TAUGHT PROGRAMMES ACTION PLAN (TPAP) FOR SCHOOLS AND INSTITUTES

Scope of the TPAP ............................................................................................................... 2
Access levels ..................................................................................................................... 3
Entering actions into the TPAP ....................................................................................... 3
How to use the TPAP ....................................................................................................... 4
   Entering a new action ................................................................. 4
   Editing existing actions ............................................................. 8
   Filtering actions .............................................................................. 9
   Printing actions ............................................................................... 10
   Exporting actions ............................................................................. 10
   Editing conflicts .............................................................................. 11
The TPAP in the annual programme review process ........................................... 11
TPAP at Faculty and College level ........................................................................ 11
TAUGHT PROGRAMMES ACTION PLAN (TPAP) FOR SCHOOLS AND INSTITUTES

Introduction
The Annual Programme Review process centres on the Taught Programmes Action Plan, which is a living online document that can be updated over the course of the year as appropriate. The TPAP is used for all teaching and learning action plans (e.g., NSS, SSLC) hence it should include all actions, from any source, that relate to teaching and learning. The TPAP is produced by a web application and can be updated throughout the year as necessary by appropriate individuals with the requisite access. Its development and use should normally be overseen by the school/institute Director for Taught Programmes.

Scope of the TPAP
The TPAP is a rolling, practical action plan that serves across the academic year as the document of reference for all individuals and groups concerned with acting to improve the delivery of taught programmes and the student experience; it is the means by which Schools / Institutes summarise the annual review processes for their taught provision, and demonstrate their actions in response to reviews, policy-making, feedback and data from a variety of sources, including:

- External Examiner reports
- Accreditation visits, reports and other requirements from Professional, Statutory and Regulatory Bodies (PSRBs)
- Recommendations from periodic (internal) review reports
- Student feedback at SSLCs
- Student surveys including the National Student Survey and the Postgraduate Taught Experience Survey
- Module evaluation
- Review of student data on progression and achievement
- Review of information for students (web pages, programme handbooks etc)
- QMUL strategies including the Student Experience; Teaching, Learning and Assessment (SETLA) Strategy and the Graduate Attributes statement
- Review of employability measures, including placements and internships
- Curriculum review / programme development

The TPAP is provided as an online application, or web app. Schools and Institutes should enter planned actions as they arise during the course of the year. Due to a change in the format for the Faculty Planning and Accountability Review (FPAR) submission there will no longer be a link between the FPAR web app and the TPAP.

---

1  Student data will be linked to from the TPAP web page as it becomes available
Schools and institutes are not required to develop multiple teaching and learning action plans, for instance for the NSS. Any actions from any source that relate to teaching and learning should be added to the TPAP. To facilitate this the web app allows for multiple authors, so that, for example, the Chair of the Subject Examination Board can add actions arising from External Examiner reports, and the Chair of the SSLC can add in actions arising from SSLC meetings. While Schools and Institutes are required to provide separate action plans in response to the recommendations of periodic (internal) review, those actions that relate to learning and teaching will be entered into the TPAP in order that they may be tracked and integrated with taught programme action planning. The Director of Taught Programmes will normally be responsible for overseeing the TPAP and its use across the School / Institute.

Since the TPAP captures all actions relating to teaching and learning it will be a document of reference for Teaching and Learning Committees, SSLCs and any other School or Institute groups concerned with taught programmes.

The TPAP web app provides a framework for taught programmes action planning; within this framework each Faculty may determine its own approach for operating the TPAP in line with Faculty priorities and themes in teaching and learning. For example, the Faculty of Science and Engineering has identified five core categories based on current priorities and Schools within the Faculty are planning actions in these areas.

**Access levels**

Users of the TPAP will have the following access levels:

- **Central Administrator**
  - Registers and manages other users of the system

- **Editor**
  - Views action plans
  - Creates and edits actions for his / her School’s action plan
  - Creates notes regarding progress made towards completing actions

- **Read only user**
  - Views action plans

- **Dean/Vice Principal user**
  - Views action plans
  - Comments on action plans

- **Student course rep**
  - Views action plans
  - Comments on their School or Institute action plan

Directors of Taught Programmes will have editor level access, and are normally responsible for ensuring that actions are entered as appropriate into the TPAP. To facilitate this process Directors of Taught Programmes might wish to nominate other school staff to have access as editors to the TPAP. For example they might wish to nominate the Chair or Secretary of the SSLC who can enter actions arising from SSLC meetings, and/or the Chairs of Subject Examination Boards for actions in response to External Examiner reports. The names and user names of nominated staff should be given to the Assistant Academic Registrar (Student Experience). All users of the web app will be able to view their own and other action plans in the interests of transparency and sharing of good practice.

**Entering actions into the TPAP**

When entering an action in the TPAP web app, editors will be requested to enter the source from a drop down list, the category (such things as student support, learning resources etc, again from a drop down list), the Priority (Strategic/Operational/Local), the Level (UG / PG /Both) the lead person or the route for action together with a start
date and an end date. There will also be a box for status (red/amber/green), one for rationale and one for the action itself. Once actions have been entered they can be edited, and progress text boxes created for comments.

The TPAP also has comment boxes for completion in relation to consideration of the entire action plan: one for student representatives, who will otherwise have read only access; one for the School/Institute to offer an overview; and one for the Dean for Taught Programmes. The comment fields are to give feedback and comment on the overall action plan in the context of Annual Programme Review.

**How to use the TPAP**

The web app allows for searching and sorting of the TPAP by any field, plus filters so that, for example, if an NSS action plan is required this can be produced from the TPAP by filtering out only those actions whose source is the NSS. It is also possible to filter by multiple sources. Once filtered or sorted, actions can then be printed, or alternatively downloaded into an Excel file.

**Entering a new action**

To add new actions, click on the ‘Create new action’ button, and you should see a screen similar to the one below.
Enter the source of the action, choosing from the drop-down list, and then click ‘Add’. If the source is not in the list you may type it directly into the text box below ‘Source’, but in this case do not click ‘Add’, or an item from the drop down list will be appended to your new source. Actions can have multiple sources, so you can add as many items as you wish from the drop down list, and then can type any additional sources not in the drop down list into the text box (without deleting any of the sources already there).

Please note that accrediting bodies can be found in the bottom half of the source list.
Pick the category from the drop down list.

Give your action a priority rating (1-3). A major action in pursuit of a school or institute strategic aim (for example a new masters programme to improve PGT recruitment) would have priority 1, while an operational one across the school or institute (for example improving attendance monitoring procedures) would have priority 2, while a local fix (for example on a particular module due to a low module evaluation score) would have priority 3.
Choose a level (UG, PG or Both), then type the person or group (or both) who will be responsible for progressing the action in the ‘Lead/Route’ box.

Add a start date and end date – the buttons next to the start and end dates can be used to select a date from a calendar (recommended). The date field expects a day, month and year, although it is recognised that the day given will usually be arbitrary. Choose the status of the action, which can be red, amber or green. Green means the action is proceeding as planned, amber means some problems but at least some progress is being made, while red means no progress and the action is stalled. Finally type a reason for the action, and the action itself, into the text boxes and click ‘Save’.
Clicking ‘Save’ will take you back to the overview screen, where you can enter a new action, edit/delete an action (deleted actions can still be viewed), add a comment about progress to any of the actions already saved or write an overview of your action plan.

**Editing existing actions**
Next to each action there are two icons: a pencil and a dustbin. You can use the dustbin icon to mark actions as deleted (or to undelete them), or click on the pencil icon in order to edit actions.

You might also wish to add a comment about progress on an action, which you can do by clicking on the plus sign next to ‘Progress’ underneath the action.
Enter text in the progress box, then click ‘Save’

In the same way you may add as many further comments on progress as you need to.

Filtering actions

You may also wish to list only certain actions. On the main screen there is a shaded box below the Action Plan heading but above the actions. You may use the drop down lists within the grey box to choose a Source, or Category, Priority, Level, Lead/Route or Status to search by, or any combination of these. If you do not wish to search by a particular field choose ‘All’ from the drop down list.
example above I have searched only for those actions whose Level is “Both” and whose Lead/Route” is “TLC”.

**Deleted and completed actions**

It is possible to view actions that have previously been deleted by clicking on the ‘show deleted actions’ at the top of the left hand menu. It is also possible to view actions that have previously been assigned as ‘completed’. This is done by selecting ‘completed – action is completed’ from the status drop down box and filtering these actions. This means that there is an online archive of all action that have been resolved.

**Printing actions**

Once you have filtered your actions, you can use the print icon next to the ‘Action Plan’ to print them, or the print icon next to Overview to print the whole page. The print icons give printer friendly pages (ie without the sidebar).

**Exporting actions**

You may also use the page icon next to Action Plan to export your selected actions to an Excel spreadsheet (see below).
**Editing conflicts**

Please note that plans can have more than one editor, and editors can be working on the same plan at the same time, with each editor able to add new actions. New actions will be saved and will not create conflicts. It is possible, although unlikely, that more than one user will edit the same action at the same time, in this case whoever saves the action last will write over the previous user’s changes.

**The TPAP in the annual programme review process**

The TPAP can be added to and amended at any point in the year; however it should be up-to-date and ready for discussion before the annual programme review meeting between the School / Institute and the Faculty Dean for Taught Programmes. Ensuring that the TPAP is up-to-date will include reflecting in a timely way on all source data (Student feedback including the NSS, External Examiner reports, etc) and requiring student representatives to have reviewed the TPAP and provided comment in the appropriate comment box. At the annual programme review meeting additional actions may be agreed with the Faculty Dean for Taught Programmes and the deletion of actions that have been completed or superseded in some way should also be discussed with the Dean.

**TPAP at Faculty and QMUL level**

As well as School and Institute level TPAPs, each Faculty will also develop its own, as will QMUL. All TPAP users will be able to view these action plans.

More information about the TPAP can be found on the ARCS web page: http://www.arcs.qmul.ac.uk/quality/apr/94171.html