**Appendix 3**



**School Learning, Teaching and Quality Enhancement Evaluation and Development Plan for 2018/19**

For each of the headings below, please provide a short statement of evaluation together with any planned developments as appropriate. Specific actions should be identified in part two of the document indicating who is responsible, the key dates/milestones for achievement and the intended success criteria/impact.

The Head of School and School Senior Leadership Team should take responsibility for the formulation and agreement of the evaluation and plan. Please note it is not necessary to identify actions in relation to every heading, and it is assumed that course level actions are identified in the course AERs; this is the opportunity to identify potential developments and enhancements at School level.

**School of**

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| 1. Course portfolio development and review   *Please list all proposed course developments and re-approvals indicating intended start date for course* |
| 1. Courses identified as in need of additional support   *Please list all courses identified as in need of additional support, the reasons for this and the nature of the additional support and monitoring to be put in place* |
| 1. Student recruitment and widening access |
| 1. Student retention and continuation |
| 1. Student attainment (completion and degree class) |
| 1. Progression to employment/further study and highly skilled employment |
| 1. NSS outcomes and response/action to be taken at School level |
| 1. CES and PTES outcomes and response/action to be taken at School level |
| 1. Collaborative provision   *Please provide a commentary on the overall management, oversight, planning and academic health of the partnerships and collaborative programmes overseen by the School, together with any actions for development etc.* |
| 1. External (inc PSRB) accreditation and review   *Please list any forthcoming reviews or similar, or planned new accreditations from PSRBs, and/or any actions necessary* |
| 1. Student engagement |
| 1. Employer engagement and management of work-based learning |
| 1. Operation of personal academic tutoring system |
| 1. Staff development activities |
| 1. Peer supported review of teaching |
| 1. Learning and teaching development activities |
| 1. Development of technology enhanced learning |
| 1. Spend of learning and teaching funding |
| 1. Staff with HE teaching qualifications and Fellowship of HEA |
| 1. Learning and teaching related external publications and outputs   *Please append a list of all learning and teaching in HE related publications and/or conference presentations by members of the School, and consider any actions for developing the external profile of the School in this way* |
| 1. Matters to be referred beyond the School   *Please list any matters which you consider should be addressed by the University as matters of policy, process or development. (Note issues that are for specific support departments and relate only to the School, should be raised directly with the department concerned)* |

**Lead author**

**Date completed**

This Evaluation and Development Plan, together with the Action Plan template, needs to be completed by 19th November 2018 at latest to be presented to the College Learning, Teaching and Quality Enhancement Committee provisionally scheduled for 5th and 6th December 2018.

**School of**

**Learning, Teaching and Quality Enhancement Action Plan for 2018/19**

*Please identify key priorities for action at School level to be instigated over the forthcoming academic year. The plan should identify shared strategic and/or key operational priorities, drawing on the evaluation undertaken as part of the quality evaluation process, assessment of key metrics and other evidence and institutional development priorities.*

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| **School development priorities** | | | | | |
| **Issue or objective to be addressed** | **Action/s to be taken** | **Dates for achievement of action/s** | **Person responsible** | **Criteria for success/impact** | **Progress** |
| Indicate the issue you are intending to address (eg improve retention on PG courses, enhance student engagement with personal academic tutoring) and/or University or School strategic objective (eg increase the proportion of courses/modules using e-submission) | Set out the key action/s that will be taken at School level | Give indicative dates for achievement of actions/milestones | Identify who will be responsible for leading/managing/  monitoring the actions | Specify how the success or impact of the actions will be measured | Progress updates should be reviewed by relevant College Committee in Semester 2 and at the start of the following academic year, so that progress can feed into the next planning cycle |
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***\*Please also append last year’s action plan with a progress update.***