BRISTOL BAPTIST COLLEGE

HER (AP) Action Plan August 2016 (ref Report June 2016)

Recommendation, affirmation or good practice	Action to be taken	Date for completion	Action by	Success indicators
GOOD PRACTICE				
Expectation B2 *Recruitment, Selection and Admission to Higher Education* *the thorough, holistic approach to considering individual student needs and circumstances through the application and admissions process*	Maintain current standards and focus so that we can offer flexible programmes to meet needs of students.	Ongoing	College Team	Consistently positive prospective student feedback, and recruitment of diverse group of students.
	Review and amend application forms to gain more information about specific needs.	September 2016	College Manager	Support in place at an earlier stage for those students who need it.
Expectation B3 *Learning and Teaching* *the strong, embedded approach to staff scholarship which promotes active research and informs programme delivery*	Maintain current standards and focus. Explore through Curriculum Development Group opportunities for Faculty to bring areas of special interest into programmes	Ongoing October 2016	College Team and Joint Faculty CDG	Increased publication by faculty - noted through annual reports. Improvement in pedagogy and teaching method - noted through TLW and peer review, and student evaluation. Overall faculty satisfaction - noted through retention of faculty and appraisal. Increased recruitment of research students.

Expectation B4 **_Enabling student development and achievement_** _the embedded culture of support for student learning which develops the academic, personal and professional potential of students_	We will continue to develop and build on our strong tutorial and pastoral systems.	Ongoing	College Team	Positive student feedback about the tutorial and pastoral group system formally through end of year evaluations and informally through forums, meetings between student president and principal etc.
	The study skills programme for 2016 has been re-worked with additional sessions to meet student needs.	September 2016	Joint Faculty	Students successfully complete the study skills programme and rate it highly.
	An upgraded VLE (Moodle 2) will be active for the start of the 2016-17 year. Staff training and student induction will enable it to be used effectively, enhancing the student experience and supporting learning.	September 2016	Joint Faculty	Students express satisfaction with the new system through feedback mechanisms.
	The induction programme will include an outline of student support mechanisms to raise student awareness.	September 2016	Session speakers during Welcome Week	Increased take-up of support.
Expectation B4 **_Enabling student development and achievement_** _the variety of external speakers and overseas trips that broaden student learning experiences_	We will continue to review and enhance our programme of outside speakers and overseas visits. We will provide opportunities for individuals who are able to make visits overseas to feedback on them through one-off sessions, articles and social media.	Ongoing	College Team	Positive student feedback on the range and expertise of speakers. Increased awareness of the world church noted in student reviews.

Expectation B4 ***Enabling student development and achievement***	We will continue to review the range of contextual placements.	Ongoing	Coordinator of Ministerial Formation	New contextual placements selected according to established criteria and size of student recruitment.
Expectation B10 ***Managing Higher Education Provision with others*** *the breadth and depth of contextual-based placements that enhances the student learning experience and provides relevant missional interaction with the community*	We will continue to review the assessment and expectations of placements.	Ongoing	Coordinator of Ministerial Formation	Continuing high satisfaction with placements in end of year evaluation.
Expectation B4 ***Enhancement*** *The effective use of contextual placements and subsequent high level of reflection that grounds theory in student practice.*	Continue to review use of theological reflection within the programmes.	Ongoing	Coordinator of Ministerial Formation	Continuing positive feedback, including from former students.
Expectation B5 ***Student Engagement*** *the effective partnership between staff and students at all levels in enhancing the quality of learning opportunities*	We will continue to provide a range of opportunities for both formal and more informal procedures for partnership between staff and students in order to continually enhance the quality of learning opportunities, ensuring student involvement and engagement at all levels.	Ongoing	College Team	Positive student feedback on opportunities for partnership formally through end of year evaluations and informally through forums, meetings between student president and principal etc.
	We will explain mechanisms for partnership during Welcome Week to increase awareness among students.	September 2016	Speakers at sessions in Welcome Week	
	Students are now represented on the CDG, in order for additional contributions to curriculum development.	Ongoing	CDG	

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	We will repeat the successful end of year student forum as a means of gaining feedback on our programmes.	Ongoing	College Manager	
Expectation B10 ***Managing Higher Education Provision with Others*** *the robust relationship between the College and placement settings in managing and supporting individual student learning needs*	We will continue to monitor our practice. We will review mechanisms for training placement supervisors and support groups.	June 2017	Coordinator of Ministerial Formation	Improvement in quality of reports from support groups.

RECOMMENDATIONS

Expectation B1 ***Programme Design, Development and Approval*** **Expectation B8** ***Programme Monitoring and review*** *ensure that formal minutes of all meetings are sufficiently detailed to clearly record decisions and actions assigned*	Guidance to be given to chairs and secretaries of meetings to ensure consistency in clarity of recording decisions taken and actions assigned.	September 2016	College Manager	Clearly identifiable decisions and action points in all committee minutes.
Expectation B3 **Learning and Teaching** *ensure that the peer observation process fully and consistently considers the impact of teaching practices on student learning*	The observation record form from September 2016 will now require that the observer comment against four identified criteria. Three of the criteria will be identified by the observee prior to the peer review and the fourth criterion will allow the observer to comment on impact of teaching practice on student learning.	September 2016	Academic Registrar	Consistency in use of new form; more informed discussion of teaching practices at faculty and TLWs; acknowledgement of good practice in student evaluation.

Expectation B8 ***Programme monitoring and review*** **Expectation B11** ***Research Degrees*** *develop, implement and formalise a clear reporting structure and annual monitoring process to ensure internal strategic oversight of all postgraduate research programmes*	Review and amend where necessary reporting structures and annual monitoring process and clarify by means of an organisational chart.	September 2016	Director of Postgraduate Research in consultation with Jt SMT	Organisational chart distributed to Joint Faculty and all supervisors and uploaded onto Moodle.
Expectation B11 ***Research Degrees*** *clarify and formalise the process for internal selection, approval and ongoing support of first and second supervisors*	Produce a new internal Postgraduate Research Code of Practice/Regulations Handbook in correspondence with existing validating university documents.	September 2016	Director of Postgraduate Research	Handbook distributed to Joint Faculty, Supervisors and current/incoming students
Expectation B11 ***Research Degrees*** *ensure that access to an appropriate research environment is identified, recorded and systematically monitored for postgraduate research students studying remotely*	Require distance-based students to indicate and detail their access to a local research environment at the point of application (and retroactively for current students). Such information is to be verified by the Research Applications Committee and continually monitored via the regular progress review procedure.	September 2016	Director of Postgraduate Research and Postgraduate Research Academic Administrator	Accurate records procured for all current distance students and collected for all incoming distance-based applications. relevant changes made to progress review forms.

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AFFIRMATION OF ACTION TAKEN

Expectation B6 ***Assessment of students and the recognition of prior learning*** *the steps being taken to implement additional measures to improve the detection of academic offences*	The planned implementation of electronic submission via plagiarism detection software (Turnitin) will enable easier detection of academic offences. Appropriate guidance and training will be given to students and staff.	September 2016	Academic Registrar and IT Manager	Comprehensive use of Turnitin.
Expectation B11 ***Research degrees*** *the steps being taken to provide a formal induction for research degree supervisors on the new policies and procedures*	Supervisors apprised of new policies and procedures at supervisor meeting held on 24 June 2016. Those not in attendance to receive information via distribution of new handbooks in September 2016.	September 2016	Director of Postgraduate Research	Meeting of supervisors in June 2016. Distribution of relevant policies/procedures.

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