

Quality Assurance Activities – Action Plan for 2020
Faculty of Health Sciences

	Activity/Action	Responsible Entity/Person	Time Frame	Monitoring
1.	Strengthen QA Practices in the Faculty			
1.1	Prepare Standard Operating Procedures (SOPs) for selected operations			
1.1.1.	Prepare SOP for Registration & Re-registration activities	Dean	Complete during calendar year	FQAC meeting
1.1.2.	Prepare SOP for Programme Development & Approval	Dean	Complete during calendar year	FQAC meeting
1.1.3.	Prepare SOP for Course Development & Approval	Dean	Complete during calendar year	FQAC meeting
1.2	Manage records/files for following activities (as per FQAC checklist)			
1.2.1.	Programme approvals (UGC/ University): Proposal, By laws, Regulations (original/revised)	Head	Complete during 1 st quarter	Department meeting
1.2.2.	Student selection for programme	Head	Complete by registration	Department meeting
1.2.3.	Registration & re-registration activities	Head Rep./Registration committee	Complete by 1 st and 2 nd semester	Department meeting
1.2.4.	Programme coordination	Head	Complete during 1 st and 2 nd semester	Department meeting
1.2.5.	Course dossier for all courses	Course coordinator	Complete during 1 st and 2 nd semester	Department meeting
1.3	Quality assurance of course delivery			
1.3.1.	Record Day Schools or Voice PowerPoints for at least 2 courses of each programme	Head; relevant academics	Complete during 1 st and 2 nd semester	Department meeting
1.3.2.	Develop MOODLE Online courses for all courses of each programme	Head; relevant academics	Complete during 1 st and 2 nd semester	Department meeting
1.3.3.	Deliver Day Schools via Big Blue Button (BBB) for at least 02 course	Head; relevant academics	Complete during 1 st and 2 nd semester	Department meeting
1.3.4.	Issue updated course materials for all relevant courses at registration/before 2nd semester	Course Chair Head	Complete during 1 st and 2 nd semester	Department meeting
1.3.4.	Prepare blueprints for examinations of each course	Course coordinators	Complete during 1 st and 2 nd semester	Department meeting
1.4	Strengthen staff for a quality service			
1.4.1.	Conduct awareness program for academic and non-academic staff on QA practices within the faculty	Coordinator/FQAC	Complete during calendar year	FQAC meeting
1.4.2.	Organize Monthly 'Capacity Enhancement Training Workshops' for both academic and non-academic staff	Chairperson/ Excel@FSH Organizing Committee	Complete during calendar year	Excel@FSH meeting

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1.4.3.	Implementation of self-appraisal form by academics of each Department	Academic staff Head	Set target at beginning of year; Check achievement of targets at end of year	Department meeting
2.	Design/Adopt Quality Assurance Tools			
2.1	Design Faculty specific common feedback forms for following			
2.1.1.	Day School Evaluation	FQAC	Complete during 1 st Semester	FQAC meeting
2.1.2.	Course Evaluation	FQAC	Complete during 1 st Semester	FQAC meeting
2.1.3.	Laboratory Session Evaluation	FQAC	Complete during 1 st Semester	FQAC meeting
2.1.4.	MOODLE Course Evaluation	FQAC	Complete during 1 st Semester	FQAC meeting
2.1.5.	Staff Training Workshop Evaluation	FQAC	Complete during 1 st Semester	FQAC meeting
2.1.6.	Developmental testing of sessions	FQAC	Complete during 1 st Semester	FQAC meeting
2.1.7.	Peer Evaluation of Day schools	FQAC	Complete during 1 st Semester	FQAC meeting
2.1.8.	Needs survey for new courses/programmes: Prospective students	FQAC	Complete during 2 nd Semester	FQAC meeting
2.1.9.	Need survey for new courses/programmes: Academics, industry experts & potential employers	FQAC	Complete during 2 nd Semester	FQAC meeting
2.1.10.	Employer survey (of alumni)	FQAC	Complete during 2 nd Semester	FQAC meeting
2.1.11.	Tracer study of alumni	FQAC	Complete during 2 nd Semester	FQAC meeting
3.	Implement Quality Assurance Tools			
3.1	Course/Programme Evaluation			
3.1.1.	Students' evaluation of Day Schools - 02 courses from each Department - including all Centres (For Internal Staff)	Head Course coordinators	Complete during of 1 st and 2 nd semester	Department meeting
3.1.2.	Students' evaluation of Day Schools - minimum 01 course from each programme (For External Staff)	Head Course coordinators	Complete during of 1 st and 2 nd semester	Department meeting
3.1.3.	Evaluate laboratory sessions - 02 courses, where relevant	Head Course coordinators	Complete during of 1 st and 2 nd semester	Department meeting
3.1.4.	Evaluate course materials - 02 courses from each Department	Head Course coordinators	Complete during of 1 st and 2 nd semester	Department meeting
3.1.5.	Evaluate MOODLE courses - 02 from each Department	Head Course coordinators	Complete during 1 st and 2 nd semester	Department meeting

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3.1.6.	Peer evaluation of Day Schools - 02 courses from each Department	Head Course coordinators	Complete during 1 st and 2 nd semester	Department meeting
3.1.7.	Analyze course completion/ performance - for at least 01 course per department	Head Course coordinators	Complete during of 1 st and 2 nd semester	Department meeting
3.1.8.	Analyze graduation rates for each programme	Head Rep/FQAC	Complete at end of 2 nd semester	Department meeting
3.2	Analyze Feedback Data for Action			
3.2.1.	Submit results of feedback surveys to relevant departments	FQAC	Complete during 1 st and 2 nd semester	Department meeting
3.2.2.	Incorporate feedback comments to course delivery/development	Academic staff Head	Complete during 1 st and 2 nd semester	Department meeting
3.2.3.	Report on action taken on collected feedback to relevant stakeholders	Head Academic staff	Complete at end of 2 nd semester	Department meeting
4.	Monitor implementation of Faculty QA Action Plan			
4.1	Report to FQAC meeting & Department meeting	Departmental Representative/FQAC	Monthly	FQAC meeting Department meeting
4.2	Report to Heads of Departments meeting	Coordinator/FQAC Dean	Quarterly	Heads meeting
4.3	Report to Faculty Board.	Coordinator/FQAC Dean	At end of the year	Faculty Board IQUAU meeting

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Dr. H. M. C. J. Herath
Coordinator/ Faculty QA Cell
Faculty of Health Sciences
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