

Al-Maktoum College of Higher Education

2020/21 INTERNAL ACTION PLAN

Updated: 2nd June 2020 / Reviewed 23.07.20 – 28-08.20 – 15.09.20 – 07.10.20 – 19.11.20

No.	Recommendation	Owner	Action being taken/already taken	Action completed/to be completed by	Update for 2020/21
1	Ensure regular monitoring and review of all College policies and procedures including policies relating to academic quality and teaching and learning.	BoS TeLSEC AQSC AC	Policies are monitored and reviewed on an on-going basis to ensure validity and transparency. These are discussed and approved under the College's academic governance structure.	The Boards of Studies reviewed all Academic Polices and these were uploaded July 2020. These were then ratified at the Academic Council Meeting on 2 nd July 2020 Blended Learning Policy still under development	All polices which were ratified at the Academic Council 2.7.20 have now been uploaded. RPL & Recording Educational Activities Policy were approved at AQSC on 12.11.20 and to go to Academic Council on 26.11.20 before being uploaded.
2	In accordance to the College's Teaching and Learning Strategy, ensure continuous monitoring and review of programmes to enhance learning and teaching activities.	Academic Registrar Academic Council (AC)	Enhancement of student learning opportunities is now imbedded within the College's academic governance. It is discussed regularly during meetings of Boards of Study and the meetings of the College Council and its committees.	A project plan to experiment & consolidate blended learning to be progressed currently on-going as of June 2020	Blended learning is in place for the start of the academic year 20/21 Action completed
3	Produce a meetings schedule of all the key Governance Committees for this academic year.	Student Admin	An academic calendar was developed which include all dates for key committee meetings as well as other important dates during the year. This is disseminated to all staff.	Completed for 2019-20	Action completed 02.10.2020

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4.	Revise academic governance structure to reinforce key drivers for quality assurance and learning enhancement	Academic Council	The academic governance structure required to be revised and streamlined to ensure issues relating to academic quality and teaching and learning are considered and actioned in an efficient and effective manner.	This action has been completed with the introduction of the Boards of Study (Academic Council 20.06.19)	This has been implemented – Therefore Action Completed
5.	Consider revisions to Corporate Governance to ensure it remains compliant, fit for purpose and delivering for the College.	VC College Council Board of Directors	To initiate discussions with members of Board of Directors, College Council, Regulators and other stakeholders with a view to determine whether corporate governance requires revising and if so, the necessary steps required to ensure revisions are agreed and implemented as necessary.	Initial discussions were had with Board of Directors and College Council on February 2020. Agreed on need for revisions.	A revised Corporate Governance Structure will be drafted and discussed by College Council in December 2020 before presenting to BOD for approval.
6.	Introduce new Student Record System and develop its outputs for effective use by programme leaders and relevant internal and external bodies	Student Admin Academic Registrar	A new bespoke students records system has been commissioned by a local provider, requirements discussed and agreed.	Initial system delivered on Nov 2019 and underwent a period of testing and tweaking.	Monitor implementation of system, integrate VLE with SRS enhancing resources to deliver online learning. Ensure continuous monitoring and evaluation reporting

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					<p>regularly to Academic Council.</p> <p>As of April 2020 the system was fully implements and all academic staff will be given read only access within the new academic year which will enable them to monitor their students programmes.</p> <p>Action Completed</p> <p>The next stage is to integrate the VLE Moodle with the SRS subject to costs</p>
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7.	Review student engagement mechanisms, roles processes and practice, including students and their representatives input to programme evaluation and academic governance meetings & activities	Academic Registrar	Timetable and practices for student evaluations/feedback to be standardised across the college. Means of promoting continuity of student rep/officer involvement to be investigated as several programmes are of short duration. SSCC to be given specific brief for this.	This has been reviewed and updated during current academic year.	Ongoing monitoring and evaluation taking action as and when necessary through academic governance committees and boards.

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8.	Academic and professional staff to have a watching brief for funding/support opportunities, and a portfolio of potential research, outreach and/or enhancement projects (with possible collaborators).	All academic staff	Much is in place below the radar but making it more explicit will facilitate internal sharing of effort and of opportunity scanning, hence possibly with greater interdisciplinary, academic-administrative and staff-student bridge building.	Research development has progressed with a few publications by our academic staff in peer reviewed journals and edited books.	Few collaborative research opportunities are currently being pursued. On-going monitoring and review through appraisal system and AC.
9.	'External' engagement with ATP/SS students, alumni, relevant local and international institutions to be a specific project with clear plans and project documentation	VC Academic Registrar	Much activity already but would benefit from clearer specification, updating, consolidating perhaps through a new College model Enhancement Project Document.	This action is being taken forward due to COVID-19 and cancellation of planned Summer School.	Target completion date March 2021.
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10.	In context of the College's overall suite of programmes, explore more systemically and collegially the gap at UG degree level (including any argument that it is not important). In addition to consider development of new programmes.	BoS TelSEC AQSC AC	As a college of Higher Education, a programme of first degree level/duration would normally be expected. There have been/are various options to pursue this (eg university partner validation); or indeed circumvent it (other HNC/D, access to HE, customised awards, prof. diplomas etc).	Consideration of new programme developments will be ongoing – We are currently exploring several different programme options	Several programmes are in the design phase and hopefully will be

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			Hence, understanding/sharing the history to date and forward plans will be valuable.		submitted to the SQA for crediting by Jan 2021
11.	<p>Programmes Review:</p> <ul style="list-style-type: none"> • Arabic as a Foreign Language (SCQF Level 8) • Advanced Diploma in Islamic Studies (SCQF Level 10) • Professional Diploma in Islamic Economics and Finance 	BoS AQSC AC	Programmes are reviewed regularly to ensure validity and currency, taking into account the views of students and other stakeholders. In addition to recommend	The revision of the PDIEF has been completed on March 2020. This was approved by the SQA for new content and title: Professional Diploma in Islamic Banking and Finance.	07.10.20 MY emailed the SQA to given an end date of June 2021 for the GM78 04 Professional Diploma in Islamic Economics and Finance due to being replaced by GR2D 04 Professional Diploma in Islamic Banking and Finance
12.	Review core practices for quality and standards	BoS AQSC	At the start of the 20/21 academic year the BoS and the AQSC will review all core practices in aligning with the QAA Revised Quality Code. The outcomes will drive improvement and enhancement.	Review Oct 20 (Completed) Action MY Dec BoS Special Meeting	This will be an on-going process. MY will discuss the Revised Quality Code at the first AQSC meeting of 20/21, this will then be progressed to the Academic Council in Nov 2020 and reviewing all core and common practices will become part of the Board of Studies actions moving forward from a Special BoS Meeting in December 2020

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13.	Develop an Alumni Plan / Strategy	LG, SM & MY	We have identified that we need an alumni engagement plan/strategy to	April 2021	Initial conversations end Nov 20
14.	Develop a plagiarism process and contract cheating policy (including review QAA guidelines and charter)	MY	The QAA have recently released guidance on contract cheating which we need to review and develop a formal policy as well as ensuring we undertake a formal plagiarism process	April 2021	