

BOURNEMOUTH UNIVERSITY QAA Institutional Review 2013

ACTION PLAN November 2013 (updated November 2014 and 2015)

Good Practice	Action to be taken	Responsibility	Review Date	Update Nov 14 and 15
<p>The University takes many constructive measures to engage and involve all members of staff in its mission, values and strategic priorities, including those articulated in its Strategic Plan</p>	<p>Fusion is the key concept which underlies the BU2018 strategy and its delivery is critical to the University's future mission. Fusion is the combination of education, research and professional practice. The Embedding Fusion initiative aims to ensure all staff have the opportunity to contribute. To ensure further integration there are a number of strands that staff are actively encouraged to engage in. These include:</p> <ul style="list-style-type: none"> • Fusion Seminar and Conference Series, • Fusion Investment Fund, • Integration of fusion concept into the academic career framework. <p>Engagement by staff will continue to be monitored to ensure the strategy continues to be appropriate.</p> <p>The Centre of Excellence in Learning was established in January 2013 as a vehicle for the discussion and dissemination of good pedagogic practice under a number of themed headings. The centre will be developed further in the year ahead and staff engagement will be a key tenet of activity.</p>	<p>Pro-Vice Chancellor (Research, Enterprise & Internationalisation)</p> <p>Dean School of Health & Social Care</p>	<p>September 2014</p> <p>July 2014</p>	<p>Nov 14 Action on going. The range of activities to embed Fusion remains a key mechanism in the delivery of the BU 2018 strategy. Funding activities continue and work on the academic career framework is nearing completion.</p> <p>Nov 15 Action complete. The activities to embed Fusion are now strategically embedded within the organisation. The new academic career framework has been launched and is in use across the University.</p> <p>Nov 14 Action complete. CEL is now an established department within BU having been formally launched in April 2014. It is led by a Director and a Deputy and has dedicated space to facilitate staff activities. A range of cross University education activities have been located to CEL to ensure a consistent approach to the development of education practice. The CEL website provides a value source of materials. http://microsite.bournemouth.ac.uk/cel/</p>

	<p>The Student Journey Project is a substantial change programme to review all administrative processes that relate to a student's academic journey in order to enhance the services provided. A University wide consultation with staff and students across the Schools and Professional Services on service ownership was completed in summer 2013. Individual service reviews commence from October 2013 and will continue to provide opportunities for staff to engage with delivering on this strategic priority.</p>	University Chief Operating Officer	September 2015	<p>Nov 14 Action on going. Service review commenced Oct 13 and will culminate in the main review scheduled for early 2015. This will review how the organisation supports the management of enquiries, admissions, student administration, student records and school administration. At all stages opportunities are provided for staff to engage and contribute to the delivery the project.</p> <p>Nov 15 Action on going. The Student Journey Project change programme is continuing. The project has seen some delay but it is now anticipated that most aspects will be complete by July 16. Staff continue to engage and contribute to the delivery of the project.</p>
The University engages students individually, and collectively through the Students' Union, in its development of academic strategy and policy	<p>The University will continue to engage students and Students' Union (SUBU) staff in cross-University committees at all levels affecting the student experience, from programme to University Board level. The University and Students' Union will continue to work together to identify further opportunities for student engagement in senior level activities for the quality assurance and enhancement of academic provision.</p>	SUBU/University Executive Team/ Educational Development & Quality/ Student Voice Committee (SVC)	July 2014	Nov 14 Action complete. The University and Students Union continue to work together in senior level activities associated with academic provision. Committee membership and terms of reference ensure that these activities are formally enshrined within the BU structure.
	<p>The University will continue to support the Students' Union in the planned enhancement of the Student Representation System, including the introduction of a revised election process and more focussed training activities.</p>	SUBU/Student Voice Committee	September 2014	Nov 14 Action complete. BU Student Experience Champions based in Schools/Faculty have facilitated the introduction of the revised processes. SUBU and BU continue to work to further embed this throughout the institution.
	<p>The University and Students' Union will work together to explore possibilities for combining student surveys where appropriate to enhance the experience of engagement for students.</p>	SUBU/EDQ/ Student Experience Champions	September 2014	Nov 14 Action on going. SUBU and BU, through the work of the SVC have conducted an audit of all surveys students are asked to complete. This to

	<p>Performance indicators for student engagement in learning and teaching, quality enhancement and assurance activities and the wider student experience have been developed by the Student Voice Committee and considered by Education & Student Experience Committee. Further discussion is planned to progress the development of a subset of these indicators.</p>	<p>SUBU/Centre for Excellence in Learning/Student Voice Committee</p>	<p>July 2014</p>	<p>ensure that the use of surveys is timely and are focused on providing information that can be used to enhance the student experience.</p> <p>Nov 15 Action complete The Student Voice Committee has responsibility for all student surveys. This mechanism is effective in ensuring that students are not 'over surveyed' and that the surveys/questions asked provide feedback that can be clearly linked to mechanisms to enhance the student experience.</p> <p>Nov 14 Action on going. ESEC minutes from July 13 noted that members agreed the value in measuring extra-curricular student achievement. Members of CEL and SUBU continue to explore mechanisms to facilitate this activity including the use of HEAR.</p> <p>Nov 15 Action complete. ESEC has responsibility for all aspects of the student experience and valuing extra-curricular activity is now an integral part of any consideration of the student experience. It is planned to implement HEAR in academic year 17/18. University KPI/PIs provide a key mechanism for monitoring aspects of student engagement, and increasing targets and use of analytics as part of the development of the University's managed learning environment will ensure that the student perspective and student engagement is fully considered.</p>
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Affirmations	Action to be taken	Responsibility	Deadline	
<p>The University has extended placement opportunities to all undergraduates as a development of its well established commitment to employability</p>	<p>The University will develop its placement strategy to ensure that expertise in placement support is shared across the institution and is reflected in the latest procedural documentation.</p>	<p>EDQ/Student Support Services</p>	<p>July 2014</p>	<p>Action complete. Placement strategy has been further developed. All undergraduate students now have the opportunity to undertake a placement. The policy and procedures have been clearly articulated in Academic Regulations, Policies and Procedures 4K - Placements: Policy and Procedure</p>
	<p>The Student Journey Project will include a review of staffing arrangements for on-course placement support and consider how professional expertise and best practice can be maintained and enhanced across Schools.</p>	<p>Student Journey Organisational Change Lead</p>	<p>December 2013</p>	<p>Action complete. Review completed Dec 2013. New working arrangements came into effect early in 2014. Placement support is now being managed through the academic Schools/Faculty as part of on-course support. The responsibility for careers and employability remains within Student Support Services. The mechanisms now in place ensure the maintenance and enhancement of professional expertise and best practice across the University.</p>