

## CSVPA: QAA HER(AP) Action plan: April 2018

1 Findings	2 Actions to be taken	3 Date for completion	4 Action by	5 Success indicators	6 Progress (date of review)
<b>Good practice</b>					
List features of good practice					
<b>Recommendations</b>					
<ul style="list-style-type: none"> <li>develop an internal policy for new programme development that makes systematic use of stakeholder feedback (Expectation B1)</li> </ul>	<p>Senior Management Team to develop a revised system and internal policy for new programme design, development and approval.</p> <p>Approval process to include consultation with validating HEI partner, industry contacts and students.</p>	<b>April 2018</b>	SMT/ CSVPA Board	<p>Effective policy and procedures are in place to make systematic use of stakeholder feedback in the development of new programmes.</p> <p>Stakeholders confirm their feedback is considered in the development of new programmes.</p>	<p>Policy for new programme development to be produced by SMT and submitted to CSVPA Board for approval in April 2018.</p> <p>Policy reviewed annually by Academic Board.</p>
<ul style="list-style-type: none"> <li>consolidate the outcomes of programme monitoring and review processes for all higher education courses for strategic enhancement purposes (Expectations B8 and Enhancement)</li> </ul>	<p>Overarching annual review of the outcomes of programme monitoring and review processes to be consolidated in a School Action plan.</p>	<b>June 2018</b>	SMT/ CSVPA Board	<p>School Action plan informs strategic planning and operational management decisions to support enhancement.</p> <p>Effective strategic oversight of the review and enhancement of all higher education courses monitored by Academic Board.</p>	<p>Implementation timeline to be approved by SMT and submitted to CSVPA Board for approval in May 2018.</p>

<ul style="list-style-type: none"> <li>clearly articulate and implement a more strategic approach to the development of enhancement activities at School level (Enhancement).</li> </ul>	<p>In consultation with Academic Board, Senior Management Team to produce a school Annual Monitoring and Enhancement Strategy.</p> <p>Course and module enhancement plans to be templated and standardised.</p> <p>Annual course and module enhancement plans to be approved by Board of Studies.</p>	<p><b>June 2018</b></p> <p>August 2018</p> <p>Autumn Board of Studies</p>	<p>SMT/ Academic Board</p> <p>SMT/ Academic Board</p> <p>Course and Module Leaders</p>	<p>School “Annual Monitoring and Enhancement Strategy” is available on the school intranet.</p> <p>Annual course and module enhancement plans are standardised.</p> <p>Board of Studies has oversight of annual course and module enhancement plans.</p>	<p>A draft strategy to be produced by Senior Management Team and submitted to Academic Board for approval in May 2018.</p> <p>Board of Studies has oversight of all annual course and module enhancement plans from Sept 2018.</p>
<ul style="list-style-type: none"> <li>revise the higher education committee structure to ensure more effective oversight of academic standards, quality and enhancement (Expectations A2.1 and Enhancement)</li> </ul>	<p>Senior Management Team and CSVPA Board in consultation with CEG Executive Board to develop a revised higher education committee structure.</p> <p>Academic Board to be established to oversee the implementation of the revised committee structure</p>	<p><b>September 2018</b></p> <p>May 2018</p>	<p>SMT/ CSVPA Board</p> <p>SMT/ Academic Board</p>	<p>Revised higher education committee structure is approved by validating HEI partner in June 2018.</p> <p>Academic Board to be established in May 2018. Academic authority will reside with Academic Board.</p> <p>Revised higher education committee structure to be fully implemented from start of AY 18/19</p>	<p>Academic Board to review the effectiveness of oversight of academic standards, quality and enhancement provided by the revised structure in May 2019.</p>

<ul style="list-style-type: none"> <li>articulate and implement a distinctive strategic approach to teaching and learning to improve further the shared understanding among staff and students (Expectation B3)</li> </ul>	<p>In consultation with Academic Board and academic staff, Senior Management Team to develop and publish a school "Teaching and Learning Strategy".</p> <p>Consultation activities with academic staff in April/May 2018.</p> <p>Draft School "Teaching and Learning Strategy" to be shared with students for feedback.</p>	<p><b>September 2018</b></p> <p>May 2018</p> <p>June 2018</p>	<p>SMT/ Academic Board</p> <p>SMT/ Course leaders</p> <p>SMT</p>	<p>School "Teaching and Learning Strategy" is available to all on the school website from Sept 2018.</p> <p>Staff and students are able to articulate understanding of the distinctiveness of teaching and learning at the school.</p>	<p>Senior Management Team to submit School "Teaching and Learning Strategy" to Academic Board for approval/ sign off in Sept 2018.</p> <p>Policy to be reviewed annually (Sept).</p>
<ul style="list-style-type: none"> <li>develop a strategic and systematic approach to higher education staff development and ensure its impact is effectively monitored (Expectation B3)</li> </ul>	<p>Develop and implement new system for strategic targeting and monitoring of the impact of staff development.</p> <p>Academic Board to determine and review the KPIs used to measure the impact of staff development.</p>	<p><b>September 2018</b></p>	<p>SMT/ Academic Board</p> <p>Course Leaders/ Academic Board</p>	<p>The School Teaching and Learning Strategy is enhanced and supported by targeted staff development.</p> <p>Academic Board has oversight of the impact of staff development.</p>	<p>New systematic approach to staff development be discussed at Academic Board in May 2018.</p> <p>Monitoring of impact to be reviewed annually (May).</p>