

QAA ACTION PLAN: International College Dundee

Recommendations	Actions	Responsible Member	Progress	Deadline
Essential 1	Clarify with the University of Dundee, the purpose and reporting functions of the Programme Quality Enhancement Report and the Learning and Teaching Enhancement Report. The College should ensure which of these is to be completed annually by the College Director, that the correct templates are used going forward, and reflect on how the templates allow for College-level interrogation and enhancement of learning, teaching, and assessment matters (paragraph 1.7)	Regional Director, Scotland / College Director/ UoD Quality and Academic Standards Team	Complete. ICD will now complete both the Programme Quality Enhancement Report and the Learning and Teaching Enhancement Report as specified in the University guidance: Policy and guidance on the annual review of taught provision University of Dundee, UK . The focus of each report has been discussed with the University's Quality and Academic Standards team. In order to aid clarification and effectiveness of process, discussions	By June 2024

			are underway to explore the possibility that ICD is treated as a 'School' with full School reporting functions and direct reporting to the University's Quality and Academic Standards Committee.	
Essential 2	Develop effective mechanisms to ensure that feedback, from external examiners to students, and from students themselves, is explicitly and consistently closed (paragraph 2.21)	College Director / Academic Director	Complete. ICD will consider the external examiner reports as they come in individually at the SSLC rather than an annual forum in order to ensure maximum awareness and consideration amongst the student body. ICD will also continue to monitor and evaluate the effectiveness of reporting of students feedback through existing mechanisms – arrival and exit surveys into OIEG, module and programme surveys	By August 2024

			<p>and SSLC minutes into the governance structure of ICD through College Director Reports and into the University's Schools through their contribution to the annual monitoring review process. Feedback from students from the various surveys and other mechanisms will also be considered through the SSLC. All feedback from external examiners and from students themselves will continue to be published in the ICD Organisation and be easily accessible to students.</p>	
Desirable 1	Continue to reflect, with students, and based on current and progressed student voice and educational experience, on the balance between in-person and online classes and revise this balance where appropriate (paragraph 2.22)	College Director / Academic Director	The Blended Learning Survey will continue be delivered to students at least 2x per academic year. Reflections of staff	By September 2024

			and progressed students will also be considered and the timetable balance between in-person and online will be adjusted accordingly.	
Desirable 2	Continue to examine ways in which resources from the University, such as access to lectures, can be incorporated into the academic experience of all College students, to ensure parity among students across the College (paragraph 2.44)	College Director / University Academic Lead / Link Tutors	ICD & UoD colleagues are actively engaging in discussions with the University Schools (via Link Tutors) for the new academic year.	By September 2024