

Memo:

**Quality Assurance Activities – Action Plan 2021
Faculty of Health Sciences**

	Activity/Action	Responsible Entity/Person	Time Frame	Monitoring
1.	Strengthen QA Practices in the Faculty			
1.1.	Manage records/files for following activities (as per FQAC checklist)			
1.1.1.	Course dossier for all courses (Creating a Google folder for each course)	Head/Course coordinator	Complete during 1 st and 2 nd semester	Department meeting
1.2.	Quality assurance of course delivery			
1.2.1.	Issue updated e-format of course materials for all relevant courses at registration/before 2nd semester	Head /Course Chair/ Course coordinators	Complete during 1 st and 2 nd semester	Department meeting
1.2.2.	Prepare blueprints for examinations of each course	Course coordinators	Complete during 1 st and 2 nd semester	Department meeting
1.2.3.	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
1.2.4.	Analyze graduation and dropout rates for each programme	Head Rep/FQAC	Complete at end of 2 nd semester	Department meeting
1.3.	Strengthen staff for a quality service			
1.3.1.	Conduct awareness sessions for academic and non-academic staff on QA practices	Coordinator/FQAC	Complete during calendar year	FQAC meeting
1.3.2.	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
2.	Implement Quality Assurance Tools			
2.1	Course/Programme Evaluation			
2.1.1.	Students' evaluation of online 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
2.1.2.	Students' evaluation of online 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
2.1.3.	Peer evaluation of online Day Schools - 02 courses from each Department	Head Course coordinators	Complete during 1 st and 2 nd semester	Department meeting
2.1.4.	Evaluate laboratory sessions - 02 sessions, where relevant	Head Course coordinators	Complete during of 1 st and 2 nd semester	Department meeting
2.1.5.	Evaluate course materials - 02 courses from each Department	Head Course coordinators	Complete during of 1 st and 2 nd semester	Department meeting

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2.1.6.	Evaluate MOODLE courses – 02 from each Department	Head Course coordinators	Complete during 1 st and 2 nd semester	Department meeting
2.1.7.	Employer survey of alumni	Head Rep/FQAC	Complete during the academic year	Department meeting
2.2	Analyse Feedback Data for Action			
2.2.1.	Submit results of feedback surveys to relevant departments	FQAC	Complete during 1 st and 2 nd semester	Department meeting
2.2.2.	Incorporate feedback comments to course delivery/development	Head Academic staff	Complete during 1 st and 2 nd semester	Department meeting
2.2.3.	Report on action taken on collected feedback to relevant stakeholders	Head Academic staff	Complete at end of 2 nd semester	Department meeting
3.	External Programme Review – UGC QAC Reviews			
3.1	Bachelor of Science Honours in Nursing Degree Programme	Head/Representative FQAC/Coordinator/ FQAC	Complete according to the programme review action plan	Department meeting/FQAC meeting/ Programme Review meeting
3.2	Bachelor of Medical Laboratory Sciences Honours Degree Programme	Head/Representative FQAC/ Coordinator/ FQAC	Complete according to the programme review action plan	Department meeting/FQAC meeting/ Programme Review meeting
3.3.	Bachelor of Pharmacy Honours Degree Programme	Head/Representative FQAC/ Coordinator/ FQAC	Complete according to the programme review action plan	Department meeting/FQAC meeting/ Programme Review 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	Quarterly	Heads meeting
4.3	Report to the Faculty Board	Coordinator/FQAC Dean	At end of the year	Faculty Board IQAU meeting



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Faculty of Health Sciences
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