**Action Plan** Union School of Theology relating to the Higher Education Review (AP) April 2018

Draft 20.09.18

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| **1. Findings** | **2. Actions to be taken** | **3. Date for completion** | **4. Action by** | **5. Success indicators** | **6. Progress (including date of review)** |
| **Good practice** |  |  |  |  |  |
| the comprehensive framework that supports Learning Communities and enriches the experience of distance learners (Expectation B4) | regular observation of Learning Communities  meet Lead Mentors at start of academic year  continuous monitoring of student progress  Implementation of Policy of linking an assigned UST tutor to each learning community | ongoing  Sep18  ongoing  Feb19 | Provost  Provost, Programme Leader  Lead Mentors  Programme Leader | observation of Learning Communities; feedback forms  observation of Learning Communities  attendance registers, personal conversations  annual report from faculty members about assigned Learning Communities | Jan19  completed Sep18  Jan19  Jan19 |
| **Affirmation of action being taken** |  |  |  |  |  |
| the work underway to fully implement a formalised process for the design, development and approval of programmes and any subsequent modifications (Expectation B1) | a full implementation of the Policy for Programme Design, Redesign and Development and its related processes | Jun19 | Programme Committees, ASM, QAC, Academic Board | examples of successful design or redesign and development of programmes | Jan19 |
| the continuing commitment to embedding processes that ensure all students are fully engaged in the life of the School (Expectation B5) | Ensuring student class attendance meets required levels  monitoring and ensuring student representation on various academic committees | ongoing  ongoing | Programme Leader, Pastoral Dean  Academic Dean | Attendance registers for classes, PDP  Minutes of committee meetings | Jan19  Jan19 |
| the introduction of recently developed arrangements for placement providers (Expectation B10) | monitoring and review of the suitability of placement locations and providers through debrief of students  training/induction of placement providers | ongoing | Pastoral Dean  Programme Leader | review of placement module by BA Programme Committee | Jan19  Jan19 |
| **Recommendations** |  |  |  |  |  |
| establish a process to use the expertise of placement providers to enhance student experience and employability (Expectation B10) | develop the described process and present to the BA Programme Committee and QAC | Jul19 | Pastoral Dean, Programme Leader | BA Programme Committee, QAC, Academic Board | Jan19 |