return to programme team – enter any information you would like to include in the automated email they will receive:

Status:

Comments for Email:

- b) Enter your comments about the approved report i.e. your feedback to the Programme Team. To note:- the report will not be signed off as complete without a comment being entered here:

Status:

Report Commentary:

3. Click the button to save.

Programme Action Plans

Action points replace the previous ‘Enhancement and Development Plan’ records. All previous EDP’s can still be viewed/updated within this section.

Programme Action Plan:
Where actions are necessary, please s

[Programme Actions ...](#)

[Add a Programme Action >>](#)

An action point can be relevant to one or more programme cohorts attached to the CME group.

Click the ‘Add to Programme Action’ link to fill in the online form

Add a New Programme Action Point

[Add a Programme Action >>](#)

Where actions are necessary, please specify these here. Please complete all sections of the form

Programme Cohorts: : 32. - E.
 : 42. - E.

Select Theme:

<input type="checkbox"/> : Recruitment	<input type="checkbox"/> : Graduate Outcomes
<input type="checkbox"/> : Foundation Progression	<input type="checkbox"/> : APP / EDI
<input type="checkbox"/> : Continuation	<input type="checkbox"/> : Student Opinion Surveys
<input type="checkbox"/> : Completion on time	<input type="checkbox"/> : Other
<input type="checkbox"/> : Attainment	

Action to Achieve:

Person(s) Responsible: [Edit Staff](#)

Target Completion Date:

Resource Implications:

Status Update:

[Help](#)

Status:

[Save Action >>](#)

All sections of the form must be filled in.

All cohorts in the CME group are listed here – tick all that are relevant.

Choose the theme or themes that your action is intended to address.

Use ‘Edit Staff’ to search the staff list. You can add more than one person if the action applies to them, for example the whole programme team.

Each will receive an automated email with the link to view the action.

Notes:

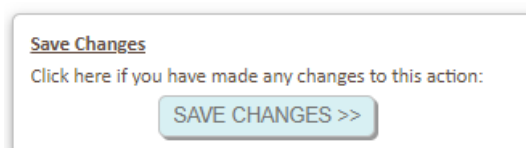
- ❖ **Status Update/Impact Assessment:**
This section should be used to provide an update on the current progress toward achieving the action. Once the **action has been completed**, please use this text box to provide an assessment of the impact.
- ❖ If actions necessitate an [amendment](#) to the module description in Courseloop, please also make your proposal within CourseLoop.

Update an Action

Expand the '**Programme Actions**' section to view a list of all actions. Click the Ref Nbr/description to view the full record⁴:

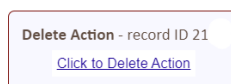
- ✓ Update any of the information, including adding/removing programme cohorts where applicable (*there must be at least 1 cohort attached to the action*) and assigning the theme(s) for your action.
- ✓ Once the action has been completed update the 'Status & Impact Assessment' drop-down box and enter an assessment of the impact.

Make sure to click the Save button if any changes have been made to the record:

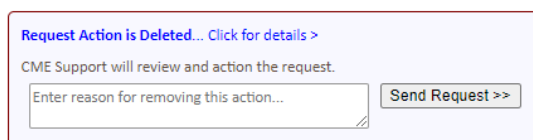


Delete an Action

Expand the '**Programme Actions**' section. Click the relevant ref nbr/description to expand the full record. At the bottom of the record is a delete option link:



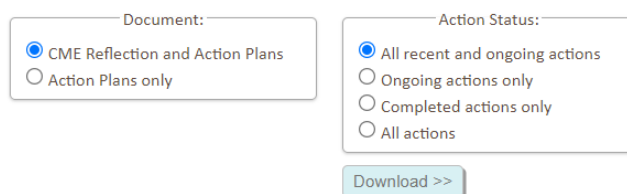
Enter a brief reason why the record should be deleted and click the Send button:



An automated email will be sent to CME support, who will delete the record from the system.

You will see the action on screen until CME support have deleted it.

Download Action Plan into Word Document



Select the Download section to choose the required option.

Downloads will open as a Word document.

- CME Reflection and Action Plans
Download includes the reflection comments, and all action plan points.
- Action Plans only
Download includes a list of action plan points for the programme(s).

⁴ Includes pre 2022/23 enhancement and development plan records.

Appendix

Appendix 1: CME Status

<p>Programme team to complete</p>	<p>CME has not been completed by the author. Once all comments have been entered into the reflection points, the CME should be signed off as complete. This will send the report to the DoS for review.</p> <p>The author will select the Director of School on sign-off.</p>
<p>Director of School to review</p>	<p>Following sign off from the programme team, the DoS will receive a link to the CME dashboard to review the comments and action plans entered.</p> <p><u>Action:</u> Once reviewed, the CME should be signed off as complete or returned to the author for further update.</p>
<p>Completed</p>	<p>CME has been signed off as complete by the author and Director of School. Programme actions can still be updated.</p>
<p>Blank</p>	<p>Status only relevant to CME records from 2022/23 onwards. Older records will not contain a status.</p>