

# Higher Education Review 2016 - 2017 – Action Plan

GOOD PRACTICE								
Item	Feature	QC Ref	Action Agreed	Date for completion	Action by	Reported to	Success Indicators	Status
1	The continuous dialogue and support for students throughout the recruitment and admissions process which enables student progression  (Expectation B2)	B2	Continue to strengthen communication throughout the admission cycle;	November 2016	Manager, Student Services & Systems	Academic Management Committee	Positive evaluation outcomes following student orientation	Completed
			Further guidance on timelines to be provided immediately following application submission	June 2017	Manager, Student Services & Systems	Academic Management Committee	Webinar successfully delivered	Completed
2	The appointment of an Academic Support Programme Advisor to deliver academic writing, critical thinking, and academic English support to students which enhances students' participation in their learning.  (Expectation B4)	B4	An Academic Skills Coordinator will be appointed to oversee and deliver all the internal aspects of academic support, in order to extend the range of academic support available to students	January 2017	Academic Support Programme Advisor	Academic Management Committee	Positive student feedback and measurable improvement in academic writing skills from assignment feedback.	Completed 1- Academic Evaluation Framework has been developed 2- Positive student feedback is available 3- A full record of student support is available and maintained 4- All STEP students receiving academic support have passed the first module for the first time.

3	The involvement of students in the planning and design of new library and accommodation facilities which enables the appropriate development of resources.  (Enhancement).	B4	Student involvement in facilities and learning resources planning will continue; Student membership will be included in the Library User Group	December 2016	Manager Student Services & Systems; Library	Academic Management Committee	Student participation in the committee is ensured and evaluated	Completed
			A new Accommodation Committee will include student representation	December 2016	Manager Student Services & Systems	Committee successfully established; student participation ensured and evaluated as part of the Non-Academic Student Survey for 15-16 and planned for the Student Experience Survey 16-17.	Completed	
4	The extensive and effective use of alumni to provide support, information and guidance to all current students, which supports and enhances student learning. (Enhancement).	Enhancement	Students to be granted access to the Alumni on-line community	August 2017	Department of Community Relations	Co-Director	Evidence of student engagement through web-site usage statistics	In progress – end of March 2017.
			Explore extending role of Alumni in career pathways seminar.	March 2017	GPISH Programme Leader	Academic Management Committee	Positive student feedback evidenced in survey reporting.	In progress – end of March 2017

## RECOMMENDATIONS

Item	Feature	QC Ref	Action Agreed	Date for completion	Action by	Reported to	Success Indicators	Status
5	Develop and implement a formal moderation process for assessment tasks on the Graduate	A3.2	Develop a formal moderation process for all assessments. The process will involve the Module Leaders and the Programme Leader.	September 2016	Special Projects Manager and Programme Leader	Academic Management Committee	All assessment tasks consistently and timely moderated.	Completed

	Programme in Islamic Studies and Humanities. (Expectation A3.2)						Confirmed by the External Examiner's annual report.	
6	Establish and implement a formal induction and mentoring procedure for all new teaching staff. (Expectation B3)	B3	Develop a "New Teaching Staff Induction Programme"	September 2016	Special Projects Manager	Academic Management Committee and Head of Human Resources	Induction Programme developed and approved by Academic Management Committee and Head of Human Resources	Completed
7	Revise the programme and module learning outcomes on the Graduate Programme in Islamic Studies and Humanities to clearly and consistently reflect the terminology used in the FHEQ at Level 7. (Expectation A1)	A1	Revise GPISH programme specs using models of best practice in the sector as reference.	January 2017	Special Projects Manager and Programme Leader.	Academic Steering Committee and Co-Director	GPISH programme specifications successfully approved/re-validated	Completed
			Revise individual Module Learning Outcomes in accordance with the Module Amendments protocol		Programme Leader and Module Leaders.	Co-Director	Programme Learning Outcomes approved.	Completed
8	Develop and implement grading criteria for the Graduate Programme in Islamic Studies and Humanities that more clearly relate to the learning outcomes for each module (Expectation A3.2)	A3.2	Develop a protocol on module-specific grading criteria tied to Learning Outcomes following review of current practice in the Arts & Humanities field.	September 2016	Programme Leader	Academic Management Committee and Co-Director	Protocol approved by Academic Management Committee	Completed

			Liaise with individual Module Leader to have them develop LO specific grading criteria	January 2017	Programme Leader	Academic Management Committee	Grading criteria developed and approved by Academic Management Committee and the Validation Panel	Completed
--	--	--	--	--------------	------------------	-------------------------------	---	-----------

## AFFIRMATIONS

Item	Feature	QC Reference	Action Agreed	Date of Completion	Action by	Reported to	Success Indicators	Status
9	The steps taken to seek external validation for the Graduate Programme in Islamic Studies and Humanities.  (Expectation A1)	A1	To confirm a short list of potential validation partners	March 2017	Co-Director	Board of Governors	Short list successfully defined following communication with potential partners.	In progress
10	The actions taken by the Institute to expand the training available to student representatives to enable them to engage with deliberative committees.  (Expectation B5)	B5	Structure and formalise student reps/voices training. Produce a structured training schedule in consultation with student representatives	September 2016	Special Projects Manager and Student Services and Education Systems Manager	Academic Management Committee	Development and implementation of training for Student Representatives and student voices	Completed
11	The appointment of a Head of the Quality Assurance and Enhancement Unit to further enhance learning opportunities.  (Enhancement)	Enhancement	Advertise and recruit to the post	August 2016	Head of Human Resources in conjunction with recruitment consultants	Co-Director	Head of the Quality Assurance successfully appointed and commenced office August 2016.	Completed