

Centre for Alternative Technology

HERAP Quality Assurance Plan 2019-20 – Sept 2019 Update

<u>1 Findings</u>	<u>2 Actions to be Taken</u>	<u>3 Date for Completion</u>	<u>4 Action By</u>	<u>5 Success Indicators</u>	<u>6 Progress Measures</u>
Features of Good Practice					
The innovative design and development of adaptable programmes that provide a wide range of, practical and professional skills and academic rigour for students that are aligned with the Centre's mission and values	Keep courses up to date by: CPD, conferences	Ongoing	Head of School (HoS) and Programme Leaders (PLs)	Partner universities continue to validate courses	LJMU re-validate SFNR in 2020 (2019 UEL and LJMU validated new courses)
	Run twice yearly allocation of Continuing Professional Development budget	Biannual	Chair of CPD allocation panel	Number of conferences and CPD courses attended	Continued and more diverse range of CPD applications (2019 6 funded CPD applications)
	HEA accreditation for staff	Ongoing	HoS and Centre for Excellence in Learning and Teaching UEL	UEL admit CAT staff to HEA programme	Additional CAT academics enrol upon and achieve HEA accreditation
	Peer observation and review	Ongoing	HoS / PL and academic staff	Review peer observation at academic council	Improved professional skills of academics
Well-organised and flexible learning experience that enhances the provision of learning opportunities for students	Continue to recognise and respond to the fact that no single	Ongoing	PLs / academic staff	Student feedback proves student needs are being met	Ongoing – monitor student feedback

	<p>learning approach can meet the needs of all students.</p> <p>Provide variety of learning approaches - consider more flexibility in teaching session durations</p> <p>Update IT and create feedback database</p>	Jan 2020	SSM	Searchable feedback database	Additional use of more extensive feedback database to support course enhancement
The recognition of individual student capacities and the availability of specialist resources that support their academic, personal and professional development	<p>Continue the equivalent of the National Student Survey for GSE students</p> <p>Consider separating responses by MArch and MSc programmes subject to response rate</p>	July 2020	Student Support Manager (SSM)	<p>Survey data analysed and repeat surveys show improved student satisfaction</p> <p>Student satisfaction shows improvement across programmes</p>	<p>End of year Survey issued in July 2019 – responses being evaluated</p> <p>Sufficient feedback received to allow detailed appraisal of feedback by programme</p>
	<p>Review and repeat yearly graduate survey and use results to improve student learning experience and</p>	Ongoing (Easter 2020)	SSM	Improved employability of students and changes in courses to reflect alumni experiences	Leavers survey completed June 2019 – responses being evaluated

	employability, and improve response rates				
The wide range of assessment activities including live projects that use bespoke resources to engage and challenge students	Continue to widen the range of opportunities for students to acquire practical skills and to expand capacities for analytical, critical and creative thinking as an independent learner. Students will continue to be encouraged to undertake projects and pursue areas of interest outside of their specialist programme areas	Ongoing	PLs	Positive Student feedback Feedback from external examiners	Ongoing 2019 MARCH students engaged with local community design projects New GB programme has introduced advanced sustainable building techniques project as core module Restructured 1 st year assignments following external examiner comments inc. early paper review incorporated into EV7102/7501CATSCI –to support early independent working and better induction
	Expand on the range of learning opportunities for undertaking a variety of practical as well as academic projects and the space to do so,	Ongoing	PLs	Positive student feedback Additional students engagement with dissertation workshop and dissertation	Monitor research design proposals July 2020 All modules now include a section on research and reflection on dissertation opportunities for students Dissertation workshop numbers have increased as follows; Oct 17 - 28 May 18 – 43

					Oct 18 – 22 May 19 – 67 Oct 19 – 34
The strong community engagement that promotes an innovative and positive environment for all stakeholders in the strategic enhancement process	Continue to involve students in the development of new courses	Ongoing	HoS	Student feedback on new courses	Consult following initial feedback from LJMU/UEL Students to be involved in revalidation of SFNR 2019 Students supported development of new courses.- many existing students switch courses to new programme
	Students meet personal tutors at least once each month (MARCH), and at least twice a year (MSc). Programme Leaders monitor tutorial activities.	Annual report	PLs	Student feedback. Records of meetings with tutors Academics to be more proactive with non-engaging students	Offer is made – MSc monthly/bi-monthly. Engagement variable. Monitor centrally and improve engagement.
	Students also have open access to Student Support Officers.	Ongoing	SSM	Student feedback. Notes of interactions	Open access but further consideration required for DL students (office hours / email)
Students away from campus have access to personal		Ongoing	PLs	Student feedback. Records of Skype meetings	Offer is made – MSc monthly/bi-monthly. Engagement variable

	tutors through telecoms apps (Skype)				
	Use common proforma to collect and respond to information gathered from the newly introduced Personal Development plan meetings	June 2018	PLs	New proforma introduced and used. Notes of responses. Student feedback.	Use feedback for student development and support Increased retention and engagement. Reduction in intermission 2019 introduced for new academic cohort
	Continued use of external lecturers and employers and guest speakers, and opportunities	Ongoing	PLs	Student feedback. Lists of external lectures and employers used.	Ongoing – generally positive feedback to external speakers
	Students to influence directly the Centre’s plans for module and programme development through direct representation in major committees	Ongoing	HoS	Active student representation in all major GSE committees	Increased representation at Academic Council
	Continue to create opportunities for student input to	Ongoing	HoS/Head of Eco Centre	Development actively reflects student input	Site Development Plans ongoing subject Capital Fundraising 2019 Build Week July 2019

	<p>site development plans</p> <p>Continue to seek and obtain student feedback at several times throughout the academic year</p>	Ongoing	HoS/PLs/SSM	Feedback sought and actively responded to	<p>New Materials display – pagoda / barrel Roof Sept 2019 – discussion of amendments to ZCB trail</p> <p>Receive end of module feedback, course committee and representation through student reps</p>
<u>2. Other Actions</u>					
Our ambition is to maintain and improve quality whilst simultaneously growing our student numbers	<p>Continue to use our Annual Quality Report to define actions needed</p> <p>Follow up on our Teaching and Learning strategy</p> <p>Review recruitment and impact on student experience. Ensure consistency across programmes</p>	<p>Annual Quality Report</p> <p>Annual report</p> <p>December 2019</p>	<p>Academic Council</p> <p>Academic Council</p> <p>HoS/PLs</p>	<p>Overview annual reports from our university partner</p> <p>Review feedback and resource implications. Consider differences in recruitment performance across courses and take appropriate action</p>	<p>Engage fully with LJMU CME process and UEL REP process</p> <p>Ongoing – awaiting feedback on REP from UEL</p> <p>Maintain and enhance quality. Ensure resource implications are met.</p> <p>Actions taken to manage recruitment across all courses</p> <p>2019 Student intake grown from 143 to 202 (Headcount)</p>
Quality of Information	Repeat annual audit process to ensure the continuing	October 2019	SSM	Accuracy of all public information	Ongoing

	<p>appropriateness of published materials</p> <p>Ensure that all students have equal access to their university-based VLEs</p> <p>Ensure student support information to cohort is of high quality</p>	<p>September 2019</p> <p>ongoing</p>	<p>HoS</p> <p>HoS/SSM</p>	<p>Students use both VLEs equally easily-</p> <p>Staff receive training on VLEs with support from UEL / LJMU</p> <p>Support external training opportunities for SSOs</p>	<p>Ongoing.</p> <p>2019 Challenges maintaining consistency. SSO's more confident with Canvas and Moodle – more consistency</p> <p>Communications with students improved, measured through student feedback</p>
Enhancement Strategy	Continue effecting the CAT Student Learning and Enhancement Strategy Implementation Plan.	Ongoing	HoS	Council agrees implementation	Ongoing process
Improve the learning experience for distance learning students	<p>Improve the hardware and software for recording lectures and putting them onto the web</p> <p>Review Panopto recording quality – use of live</p>	June 2020	IT Manager	Feedback from distance learners	<p>Discussions ongoing with IT manager. Site wide improvements to IT planned</p> <p>Improvements to Panopto outcomes for DL students</p> <p>2019 Provision of 'short' feedback and support videos.</p>

	recording vs voice over presentation				Improved provision in StrawBale Lecture Theatre – further upgrades made to display and sound facilities Short study support videos made and provided on VLE Liaison with VLE providers for captioning of lectures
Increase and widen the support for students with learning difficulties	Extra resources to be made available to support students	December 2019	HoS	Improved retention rates for students	Continued retention rates improvement July 2020 Liaison with VLE providers for captioning of lectures 2019 Reasonable Adjustments form created and implemented with input from students
Widen the diversity of students on all programmes	Monitor the student diversity Extra resources provided to support recruitment from broader population of students Review documentation for unconscious bias Review progression rates	Ongoing July 2020 Feb 2020 Feb 2020	HoS / Graduate Marketing Support Officer (GMSO)	Broader diversity of students, progressing on courses	Additional applications and success from students with minority characteristics

Develop stronger links with Professional, Statutory and Regulatory Bodies (PSRB)	Develop further PSRB links with programmes	July 2020	HoS / PLs	PSRB accredit programmes	Links developed for new courses. Progress made on accreditation
Create a strong alumni	Creation of formal alumni network	Spring 2020	HoS / PLs / GMSO	Creation of alumni network Alumni event held 2020	Numbers of ex-students engaging with the GSE and CAT Number of network oportunities available for student body with ex-students