



That's Quality 2016 Universities

Workbook

Tuesday 12th – Wednesday 13th of July 2016
West Park Conference Centre
319 Perth Road
Dundee
DD2 1NN

Introduction to the event

This event has been designed for you to work with your fellow students' association colleagues to create learning and teaching objectives for the year ahead and then to understand how the quality enhancement framework can be used to achieve these goals.

You will see this reflected in the aim and objectives below.

Aim: to equip you with the knowledge and tools to use the quality enhancement agenda to deliver change for your students' learning and teaching experience.

Objectives:

By the end of the event you will:

- Be able to describe the various elements of Quality Enhancement Framework;
- Be able to explain the roles of the different sector agencies and how they can support you;
- Be able to explain how quality affects your students' learning experience;
- Be aware of the current issues affecting the quality landscape (including the Teaching Excellence Framework);
- Have created an action plan to enhance your students' learning experience.

The hashtag for the event is **#TQ16uni**

Important Information

The safeguarding phone number is **07966104056**. Please phone this number in case of emergencies only.

About your workbook

The workbook aims to enhance your learning experience by acting as a tool for reviewing your learning as the amount of information that you are able to recall from any learning experience declines drastically within one week of the learning having taken place. It will also enhance your learning, thinking and remembering skills and will increase your knowledge and your confidence. Feel free to make notes all over the place and doodle when you need some thinking space.

By conducting a review of your learning at monthly intervals throughout the year ahead, not only will you be able to transfer this learning into your long term memory, but you will also remind yourself of ideas and aims that you wanted to achieve at the beginning of the year!

AGENDA

Tuesday 12th of July 2016

10.00 – 10.30	Registration and coffee
10.30 – 10.35	Introduction and welcome
10.35 – 11.45	What's quality and why does it matter to students? Representatives from the sector will discuss the Scottish HE Landscape, priorities for the sector and why quality matters to your students.
11.45 – 12.45	Quality: a national picture In this session NUS Scotland will share its perspectives on current policy changes that have an impact on learning and teaching in universities in Scotland.
12.45 – 13.45	Lunch
13.45 – 15.00	Students as partners in quality enhancement This session will introduce you to the role of sparqs, and some key concepts that will guide your work this year.
15.00 – 15.30	Coffee break and check into accommodation
15.30 – 17.00	An introduction to quality tools This session will provide an introduction to the Quality Enhancement Framework and the other mechanisms and procedures that ensure the best possible student experience at universities in Scotland.
17.00 – 17.15	Conclusions and end of day one
19.00	Dinner

Wednesday 13th July 2016

09.00 – 09.30	Check-out, arrival and coffee
09.30 – 10.00	Introduction to day two
10.00 – 12.30	Using quality to make change Participative workshop in which you will learn how different quality mechanisms can be used to effect change at your university.
12.30 – 13.30	Lunch
13.30 – 15.45	Action Planning: what do you want to achieve? In this session you will have an opportunity to think about your key priorities in learning and teaching for the year ahead and develop your 1action plan.
15.45 – 16.00	Conclusions and finish

What's quality and why does it matter to students?

Representatives from the sector will discuss the Scottish HE Landscape, priorities for the sector and why quality matters to your students.

Your notes

Quality: a national picture

In this session NUS Scotland will share its perspectives on current policy changes that have an impact on learning and teaching in universities in Scotland.

Your notes

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This session will introduce you to the role of sparqs, and some key concepts that will guide your work this year.

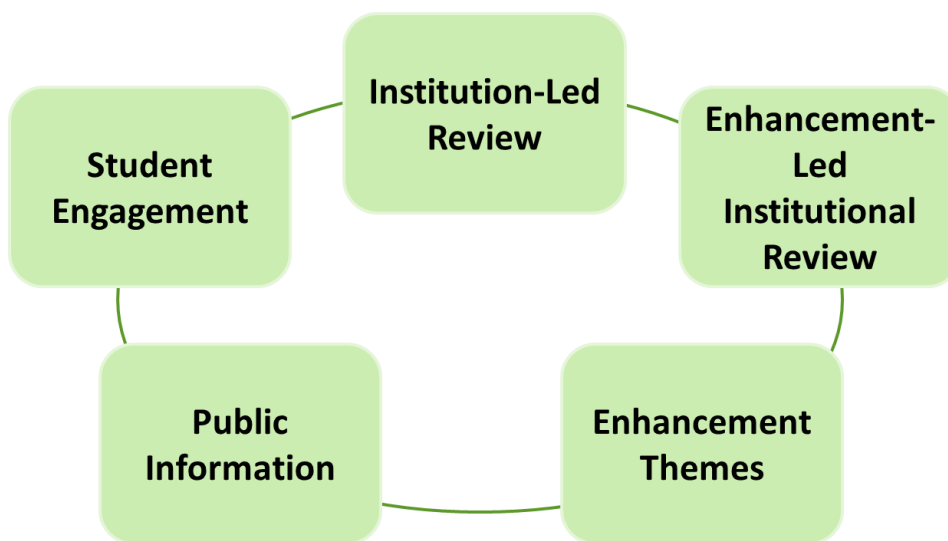
Your notes

Students	Partners
Quality	Enhancement

An introduction to quality tools

An introduction to the Quality Enhancement Framework and the other mechanisms and procedures that ensure the best possible student experience at universities in Scotland.

Quality Enhancement Framework for Universities



Your notes

Using quality to make change

Participative workshop in which you will learn how different quality mechanisms can be used to effect change at your university.

Your notes

Action Planning: what do you want to achieve?

In this session you will have an opportunity to think about your key priorities in learning and teaching for the year ahead and develop your 1action plan.

Writing and Achieving SMART Objectives

Setting goals is easy but achieving them isn't

That's why setting "SMART" goals - Specific, Measurable, Achievable, Realistic and Timely - is the first step in making your goal a reality.

Make your goal as Specific as possible and express it in positive terms. Do you want to stop losing money or do you want to start making money? How much money do you want to make?

How do you Measure success? You'll need a way to evaluate your progress and determine if you're moving towards your goal. For example, if you want to improve your finances, then you should have a way of keeping track of income and expenses.

Is your goal Achievable? Consider whether you have the resources necessary to achieve your goal. If not, you need to determine if you can assemble everything required to streamline your process. Remove any obstacles before you get started!

Realistic goals are achievable goals, unrealistic goals are just dreams. It's not necessary to be negative but take time to honestly evaluate whether you're being realistic. Losing 30 pounds in 2 weeks is not impossible but it's not very likely and certainly not healthy.

Make your goal Timely by stating a due date for your goal AND the action steps involved in achieving it.

Specific	Is the objective precise and well-defined? Is it clear? Can everyone understand it?
Measurable	How will the individual know when the task has been completed? What evidence is needed to confirm it? Have you stated how you will judge whether it has been completed or not?
Achievable	Is it within their capabilities? Are there sufficient resources available to enable this to happen? Can it be done at all?
Realistic	Is it possible for the individual to perform the objective? How sensible is the objective in the current business context? Does it fit into the overall pattern of this individual's work?
Timely	Is there a deadline? Is it feasible to meet this deadline? Is it appropriate to do this work now? Are there review dates?

Align your goals with your values

If your goal doesn't reflect your beliefs and character then you'll have difficulty achieving it. And even if you do manage to get what you want, you won't be very happy. Set a goal which is meaningful to you and be clear about the consequences of your outcome.

Share your goals with three to five key people

Not everyone needs this strategy with every goal but almost everyone can benefit from it at some point. Finding supportive, positive people is key because you certainly don't need anyone sabotaging your progress.

Assemble everything you need before you need it

This prep work is vital in eliminating the frustrating and time consuming "running around" which can derail your progress later on.

Minimise potential challenges

There are 3 key ways to prevent overconfidence and poor planning from creating obstacles down the line:

- Create a complete, measurable, action plan which includes all the steps necessary to achieve your goal. Don't forget due dates for each step.
- Incorporate all your actions into your schedule. Add them to your calendar with anywhere from 10-20% flexitime to help you control any unexpected delays.
- Regularly evaluate your progress. You may need to make changes or adjustments as your project takes shape. Anticipate them so you won't get blind-sided.

Complete at least one action per day

Consistent actions will propel you towards your goal. Even choosing a small task will make a dent in your to-do list and may motivate you to do even more.

Establish a support system

Who or what can provide you with encouragement, advice, healthy feedback or a willing ear?

Reward yourself

Don't wait until you achieve your goal, especially if it's a long-term one. Reward yourself as you reach certain milestones. Something as simple as scheduling time for yourself or perhaps a special treat that you've felt guilty about indulging in can keep you motivated to keep going.

Your notes

Your notes

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sparqs is a Scottish Charitable Incorporated Organisation. Registration number SC046172.