

School of Law Student Experience Action Plan 2013/14 PGT

This action plan will be considered and updated at each Teaching and Learning Committee. Further actions will be added throughout the year as appropriate.

Action	Person Responsible	Timescale	Progress and evaluation <i>Include dates of meetings in progress reports and details of how students are engaged in the reflection and planning process</i>	Action Completed
Key Objective/Theme:				
1. To build in improvements in Communication (UG & PGT)				
Action/Description of Activity:				
1.1 Review and Update SEAP at each UG and PGT TLC	Director of Teaching and Learning (DTL)	2013/14	Review and Update of SEAP at each PGT TLC meeting.	Ongoing
1.2 Focus groups	I Brassington	2013/14	Organise focus groups for all cohorts on student experience, May 2013.	Ongoing
1.3 Ensure Student Charter is implemented	DSE	2013/14	Review Student Charter at PGT TLC: June 2013	Ongoing
1.4 Ensure Level M (7) descriptors in Handbooks comply with FHEQ guidelines	I Brassington	2013/14	Review level 7 descriptors across all PGT for consistency.	Completed for handbooks
1.5 Improve staff-student liaison	DSE	2013/14	Implement staff/student meetings.	Ongoing
Key Objective/Theme:				
2. To build on improvements with satisfaction in Assessment and Feedback				
Action/Description of Activity:				
2.1 Law Discipline Area: Providing feedback in a constructive manner	DTL, N Hird, I Brassington, Y Hodu	2013/14	Review feedback with all law PGT staff teaching on Semester one courses. Nov 13 Review feedback with all law PGT staff teaching on Semester two courses. Mar 14	Ongoing
2.2. Markers to make themselves available for face to face feedback (LLM)	DTL	2013/14	Exam viewing sessions to be provided for all course units, with markers requested to attend (at least one academic present at all viewing sessions). Outlines of Issues will be provided with the viewing as well as being accessible on BB9. Review of effectiveness and efficiency of this procedure to be carried out and recommendations for alternative arrangements to be formulated. Jon Shute, Sept 13	Ongoing
2.3. Amend Marking Criteria	I. Brassington	2013/14	Review marking criteria and language to reflect achievement at different levels (PG Cert and Dip to be couched as positive achievements rather than failure)	Completed for Handbooks
Key Objective/Theme:				
3 To maximise resources for teaching, learning and assessment				
Action/Description of Activity:				

3.1 Review course units offered to ensure no duplication (Law)	HoDAs /I Brassington	March 2013	The issue of duplication/demand will be incorporated into the PGT curriculum review. See 3.2	Ongoing
3.2 PGT curriculum review	DTL	Oct-Dec 2013	Two working groups to carry out PGT curriculum review (LLM; CRIN/CSEP) formed. Completion due Dec 13	Ongoing
3.3 CSEP: add international dimension to the programme content in order to attract more overseas students	I Brassington/ M Brazier/ C Stanton/ S Devaney/ S Giordano	Dec 13	To be integrated into PGT curriculum review.	Ongoing
3.4 Improve Discipline Area input to TLC	DTL	Sep 13	Implement Discipline Area Review Groups and their input into TLC	Ongoing
3.5 Course Materials	HOSA/A Robinson	2013/14	Providing students with reading materials pre-arrival and for consistency across courses on what materials are supplied to students.	Ongoing
3.6 Coupland III	DTL	2013/14	Communicate PGT needs into the design of Coupland III	Ongoing
Key Objective/Theme:				
4 Dissemination of good practice in teaching, learning and assessment (UG & PGT) (cf: NSS 2012 feedback about inconsistency of teaching quality on LLB)				
Action/Description of Activity:				
4.1 Disseminate innovative teaching practices more pro-actively (Law)	HoDA	2013/14	Workshops on teaching practice.	Ongoing
Key Objective/Theme:				
5 eLearning (UG & PGT)				
Action/Description of Activity:				
5.1 Sessions on using BB9 more innovatively during 2012/13	eLearning Director	2013/14	Further training on Grademark provided to all staff. 'One stop' eLearning portal for Law created Setting of clear expectations on how staff can use eLearning.	Ongoing
Key Objective/Theme:				
6 Employability and Positive Graduate Destinations				
Action/Description of Activity:				
6.1 LAC: Contact AD External Relations for long-term financial support.	D Crystal	2013/14	Contact made in November 2012. Negotiations ongoing Plan is for the LAC to be open all year round and to increase PGT participation.	Ongoing
6.2 PGT away day	I Brassington, J Tarawneh, Y Hodu	2013/14	Incorporate employability into PGT away day. Mar 14	Ongoing
Key Objective/Theme:				
7 Recruitment and Admissions, Marketing and Publicity				
Action/Description of Activity:				
7.1 Work with the Faculty Web Team on	HoSA//B Bennett	Dec 2013	Meetings held and development is ongoing.	Ongoing

makeover of Law website				
7.2 Increase PGT applications and conversions	HoSA/DTL/ D Crystal/ I Brassington/ Y Hodu	2013/14	Overseas Development Group created.	Ongoing
7.3 UG and PGT Prospectuses	C Barker/N Cobb	April 2013	That future prospectuses are reviewed by TLC before publication	Completed
Key Objective/Theme:				
8 External Relations				
8.1 Performance of collaboration strategy	Director of External Relations	2013/14	Develop evaluation criteria	Ongoing
8.2 Monitor collaborative communications	Director of External Relations	2013/14	Provide and review annual quality assurance report at TLC (i.e. Moscow School)	Ongoing
Key Objective/Theme:				
9 Learning Outcomes				
9.1 Review ILOs	Brassington/ Programme Directors	2013/14	Provide schema for provision of details of ILOs at Programme level, and of communication mechanism to staff, students and external examiners	Ongoing