

INTO Queens University Belfast Action Plan

Response to QAA Educational Oversight (Exceptional Arrangements) Review, 21 November 2018

Findings	Actions to be taken	Date for completion	Action by	Success indicators	Progress
It is advisable to ensure that quoracy for deliberative committee's is clearly defined.	Programme coordination meetings and boards of examiners play an important role in the management of academic standards. The membership of these committees are clearly defined. To ensure decision making is clearly defined quorate membership shall be upheld at all meetings. This shall be not less than 4 members of the committee plus an elected student representative, plus an academic manager.	September 2019	Academic Director and Centre Director	<p>Improvements to the execution of examination boards and agreed actions will mitigate the risk of academic appeals.</p> <p>Assurance that quoracy is upheld at all meetings to be recorded through Minutes from the meetings.</p> <p>Ensuring student representation on programme co-ordination meetings.</p>	<p>QUB Academic Affairs attended examination boards in June 2019 and provided feedback to the academic staff. Academic Affairs will provide further training to the academic team as required over the coming months.</p> <p>The Academic Director will work in tandem with the Academic Support Manager who will take responsibility for academic regulations and standards. This will provide consistency to the process across all programmes.</p> <p>Programme coordination meetings will be</p>

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					<p>reconstituted from September 2019 to include student representation (see also point 3, below).</p> <p>The Academic Director will ensure that quoracy for all meetings is met as outlined in this Action Plan.</p>
<p>It is advisable that INTO Queens University publishes a learning, teaching and assessment policy.</p>	<p>Using consultation with all academic staff and referencing the university teaching and learning policy, develop clear guidance and a strategy document on how to achieve & maintain best practice in teaching learning and assessment.</p>	<p>September 2019</p>	<p>Academic Director and Centre Director</p>	<p>Improved learning, teaching and assessment practice evidenced via peer and management observations, via External Examiner feedback and via student feedback.</p> <p>Publication of a mechanism for sharing pedagogy and best classroom practice.</p> <p>Publication of a teaching learning and assessment professional development programme.</p> <p>Improved timelines for modifications to modules will mitigate against any</p>	<p>In progress. Academic management will lead planning for the team. been. Outputs will be cascaded to all academic staff in advance of the new academic year in September 2019.</p> <p>Areas of focus will include:</p> <ol style="list-style-type: none"> 1. providing a yearly teaching plan; 2. maintenance of academic standards; 3. sharing of best practice between staff; 4. development of a training programme available to all academic staff;

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				negative impact on the student experience, enable more effective planning of human and other resources and ensure timely information for recruitment and marketing purposes.	<p>5. proper timetabling of programme coordination and other meetings throughout the year.</p> <p>These outputs will be developed as part of a teaching learning and assessment plan that reflects the policies of both Queen's University and INTO. The Academic Director will work with both Queen's University and INTO IUP to develop this policy.</p>
It is desirable for INTO Queens to develop a strategy for improving student engagement to ensure the student body is fully involved in quality processes.	Revise terms of reference for all academic committees within the centre to include student representation. Communicate with students to ensure representation at all meetings.	October 2019	Academic Director and Centre Director	Improved student involvement in decision making in relation to academic processes. This will be evidenced via student feedback, student involvement in modifications to modules, in development of new provision, in a "you said we did" termly communication with students.	A staff member has been tasked with the job of developing terms of reference for the newly constituted programme coordination meetings. This staff member will also oversee the make-up of meetings to ensure student representation on all committees. The committees will work in

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					tandem with, but separate from, the SSCC.