



University of Gastronomic Sciences
Università degli Studi
di Scienze Gastronomiche



Guidelines
Teachers-Students Joint Committee (CPDS)
University of Gastronomic Sciences
(Updated since PQ 27/04/2022)



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Introduction

Together with the University Quality Unit (PQ) and Evaluation Committee (NdV), the Commissione Paritetica Docenti-Studenti (CPDS) is a Teachers-Student joint Committee that works to ensure the quality standards of the university.

- ✓ Art. 2, paragraph 2, point g) of Law 240/2010 attributes to the CPDS the competence to:
 - *monitoring of the training activity and the teaching quality as well as the services to students provided by lecturers and researchers.*
 - *identify indicators for evaluating their results;*
 - *articulation of opinions on the activation and the cancellation of courses.*
- ✓ Art. 13 of Legislative Decree 19/2012 provides that *the CPDS draws up an annual report that contains proposals to the Internal Evaluation Committee that aims to improve the quality and effectiveness of teaching structures, also concerning the results obtained in learning, in relation to employment and personal and professional development prospects, as well as to the needs of the economic and productive system.*

These Guidelines offer the University some indications for adapting the constitution and operating methods of the CPDS according to the above-mentioned law and the subsequent amendments proposed by ANVUR in December 2016.

1. Regulatory and documentary references

The documents referred to below are the reference documents for the application of these Guidelines.

- Law no. 240 of 30 December 2010
- Legislative Decree no. 19 of 27 January 2012
- Ministerial Decree no. 987 of 12 December 2016
- Guidelines on Periodic Accreditation of Campuses and University Study Programs and related Attachments
- Guidelines for the distribution of didactic evaluation questionnaires to students and the elaboration and communication of their results to teachers
- Guidelines on Initial Accreditation of University Campuses and Study Programs - Annexes to the Guidelines
- ANVUR Guidelines for the Preparation of the Planning Document for a study Program of a new institution.



2. Tasks and functions

CPDS has a dual nature, as its members are at the same time active participants of the academic community and users of services. The AVA.2 Guidelines specify these tasks and accentuate the role of the CPDS as a body primarily responsible for the evaluation of the quality of the Study Programs (CdS) and the services to the students:

- CPDS is responsible to carry out monitoring activities of the academic offer and the quality of teaching, as well as of the service activity to students provided to them by professors and researchers, identifying indicators for the evaluation of the results of the same, also about the procedures of the opinion survey by the students on the quality of teaching by the University and national bodies;
- in terms of improvement processes, the independent and central role of the CPDS in quality processes is highlighted and the importance of which for monitoring the CdS (Study Program) has been increased by replacing the annual review procedure with a more streamlined analysis of the "annual monitoring report" (SMA);
- the independent role of CPDS's is evident in the request for the drafting of *"an annual report, taking into consideration the entirety of the course program, with particular reference to survey outcome of student's opinions, indicating any specific and possible problems to the individual CdS"*. The AVA.2 Guidelines reiterate that the CPDS has autonomy in defining the format of its annual report since the contents proposed by ANVUR in the Annual Report Form (a table that constitutes Annex 7 of AVA document.2 featured below) are intended only as a suggestion.
- among the tasks foreseen by law 240/2010, there is also that of "[...] formulating opinions on the activation or cancelation of study programs". When proposals are sent to the MUR for the activation/cancellation of study programs, the CPDS is invited to formulate its opinion.
- the peculiarity of the CPDS lies in the fact that its tasks must be carried out jointly as a team by teachers and students, with both components having equal roles.
- the CPDS operates throughout the year and takes the initiative to receive reports from students of the courses by offering them an additional channel, in addition to the traditional evaluation questionnaires.
- Particularly through its student members, the CPDS carries out dissemination activities within the student community relating to the actions implemented to ensure the quality standards promoted by the University to support the PQ (which is responsible for it).
- Following the article 13 of Legislative Decree 19/2012, each CPDS, based on the information contained in the SUA-CdS (Annual unique report from study programs)



and from other available sources, annually evaluates the projects of the Study programs and publishes an annual report by 31 December.

AVA.2 emphasizes that the Report of the CPDS, "*based on elements of independent analysis [...], must reach the Evaluation Committee, PQ (the Quality unit), and CdS, which will incorporate it and take further action to develop proposals for improvement [...]*" And finally that "*the relevant aspects of this process must be highlighted both in the NdV reports and in the Cyclical Review Reports*".

Annex 7 to the Guidelines for the Periodical Accreditation of University Campuses and Study Programs

Format for the Annual Report of the Teachers-Students Joint Committee (CPDS)

Version dated 10/08/2017

Section	Subject
A	<i>Analysis and proposals on the management and use of student satisfaction questionnaires</i>
B	<i>Analysis and proposals related to teaching materials and aids, labs, classrooms, and equipment concerning the achievement of learning objectives at the desired level</i>
C	<i>Analysis and proposals related to the validity of knowledge assessment methods and skills acquired by students concerning expected learning results</i>
D	<i>Analysis and proposals on the completeness and efficiency of the annual Monitoring and Cyclical review</i>
E	<i>Analysis and proposals on the effective availability and accuracy of the information provided in the public sections of the SUA-CdS (Annual Unique Form for Study Programs)</i>
F	<i>Further improvement proposals</i>

3. Constitution

In UNISG there is only one CPDS, in which the presence of a teacher and a student for each CdS is guaranteed.

The teachers are appointed by Rector's Decree.

The students are appointed as follows:

- the representative of the Undergraduate Degree Course in CPDS is recognized by the Student's Council at the end of the elections.



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- for the representative of the master's degree Course in CPDS is recognized by the Student's Council at the end of the elections. The representative of the CPDS should be elected from among candidates in the first year of the master's degree Course.

The outgoing student representatives guarantee an adequate handover to the new representatives and participate in the drafting of the Annual Report until its closure.

The CPDS has the right to invite student representatives from the Faculty Council and the CdS Review Groups to its meetings.

4. Operational Guidelines

- a) The composition of the CPDS and an e-mail address are indicated on the University website to collect comments and suggestions;
- b) At the beginning of the academic year, the CPDS defines its calendar of meetings.
- c) concerning the analysis of the results of the teaching evaluation questionnaires (accessible in plain text), the CPDS shares its observations with the Course Coordinators. Furthermore, they are requested to provide feedback on the critical issues that emerged, and the corresponding actions adopted or to be adopted.
- d) During the activities of the CPDS, the coordination and the management of communication with the Course Coordinators, the PQ, and the NdV are expedited by the presence of the members of the support office of the university's AQ (Quality Assurance) system.
 - at the end of each session, a report is drawn up which is made available on the University website - section AQ - in order to keep records of the activities carried out and allow for easy consultation by the concerned parties and entities;
- e) before the start of each academic year, the CPDS analyzes the syllabus provided in the degree courses;
- f) As part of their self-assessment, CPDS verifies that the Study Programs thoroughly examine the results of the Student Opinion Survey, highlight any critical issues, and undertake corrective actions;
- g) Concerning the management of the questionnaires, CPDS verifies the methods of establishing a relationship with the students and the feedback that is returned to them;
- h) any further investigations, including any ongoing surveys of the students' opinions to be carried out possibly in different ways, are conducted by keeping the PQ informed.



5. Annual Report

According to a calendar defined at the beginning of each year, CPDS meets periodically to harmonize its activities with the availability of the data being analyzed. The documents are made available in advance, through sharing systems exclusively reserved for the members of the Committee, to guarantee the protection of the data. During the meeting, the members share comments and proposals resulting from the analysis of the data and the Support Office draws up specific reports.

According to article 13 of Legislative Decree 19/2012 CPDS draws up an annual report that contains proposals to the Internal Evaluation Committee that aims to improve the quality and effectiveness of teaching structures, also concerning the results obtained in learning, in relation to employment, and personal and professional development prospects, as well as to the needs of the economic and productive system.

Further development of the proposals takes place after monitoring the indicators of competence referred to in Article 12, paragraph 4, and also based on questionnaires or interviews with students, preceded by extensive dissemination of the university's qualitative policies, in order to make students informed and aware of the quality system adopted by the university.

The CPDS report is made public and transmitted to ANVUR and MUR, using the usual computer methods, and sent to the PQ, the CdS, the NdV, and the Faculty Council.

ANVUR does not propose a format for the Report but limits itself to defining an index, allowing the universities to be autonomous in proposing models that allow them to document the analysis of the expected topics.

The contents listed in Annex 7 to the Accreditation Guidelines (Annual Report form for the Teacher-Student Joint Committee) are intended as indicative suggestions.

The Report is articulated in a concise manner and with the aid of charts and tables that ensure immediate usability of the data.

The CPDS Annual Report evaluates whether:

- the student satisfaction questionnaires are effectively managed, analyzed, and used by the Study Programs for the improvement of teaching;
- the methods of transmitting knowledge and skills, teaching materials and aids, laboratories, classrooms, equipment, and services to students are effective in achieving the expected learning objectives;



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- the examination methods, as described in the syllabus are effectively implemented, and allow to correctly ascertain the knowledge and skills acquired by the students, in relation to the expected learning outcomes;
- the Annual Monitoring and Cyclical Review activities are systematic and adequate, in order to identify problems and initiate effective improvement actions;
- an updated, impartial, objective, quantitative, and qualitative information on each CdS offered is effectively made available to all stakeholders through a regular and accessible publication of the public parts of the SUA-CdS;
- the conditions exist for further improvement proposals.

For the preparation of the Annual Report, the CPDS analyzes:

- o the SUA-CdS of the academic year just concluded, but taking into account, where appropriate, also that of the current year
- o the monitoring indicators (SMA) provided by ANVUR in the version together with the comments of the respective Review Groups
- o the results of the student's opinion survey questionnaires on the quality of teaching, made available by the Quality Unit
- o results of the students' opinion survey on the campus, facilities, and services
- o the latest Annual Report of the Evaluation Committee (NdV)
- o the latest Cyclical Review Report
- o feedback on the Study Trips of the Undergraduate Degree Course
- o feedback on internships and the Field Projects activities of the master's degree Course
- o the results of surveys prepared by the Commission itself (subject to the approval of the University Bodies).

The CPDS Annual Report includes:

- an introductory part that aims to:
 1. illustrate the working methods of the CPDS by describing its composition, the internal organization in terms of any work allocation, continuity of work throughout the year, methods, frequency and timing of meetings, and actual participation of students in the activities;
 2. present an overall summary of what emerged from the elaboration of the contents during the activities of the CdS, following the frameworks indicated in the outline of the AVA ANVUR Guidelines (from A to F), to highlight relevant differences, good practices, lines of action, possible synergies, etc.



- the detailed elaboration at the Study Program level which aims to deepen the analysis for each Study program with reference to the index proposed by ANVUR (Annex 7, above).

For the discussion of each Section, it is suggested to follow the indications given below.

A. Analysis and proposals on the management and use of Student satisfaction questionnaires

Report the results of the analysis conducted considering the following aspects:

- 1) evaluate the effectiveness of the reporting methods for the initiation of the survey procedure, the timing of administration of the questionnaires, and the reminder procedures;
- 2) evaluate the management and use of student satisfaction questionnaires considering:
 - a. number of completed questionnaires and number of questionnaires expected based on the number of subscribers;
 - b. results of the survey for each question asked to students;
 - c. the trend of previous indicators over the last 3 years;
- 3) evaluate whether the results of the student opinion survey for undergraduates and graduates are adequately analyzed and considered by the individual CdS;
- 4) evaluate if the overall considerations of the CPDS (and of the other QA bodies) are granted credit and visibility by the CdS.

In terms of the use of ROS (student opinion survey), the CPDS is urged to assess the degree of dissemination of the disaggregated results of Student Opinions [at the level of each course/teacher] within the University (with particular reference to discussions in collegiate meetings and publication on the institutional website).

Based on the results acquired, the CPDS will identify short-term improvement objectives and will notify the CdS of the need to adopt targeted corrective actions.

B. Analysis and proposals regarding teaching materials and aids and facilities for teaching in the presence (laboratories, classrooms, equipment, etc.) and at distance (platforms, recording devices, etc.) in relation to the achievement of learning objectives at the desired level

Report the results of the analysis conducted considering the following aspects:

- 1) evaluate whether the methods of transmitting knowledge and skills (supplementary



teaching activities, exercises, tutoring, lectures, laboratories, etc.) and the methods of providing distance learning become adequate for the level of learning that the student must achieve, even relatively for the particular characteristics of distance learning;

- 2) evaluate whether the didactic material made available corresponds to the teaching program and consistent with the training objectives;
- 3) assess whether the teachers are adequate, in terms of numbers and qualifications, to support the needs of the CdS considering both the scientific content and the organization of teaching;
- 4) assess the adequacy of the teaching load of teachers considering their qualification and the relevant Scientific Disciplinary Sector (SSD) in relation to the training objectives and expected learning outcomes;
- 5) assess the adequacy of support structures and resources for face-to-face and distance teaching [e.g. classrooms, libraries, laboratories, teaching aids, IT infrastructures].

Also in this case, based on the results acquired, the CPDS will identify short-term improvement objectives and will notify the CdS of the appropriateness and needs to adopt targeted corrective actions. It is recommended that the proposals formulated are based on the identification of coherent, applicable, and verifiable solutions.

C. Analysis and proposals on the validity of methods for assessing the knowledge and skills acquired by students concerning the expected learning outcomes

Report the results of the analysis conducted considering the following aspects:

- 1) assess whether the CdS has a system of rules and indications of conduct for carrying out the intermediate and final checks;
- 2) assess whether the verification methods are clearly described in the syllabus and they match the SUA-CdS (Annual unique report for study programs) and if they are adequately communicated to the students.

Based on the verifications carried out, the CPDS will identify short-term improvement objectives and notify the CdS of the need to adopt targeted corrective actions.

It is recommended that the proposals formulated are based on the identification of coherent, applicable, and verifiable solutions.

D. Analysis and proposals on the completeness and effectiveness of the Annual Monitoring and Cyclical Review

Report the results of the analysis conducted considering the following aspects:



- 1) evaluate whether the study paths, exam results, and employment outcomes (short, medium, and long term) of the graduates of the CdS are analyzed and monitored, also in relation to those of the same Class on a national or regional basis with reference to the Base ANS data from ANVUR;
- 2) assess if there are collegial activities dedicated to the revision of the courses, the academic coordination between courses, the rationalization of timetables, the temporal distribution of exams and support activities;
- 3) evaluate if the problems are detected and their causes are analyzed;
- 4) assess whether the set objectives and the consequent actions to be undertaken are consistent with the identified, relevant and effectively improving problems of the reference context;
- 5) evaluate if the promoted interventions are monitored and their effectiveness is adequately assessed.

The CPDS will finalize the evaluation to formulate proposals that identify coherent, applicable, and verifiable solutions.

E. Analysis and proposals on the actual effectiveness and correctness of the information provided in the public parts of the SUA-CdS

- 1) Verify the completeness, clarity, and punctuality of the information;
- 2) Verify that the information entered in the public parts is accessible and intelligible to a student;
- 3) Formulate improvement proposals.

F. Further proposals for improvement

Incorporate further improvement proposals not referring to the previous Sections that the CPDS deems appropriate to report to the CdS.

The Report must be completed by completing the following table showing ***the main criticalities identified for each study program (summarized in order of priority) and the proposed course of action.***



Study program	Main criticality	Course of action
Course XXX	<i>Main criticalities</i> <i>Main criticalities</i> <i>Main criticalities</i>	<i>Course of action</i> <i>Course of action</i> <i>Course of action</i>
Course XYX	<i>Main criticalities</i> <i>Main criticalities</i> <i>Main criticalities</i>	<i>Course of action</i> <i>Course of action</i> <i>Course of action</i>
Course YZW	<i>Main criticalities</i> <i>Main criticalities</i> <i>Main criticalities</i>	<i>Course of action</i> <i>Course of action</i> <i>Course of action</i>