

Quality Assurance Action Plan for 2016-17

Good Practice: The QAA review team identified the following features of good practice at The Markfield Institute of Higher Education.					
Objective	Action to be taken	Target date	Lead responsibility	Success indicators	Evaluation: Institutional oversight and governance
The extensive use of related subject benchmarks and externality, which informs programme development (Expectation A3.1)	Continue to make extensive use of subject benchmarks and externality, to design new programmes that are planned for development and validation during 2016-17	June 2017	Course leaders	Validated programmes that have made extensive use of subject benchmarks and externality (i.e. advisors from the industry)	Academic Board Management Board
The use of external expertise in the internal peer review process, which makes a significant contribution to the development of learning and teaching (Expectation B3)	<p>1. Continue to periodically draw on external expertise in the internal peer review process to assist in the continuous development of learning and teaching</p> <p>2. Examine feedback received from external expertise in the internal peer review process during last year to improve the development of learning and teaching</p>	<p>Periodic (once every two years)</p> <p>Semester 1 2016-17.</p>	Teaching and Learning coordinator	Improvement in learning and teaching approaches through internal peer review of teaching	Academic Board
The culture engendered by the Institute for capturing the student voice, which leads to a high level of engagement in	Continue with current students engagement practices as well as introduce additional approaches in light of students feedback (via staff-students consultative committee)	Semester 1 2016-17.	Course leaders	High level of students' engagement in formal committees.	Academic Board

formal committees (Expectation B5)					
Recommendations: The QAA review team makes the following recommendations to The Markfield Institute of Higher Education					
Objective	Action to be taken	Target date	Lead responsibility	Success indicators	Evaluation: Institutional oversight and governance
Establish and clearly document formal reporting lines for the higher education deliberative structures (QAA review A2.1, paragraph 1.13)	Clarify formal reporting lines (of academic committees) for the higher education deliberative structures through: 1. Showing formal reporting lines of academic committees on a committee structure chart 2. Updating/amending relevant sections in the Institutional Governance and Quality Assurance Handbook to clarify the formal reporting lines of academic committees	November 2016	Head of Quality	Formal academic committee chart completed and approved Institutional Governance and Quality Assurance Handbook has been updated to clarify the formal reporting lines of academic committees	Management Board
Ensure all modifications to programmes are approved through Newman University processes (QAA review A3.1, paragraph 1.28)	1. All public information related to validated programmes must be checked against the approved programme specifications 2. Submit minor programme modification proposal to the validating university to make changes to the BA Islamic Studies Course entry	December 2016	Course Leader BA Islamic Studies All course leaders for any future changes to public information	Validating university formally approves changes	Academic Board

Affirmations:

The QAA review team affirms the following actions that The Markfield Institute of Higher Education is already taking to make academic standards secure and/or improve the educational provision offered to its students.

Objective	Action to be taken	Target date	Lead responsibility	Success indicators	Evaluation: Institutional oversight and governance
The steps taken to ensure that external examiners' reports are discussed at course committee meetings (Expectation B7)	1. Discuss external examiners reports within the course leaders' committee. 2. Continue to discuss external examiners' reports at (staff-students) course committee meetings	Dec 2016	Course leaders	Reports discussed and any arising actions noted for addressing	Academic Board
The steps being taken to provide postgraduate research students with teaching opportunities to enhance their academic, personal and professional development (Expectation B11).	To provide to PhD students with an opportunity to take teaching sessions on topics related to their research.	Between Sept 2017 – June 2017	Head of Research	PhD students availed this opportunity	Research Committee
The development of a more strategic approach to the enhancement of learning opportunities (Enhancement).	Discuss learning opportunities at course committees (with students and staff) and review these at the Academic Board	Feb 2017	Principal	Continuous enhancement of learning opportunities	Academic Board

Continue to enhance the Institute's research profile and output	To hold bi-monthly meetings of research active staff to monitor research progress To organise one research conference where PhD students and staff to present their research/papers	Ongoing Annual research conference in July 2017	Led by Dr Shahrul Hussain	Bi-monthly meetings held Annual research Conference held	Academic Board Management Board
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Dr Zahid Parvez

Principal for and on Behalf of
Markfield Institute of Higher Education

September 2016