



Guidelines

For the Teachers-Students Joint Committee (CPDS)

University of Gastronomic Sciences

(Updated since PQ 09/07/2019)



Introduction

Together with the University Quality Council (PQA) and Evaluation Committee (NdV), the Commissione Paritetica Docenti-Studenti (CPDS) is a Teachers-Student joint Committee which is the principle factor working to ensure the quality standards of the university.

Italian regulation 240/2010 assigns the following functions to the CDPS:

- *monitoring of the training activity and the teaching quality as well as the services to students provided by lecturers and researchers.*
- *analysis of teaching results and service activities according to the standards adopted by the university for their evaluation.*
- *articulation of opinions on the activation and the cancellation of courses.*

The document “Accreditamento periodico delle sedi e dei corsi di studio universitari: Linee guida”(Periodical accreditation of university campuses and courses: Guidelines) referred to here as “AVA.2”, published by the Italian National Agency for the Evaluation of the University and Research Systems (ANVUR) in December 2016 and recently revised on August 10, 2017, proposes important innovations in the role of the CPDS. In these guidelines there are indications and instructions to the university on how to adapt the constitution and the way the CDPS functions to the new accreditation system guidelines.

1. Tasks and functions

CPDS has a twofold nature, as students and their members are at the same time active participants of the academic community and users of services. This therefore plays an important role in the process of improvement and in external assurance and evaluation processes. 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 of the services to the students:

- from the perspective of improvement processes, the independent and central role of CPDS in quality processes is evident, whose importance for monitoring of CdS is increased by the simplification of the annual review procedure (now "annual monitoring form") . The annual report of the CPDS also constitutes an essential input for the cyclical review procedure;
- the independence of CPDS's role is evident in the request for the drafting of “*an annual report articulated for CdS, taking into consideration the entirety of the course program, with particular reference to survey outcome of student's opinions, indicating any possible problems specific 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 (table that constitutes Annex 7 of AVA document.2 below) is intended only as a suggestion.
- 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; students, in particular, through participation in the CPDS have the concrete opportunity to directly influence the improvement of teaching, its organization and the services connected to it.



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 in relation to 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 in relation to 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>

AVA.2 emphasizes that the Report of the CPDS, "*based on elements of independent analysis [...], must reach the Evaluation Committee, PQ (the Quality council), 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* ", and therefore:

- the CPDS is the central interlocutor of the NdV, and therefore of the evaluation procedures as well. In this regard, the AVA.2 Guidelines require constant communication between the CPDS and the NdV, which uses information and recommendations provided by CPDS for evaluation purposes. The NdV verifies that the CPDS's indications are properly considered by the CdS;
- among several tasks specified by law 240/2010 there is also that of "*formulating opinions on the activation or cancellation of study courses*". In the event of proposals being sent to the Italian Ministry for Education, Universities and Research (MIUR) for the activation/cancellation of study courses, the CPDS will be invited to express its own opinion, analyzing the proposed course, the adequacy of the physical structures, teaching and service provided for the new study program (CdS), and also the impact that such actions described above can have on the dedicated resources and on the organization of already existing or ongoing study courses (CdS).
- the results of the analysis conducted by the CPDS must be brought to the attention of the Faculty Council and the Government Bodies, who are responsible for recognizing the critical issues and weak points, outlining and implementing concrete solutions which also take into account the suggestions made by the CPDS.
- CPDS operates throughout the year to offer a listening channel to students and promptly transmit the useful indications to the Course Coordinators.



2. Constitution

The AVA.2 document states that the CPDS can be set up at different levels: at a departmental level, or as an aggregate of homogenous courses or at a joint structure level in the Universities which provide them. At UNISG, there is only one CPDS (joint committee) for both CdS, which guarantees the presence of a student for each CdS. The CPDS is thus made up of two teachers and two students.

The teachers are appointed by Rectoral Decree.

Students are nominated with appropriate elections:

- the representative of the Undergraduate Degree Course in CPDS is recognized by the Student's Council at the end of the elections, among the elected class representatives;
- for the representative of the master's degree Course, the class representative elected for the 1st year and the 2nd year representative assume their roles in CPDS as permanent invitees until the end of the annual report for the reference year;
- the CPDS has the right to invite student representatives of the Faculty Council and the CdS Review groups to its meetings.

3. Operational guidelines

Based on the indications outlined in the AVA.2 Guidelines, the PQ proposes the following operational suggestions to the CPDS with the intention of facilitating the implementation of the articulation and the variety of assigned tasks.

General aspects

- a. The composition of the CPDS, the duration of the Commission's mandate and a contact information such as an e-mail box, should be indicated on the University website to collect feedback and suggestions.
- b. The CPDS should not meet only occasionally, that means not only when it is time to prepare the annual report or when asked for an opinion in line with regulations, but it should carry out its activities on a routine-basis.
- c. It is recommended to organize periodic meetings with the student representatives of each year, to be able to directly monitor any issues that that may potentially emerge from time to time and to gather observations and suggestions.
- d. It is recommended that CPDS performs activities, particularly through the student members of the committee, to constantly inform the students about the actions taken to ensure the quality levels promoted by the university and by the individual CdS, so that they feel actively involved in the university's continuous improvement.
- e. The contribution of the student members of the committee is fundamental and must be strongly encouraged; therefore, the CPDS is assumed to receive incoming indications from the periphery (i.e. by the students of the courses) in order to deepen the critical aspects related to the training path (student experience) and to offer an additional channel, in addition to the traditional evaluation questionnaires, in order to synergistically propose information that the Faculty Council might not receive otherwise.



Organizational aspects

- a. At the beginning of the academic year, the CPDS defines its own meeting calendars.
- b. Regarding the Result analysis of the teaching evaluation questionnaires, the CPDS shares their observations with the Course Coordinators so that they can be taken into consideration for the implementation of appropriate corrective measures in time. Furthermore, the Coordinators of the CdS are requested to provide their feedback regarding the critical issues emerged and the relative actions to be taken.
- c. During the activities of CPDS, the coordination of their activities and the management of communication with the Course Coordinators, the PQ and the NdV are facilitated by the presence of a member of the support office for the University's AQ (Quality Assurance) system.
- d. At the end of each sitting, a report will be drafted which will be made available in the AQ section of the University website - in order to:
 - o keep records of the activities carried out and to allow convenient consultation by the interested parties such as the Course Coordinators, the PQ and the NdV;
 - o allow easy verification of the activities carried out by the CEV (Expert Evaluation Commission) during the accreditation period of the CdS and the university.
 - o allow transparency of the activities carried out towards the academic community.
- e. Before the start of each academic year, the CPDS analyzes the course unit catalogues provided in the Degree Courses.

Activity Management

- a. Regarding the aspects to be considered and the indicators for the teaching evaluation and student services referred in the Law 240/2010, to be communicated to the NdV and to be used in the monitoring and evaluation activity, the CPDS will rely primarily on the indicators proposed by the ANVUR.
- b. The results of the student surveys regarding individual courses represent the main source of information for the CPDS's activity. These must be discussed and evaluated in a coordinated way in order to understand the reasons behind any evaluations that are significantly below average and to suggest measures aimed at improving the critical aspects of the utilization of the teaching by the students themselves.
- c. It is recommended that PQ is kept informed about any further investigations, including surveys of students' opinion which is carried out during the course in different methods.
- d. Systematic engagement with the NdV is also recommended, in order to have on-going feedback related to the verification of the action plans.
- e. The preparation of the annual report by the CPDS must be the result of a regular monitoring activity by the Commission.

4. Annual report

The law requires that every year by December 31st, the CPDS should prepare a structured report for each individual CdS to be sent to the PQ, the CdS, the NdV and the Faculty Council, and should be made public to the ANVUR and the MIUR, using the usual electronic means. The PQ will annually set one or more internal deadlines compatible with the fulfillment of the legal obligations.



Structure and guidelines on the content of the CPDS's annual report

- Introduction

The introduction will provide some information concerning the members of the Commission, the dates on which the meetings are held, and a brief summary of the activities carried out in each meeting.

- Structure

The CPDS has autonomy in defining the format of the annual ANVUR Report. The points of attention proposed by ANVUR (annex 7) are to be understood as indicative but represent a trace that is certainly pertinent and useful at least in the first instance. It may be convenient to distinguish the Analysis of the various aspects to be considered, the corrective actions and the relative Operative proposals.