

School/Department/Division of <> Annual Report Action Plan

[Note: Action items not completed in a given year should be carried forward to the next year]

Outstanding action items from 2013/2014

Action item 1: XXXX

Ref.: B3 item X

Tasks	By when	Responsibility	Comment/Progress @ 01/09/15
1			
2			
3			

Action items for 2014/2015

Action item 1: Undertake external review of MSc in

Area(s) of concern being addressed (e.g. SF2, SR1):

Tasks	By when	Responsibility	Comment/Progress @ 01/09/15
1 Identify and seek Dean/CTLQ approval of Panel; agree date for visit	03/15	Program Director (PD)	√
2 Draft Self-Evaluation Document, identify documentation and data to be made available to the Panel and discuss with the program teaching team	05/15	PD	√
3 Agree schedule for Panel visit with Panel Chair and make all arrangements for visit	06/15	PD	√
4 Panel Visit	7/8 July 2015	PD	√
5 Submit TPg Program Review Report to Dean, CTLQ, CPS and EVPP within four weeks of receiving the External Reviewers' Report	22/08/15	PD	√

Notes:

- Ensure one person has overall responsibility for Action Plans
- Agree realistic deadlines
- Where more than one person responsible for a task, indicate lead responsibility in **bold**
- Ensure those assigned responsibilities have a copy of the Plan and are aware of their responsibilities and timeframes
- Monitor implementation by reviewing Action Plans at regular intervals; update Comment/Progress and revise/adjust Plan as necessary
- √ = completed

Action item 2:

Area(s) of concern being addressed (e.g. SF2, SR1):

Tasks	By when	Responsibility	Comment/Progress @ 01/09/16
1			
2			
3			

Add additional tables, if necessary.