

FACULTY OF ARTS

REPORT ON RECOMMENDATIONS FROM PHASE ONE

Recommendation 1	The Faculty needs to consider improving the dissemination of Academic Board policies between the Faculty office, Schools and Departments.
Action taken by the Faculty	<ul style="list-style-type: none"> • Regular workshops for general staff to update them on recent developments in policies and procedures. • A day-long retreat for chairs of departments to discuss Academic Board policies and procedures. • More Dean's emails on policies for all staff. • <u>Teaching & Learning link to Faculty home page.</u>
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Maintain and improve Teaching & Learning link. • Further workshops for general staff and chairs to orient them to Academic Board policies, as well as other areas of Faculty administration and Academic leadership.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Feed-back from the workshops and retreats has been very positive.

Recommendation 2	The Faculty needs to develop strategies to ensure that they comply with the Academic Board policy on the use of parallel teaching of postgraduate and undergraduate students.
Action taken by the Faculty	<ul style="list-style-type: none"> • Faculty has undertaken a survey of the practice and identified a small number of departments that might be operating outside the guidelines. • Dean has identified this as an issue of importance at the Faculty Policy and Review Committee.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Faculty Postgraduate Matters Committee is developing a discussion document and series of recommendations for consideration by Faculty.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • N/A

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Recommendation 3	Strategies for communicating the milestones and achievements within the Teaching and Learning Plan to staff and students need to be established.
Action taken by the Faculty	<ul style="list-style-type: none"> • New Teaching and Learning link established on faculty Website to provide easy access to latest achievements and developments in Teaching and Learning for staff and students. • Continue to operate regular Teaching and Learning workshops/presentations. • Awards ceremony for Teaching Excellence and new award for tutoring. • Teaching and Learning newsletter is an item available on the website.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Regular update Teaching and Learning newsletter to be placed on the Faculty home page to engage interest of staff and students. • More workshops and Teaching and Learning presentations. • Regular reports on Teaching and Learning to Faculty. • Continue to hold and publicise awards ceremonies – consider further categories for teaching awards.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Feedback from staff on Teaching and Learning link has been positive.

Recommendation 4	Variation in the provision of teaching, particularly in tutorials, across departments needs to be considered, in order to enhance the student experience.
Action taken by the Faculty	<ul style="list-style-type: none"> • Implementation of Faculty workloads policy which will work to ensure greater consistency across departments. • Implementation of Faculty assessment policy to encourage greater consistency. • Discussion with Heads of Schools about need to monitor and improve the provision of teaching especially small group teaching.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Through Teaching and Learning Committee promote discussion of the importance of small group face-to-face teaching.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Too early to tell – workloads and assessment policies are still in trial stage.

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Recommendation 5	In order to improve large group discussion all staff should be made aware of the programs offered through the Institute for Teaching and Learning.
Action taken by the Faculty	<ul style="list-style-type: none"> • Regular Dean's Info on Institute for Teaching and Learning courses on offer. • Encouragement to Heads of Schools to heighten awareness of these courses. • JTL programs future of Teaching & Learning committee discussion and feature in Teaching and Learning newsletter
Further action planned but not yet implemented (if appropriate)	
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • N/A

Recommendation 6	Ways of improving communication to students regarding University and Faculty awards for good teaching should be considered. Staff should be encouraged to nominate themselves for these awards.
Action taken by the Faculty	<ul style="list-style-type: none"> • Awards will be a feature of the direct Teaching and Learning link on the Faculty home page. • Heads of Schools have been asked to identify and encourage staff to apply. • Regular awards ceremonies to help encourage and reward staff.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • N/A
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Too early too tell.

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Recommendation 7	Improved ways of communicating information about the Arts On-Line Teaching and learning project throughout the Faculty should be a priority.
Action taken by the Faculty	<ul style="list-style-type: none"> • Teaching and Learning link on the Faculty home page has this project as a key item. • Amalgamation of Arts IT Unit and Language Centre into new Multimedia and Educational Technologies in Arts Centre (META) – aim to foster greater coordination of Faculty teaching and learning strategies, particularly ICT supported Teaching and Learning.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Mission statement of new centre will be drafted over next few months and Arts On-Line and how to expand awareness of this project will be a key goal.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Too early to tell.

Recommendation 8	The Faculty may consider the introduction of a compulsory research methodology course to induct new graduate students within the Faculty, and to give them milestones in terms of their candidature.
Action taken by the Faculty	<ul style="list-style-type: none"> • A compulsory unit incorporated into new Professional doctorate programs in the Faculty.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Current discussion about utility of such a unit for other postgraduate program (eg MA by research).
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Too early to tell.

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Recommendation 9	Postgraduate research students should be encouraged to have regular and timely contact with their supervisors
Action taken by the Faculty	<ul style="list-style-type: none"> • Faculty's research supervision management plan stresses the importance of regular contact and monitoring of progress. • Heads of Schools are aware of the need to foster a culture of regular contact amongst all supervisors.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Postgraduate Matters Committee to encourage departments to embrace culture of regular contact.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • A key evaluative tool will be completion rates. • Latest completion figures indicate significant improvement.

Recommendation 10	While significant work has taken place further investigation regarding ways in which its research completion rates can be improved is suggested.
Action taken by the Faculty	<ul style="list-style-type: none"> • Key issue is implementation of the Faculty's research supervision plan.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Faculty needs to monitor compliance with the plan to ensure that all departments have implemented the policies and procedures.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Strong indication of compliance is increased completion rate. Latest figures suggest that Arts is performing very well with 17.75% of weighted research completions the second highest rate of any Faculty in the University (2000/2001).

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Recommendation 11	The role and presence of academic advisors needs to be more effectively communicated to staff and students
Action taken by the Faculty	<ul style="list-style-type: none"> • Advisors listed on Faculty website. • Notice given to all enrolling students of the advisors, their role and how to contact them. • Introduction of new First Year Experience coordinator to help link students to advisors. • New Bachelor of Arts Advanced director to act as advisor for a new specialised group of students.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Consideration of further mentoring strategies.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • Advisors report increased use of their services. • Initial student feedback on specialist mentors (eg BA Advanced) positive.

Recommendation 12	Better coordination and communication regarding how cross Faculty degrees can be implemented is required
Action taken by the Faculty	<ul style="list-style-type: none"> • This issue was central to implementation of new BA/BMus Studies degree.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none"> • Still have not resolved problem of administration of Liberal Studies. Requires further discussion with Faculty of Science.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none"> • New degree not on stream until 2004.

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Recommendation 13	The Faculty is encouraged to consider ways of ensuring consistency in its quality assurance processes, particularly in relation to feedback, unit of study outlines, clarity of goals in postgraduate coursework units, and research supervision
Action taken by the Faculty	<ul style="list-style-type: none">• Assessment Working Party report has been endorsed by Faculty – to ensure greater consistency.• New unit of study template has been developed to assist departments in Faculty to have a consistent framework for course outlines.• New Undergraduate and Postgraduate Matters new unit proposal forms to foster greater consistency.
Further action planned but not yet implemented (if appropriate)	<ul style="list-style-type: none">• Explore further proposals for templates for outlines and goals to foster consistency.
Faculty's evaluation of the success of action taken	<ul style="list-style-type: none">• Too early to tell yet.