

## **Involving your Students in the CDAR process**

The Course Development is the key stage of the newly approved Course Development Annual Review (CDAR) process. At this stage, the Course Development Group including students are active members responsible for undergoing the review of existing courses or setting up new programmes.

### **Is it important to involve students in this process?**

Yes, it is absolutely important to involve students as active members in your CDAR process. This is stated in the CDAR guidance document produced by the office of Teaching and Learning 2016 and approved by the Quality in Teaching and Learning (QuiLT) committee.

The following are benefits identified with engaging students in the CDAR process. Student Engagement in course development and review promotes:

- Student-staff partnership.
- Transparency and trust of the process.
- Widens feedback and suggestions for course enhancement.
- Reinforces areas of good practices and development.
- Multiple views on ideas or concepts.
- Understanding of possible consequences of intended policy.

### **What to do?**

The following steps are useful in preparing for student engagement in your course review process

- Ensure to plan in advance to give students enough time for student recruitment and training.
- Ensure that students who will be involved are trained and well informed about the process/subject to be discussed.
- Widen engagement by allowing interested students who may not be Students reps to be involved.
- Ensure that students from all levels of your course are represented.
- Ensure that the students receive the appropriate document in advance of the meeting.
- Be open-minded and accommodate student feedback.
- Record their feedback.
- Close the feedback loop by ensuring that students are informed about development/successes from the meeting.

### **How can this be done?**

There are a number of ways students can be engaged in the CDAR process which include:

- Students as members of the Course Development team
- Consultation
- Surveys/Questionnaires
- Focus groups
- Student Reps
- Academic societies
- Skype/online meeting

Please note that there is no one size fits all as regards to engaging students. Therefore mixed methods is encouraged in order to widen engagement.

For new courses, it is advised that new courses are consult students on related programmes through the course development stages.

For more information and support, go to <https://acdev.coventry.domains/> or contact Chidimma Okoye, the Student Engagement Research Officer on [ab3404@coventry.ac.uk](mailto:ab3404@coventry.ac.uk)