

Al-Maktoum College of Higher Education

2019-2020 Revised Action Plan June 2020 – Reviewed 23.07.20 - 21.08.20 – 21.09.20 – 07.10.20

No.	Recommendation	Owner	Action being taken/already taken	Action completed/to be completed by	Update for 2020/21
1	Ensure all actions from meetings are recorded given the lead person and estimated completion date.	BoS TeLSEC AQSC	All committees with academic governance will be informed that all future actions need to be recorded to ensure there is clear evidence of activities and timelines. Minutes will be frequently checked to ensure this is completed.	Sept 2020 Actioned Check 09/20 – 12/20	This has now been underlined to all chairs – Minutes to be checked from Sept-Dec 2020
2	Action plans need improved accuracy, including review and completion dates	Academic Registrar	The revised action plan will be reviewed monthly to ensure all points are regularly monitored and updated.	Updated monthly	All dates of reviews are given above – This will remain a monthly process
3	External verifier reports have to be considered at senior committee.	AQSC AC TeLSEC BoS	We will continue to ensure external verifier SQA reports are reviewed and disseminated where appropriate and revise all remits of the senior committees to make this responsibility explicit.	Will be ongoing	We have recently received a Qualification Verification report from the SQA 24.09.20, this will be presented at the Board of Studies Meeting for discussion on 22 nd October.
4	Monitor progress of the transition to the revised Quality Code for Higher Education.	BoS TeLSEC	We will continue to enhance our transition to the revised Quality Code for Higher Education across boards and meetings. All staff will be emailed the QAA revised Quality Code.	May-Nov 2020 Completed – Staff were	MY will present the revised Quality Code at the first AQSC meeting of the new academic year and

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		Academic Registrar	There will be an in house training day for staff before the new academic year as long as it is safe to return to the building and distancing measures can be put in place. Students will be informed of the QAA revised Quality Code for Higher Education & revised action plan. This will also be highlighted within the student handbook, induction pack and physical notice boards.	emailed on 22.5.2020 and 07.10.20 Completed 3.9.20 All students were emails Revised Action plan 28.7.20 and new students on 08.10.20	seek to implement a review of all core and common practices within the Board of Studies. The request will proceed to the Academic Council Meeting in November 2020 to be ratified and then implemented within both Boards of Studies after that meeting. Information on the QAA now within the Student Handbook 14.9.20
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5.	Strengthen the College’s monitoring and evaluation of actions taken to enhance the quality of its provision.	Academic Registrar BoS TeLSEC	This links to point 1&2. All actions and processes need to identify leads, timescales and an evaluation if appropriate. All of which need to be recorded and monitored.	Monitoring to be reviewed quarterly. The revised action plan will be reviewed monthly	The Revised Action Plan is being reviewed monthly by MY

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6.	Scrutinise the previous action plans 2019-2020 and 2018-2019 to identify review/completion dates	Head of College Academic Registrar	<p>Inspect previous action plans are revisited to ensure of accuracy surrounding completion dates and reviews.</p> <p>Any outstanding actions will be reviewed monthly and an additional layer of oversight to ensure actions are embedded/addressed.</p> <p>Implement a consistent approach to monitoring actions throughout committees and the action plans.</p> <p>All actions will indicate which committee will maintain oversight and whether this needs to be reported to additional boards.</p>	Review monthly.	The Revised Action Plan and Internal Action Plan are reviewed monthly by MY and any necessary discussions taken to the relevant boards. This process will be ongoing. The dates of each review are given under the title at the top of the page.
7.	Allocate the responsibility to appraise the College's awareness of the 12 specific Quality Code Advice and Guidance Themes to various committees within the structure.	All academic staff Academic Registrar	<p>The 12 Quality Code Advice and Guidance Themes will be raised during a QAA training day. The themes are disseminated through the academic meetings as follows:</p> <p>AQSC</p> <ul style="list-style-type: none"> • Monitoring and evaluation • Partnerships <p>TelSEC</p> <ul style="list-style-type: none"> • Learning and teaching • Research degrees • Work-based learning 	Continuous process	This will be discussed at the first AQSC meeting 20/21 with the aim to implement a revision of all core and common practices throughout the Boards of Studies (BoS). This will be ratified at the Academic Council Meeting in Nov 20

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			<p>SSCC</p> <ul style="list-style-type: none"> • Student engagement <p>BoS Arabic Language and Culture</p> <ul style="list-style-type: none"> • Course design and development • Enabling student achievement <p>BoS Finance, Business and Management</p> <ul style="list-style-type: none"> • Admission, recruitment and widening access • External expertise <p>Ad Hoc Academic Conduct Compliance Panels</p> <ul style="list-style-type: none"> • Concerns, complaints and appeals <p>Exam boards</p> <ul style="list-style-type: none"> • Assessment 		<p>and then actioned throughout the BoS meetings after</p>
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