

**QAA Higher Education Review: LST Action Plan 2016 to 2017**

**QAA HER Visit date: 13 to 16 June 2016.**

Action Plan written by Academic Secretary on behalf of LST.

Approved by Senior Leadership Team, 3 November 2016; **UPDATED 26 April 2018.**

Notes:

This document sets out LST's response to the QAA report published at <http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10004075> (reference numbers relate to this report).

This action plan responds to QAA recommendations, considering how they can be implemented.

1. Item in QAA report	2. Action to be taken	3. Target Date (these are given by QAA)	4. Action by	5. Reporting to	6. Success indicators / evaluative procedures	7. Comments including notes of completion
Recommendation 1: formalise processes to facilitate production of clear, comprehensive annual staff development plan, which is mapped to School's strategic priorities (B3)	Adopt formal processes; Consider review of faculty and non-faculty development policies; develop 2016/17 development plans to implement policies.	January 2017	Executive Director (non-faculty staff) (assisted by HR Admin?) Academic Dean (faculty)  Mapping: Exec Director and Senior Leadership Team	Principal/ Academic Board / Senior Leadership Team/ Board of Governors	Development plans that are understood, owned, and followed by faculty and non-faculty staff at all levels.	Completed.  2017 Faculty Development Plan approved. App 2.  2018 Faculty Development Plan in draft. App 3.
Recommendation 2: document and monitor student	Develop robust transferable modes of	January 2017	Academic Secretary,	Academic Board	Documented consistent training	Completed.

1. Item in QAA report	2. Action to be taken	3. Target Date (these are given by QAA)	4. Action by	5. Reporting to	6. Success indicators / evaluative procedures	7. Comments including notes of completion
rep training arrangements to ensure they are consistent and effective (B5)	academic rep training; implement; monitor.		Academic student representative		arrangements that are clear, communicated, and adhered to	Instructions for Student Representatives approved. App 5.
Recommendation 3: ensure that internal annual monitoring and review processes are comprehensive and owned by all staff (B8)	Fully discuss draft annual monitoring reports for MU at Academic Board; widen sources for annual review.	January 2017	Academic Secretary	Academic Board	Annual reviews that are understood, owned, and followed by faculty staff at all levels	Completed.  MDX Annual Monitoring Report reviewed by Academic Board. App 6 and App 7.
Recommendation 4: establish clear systems to ensure placement provision for online learning students addresses issues of risk in remote locations (B10)	Develop mechanisms for D/L placement provision that minimise risks of dislocation, vulnerability, etc.	January 2017	Training Unit Director	Academic Dean and Academic Board	Published guidelines and risk-minimising mechanisms; successful remote-location placements documented	Completed.  Guidelines for placements in remote locations approved in October 2016. App 10.  Further enhancement

1. Item in QAA report	2. Action to be taken	3. Target Date (these are given by QAA)	4. Action by	5. Reporting to	6. Success indicators / evaluative procedures	7. Comments including notes of completion
						currently being considered: implementation of a risk assessment document. App 9.
Recommendation 5: formalise and strengthen systems and frameworks that support the relationship between strategic priorities and enhancement practices. (Enhancement)	Write relevant enhancement documents that are clearly mapped to overall School strategies. Review, communicate, adopt these.	January 2017	Executive Director / Academic Dean	Principal/ Senior Leadership Team	Formal, strong systems that are clearly communicated; published evidence of positive relationship between strategy and practice	Completed.  Further enhancement: implementation of Organisational Management Group. App 21, 88, 89 and 90.
Recommendation 6: ensure there is a more systematic, strategic approach to teaching and learning that articulates School's key initiatives (B3)	Review current T&L policy to ensure compatibility with online delivery; hold faculty day to discuss	September 2017	Academic Board and its subcommittees	Principal / Academic Dean / Board of Governors	Revised teaching and learning policy, communicated & implemented, that evidently	Completed.  New Teaching & Learning Strategy approved. App 14.

1. Item in QAA report	2. Action to be taken	3. Target Date (these are given by QAA)	4. Action by	5. Reporting to	6. Success indicators / evaluative procedures	7. Comments including notes of completion
	teach/learning strategies. Adopt.				relates to LST's current practice	
Recommendation 7: further develop structure and content of VLE to ensure parity of access for all students (B4, C)	Review and develop online learning environment. Monitor early results at u/g.	September 2017	Director of e-Learning	Academic Board	Positive feedback from online students; monitoring of VLE.	Completed. App 16 and 99.
Recommendation 8: strengthen the systems and processes for the detection of plagiarism (B6)	Review current practice in consultation with stakeholders (e.g., external examiners and students). Consider options; make identified changes.	September 2017	Academic Board and its subcommittees	Principal / Academic Dean / Board of Governors	Communicated and implemented systems for detecting academic misconduct that are satisfactory to external examiners and monitoring groups	Completed. App 7 and 17.
Recommendation 9: clearly define mechanisms for monitoring research student engagement (B11);	Review provision of modes of engagement for research students working at a distance.	September 2017	Director of Research; Research Committee	Academic Board	Compliance with agreed codes/ guidelines for student engagement and attendance; evidence of	Completed.

1. Item in QAA report	2. Action to be taken	3. Target Date (these are given by QAA)	4. Action by	5. Reporting to	6. Success indicators / evaluative procedures	7. Comments including notes of completion
					student engagement with and attendance at LST	