

ANNEXE A

InCurriculum Action Plan and Progress against Milestones: January 2010 UPDATE

An inclusive curriculum
in Higher Education

InCurriculum

Element as described in the Operational plan submitted to the HEA	Activity/objectives	Lead responsibility	Milestones and outcomes	Review date	Monitored by (i.e. PMG, SG etc.)	Desired progress against milestones and outcomes - update
<p>Consultation with the AchieveAbility Network</p> <p>Objective 2</p>	<p>To source the expertise from the network and ensure shared practice.</p> <p>Develop guidelines and tools for inclusive practice.</p>	<p>Project Development Director et al Institutional coordinators Ongoing</p>	<p>Greater knowledge of sector work and higher profile for the InCurriculum project</p> <p>To monitor progress in meeting the objectives set for the project</p>	<p>3 Feb 09</p> <p>11 June 09</p>	<p>AA Steering group</p> <p>NTF Steering group</p>	<p>To Review</p> <ul style="list-style-type: none"> - MP3 use - Think Tank meetings - Transferable practice to other subject areas - Materials Development - Staff Development sessions <p>December 2009: Staff development events have featured presentations and 'hands on' practical workshop sessions from wider networks, including JISC, Achievability etc. a range of resources developed as part of this work are in</p>

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						development for dissemination in the final year of the project.
Wider consultation with stakeholders Objectives 2 & 8	<ul style="list-style-type: none"> - Web site development - Jisc mail messages - On line surveys - Dialogue with experts UK wide 	Project Administrator with webmaster Project Leader/ Project Development Director Ongoing	<ul style="list-style-type: none"> - Dissemination of project outcomes to date and feedback on outcomes - Improve the quality of student learning - Identify commonalities in best practice across subject areas - Improve teaching and assessment practice 	28 Jan 09 25 June 09 30 June 09 11 June 09	PMG Interim Conf PMG NTF Steering Group	To Review <ul style="list-style-type: none"> -Website development -Teachers materials pack -Conference development December 2009: Items up until June 2009 were all achieved. JISC mail group set up and extensive dialogue with a range of experts across the UK has taken place.
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Delivery and evaluation of modules Revalidation/ modification if required Objective 5 (identify – deliver	<ul style="list-style-type: none"> - Identification of all 9 modules - Coordinators to ensure Focus group information/ staff and students are collated - Coordinators and central staff 	NTF/ Project Leader/ Project Development Director Delivery of modules as from November 2008 Coordinators in	To deliver 9 modules across the consortia throughout the life time of the project To incorporate a wider	28 Jan 09 10 March 09 11 May 09 30 June 09 11 June 09	PMG SG PMG	Bi monthly reports from coordinators to outline evaluation progress Evaluate Staff

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-evaluate)	to identify different institutional practice in validation/ modification processes	in conjunction with the InCurriculum Administration office (AchieveAbility) to centralise evaluation information for analysis	range of subject areas To increase ability among staff in other disciplines Share information to wider a stakeholders for consortia practice in different approaches to modification or validation	30 June 09		Development sessions December 2009: Reports achieved in line with agreed timetable. Unit amendment processes have presented a number of challenges in terms of describing inclusivity in assessment particularly. NUCA has revised all undergraduate year 1 units and project briefs in the light of InCurriculum research finding. These are progressing through the internal and external approval process during 2009-10. Results from the process will be disseminated subsequent to validation events.
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Consultation on developing inclusive model with wider stakeholders	Key questions to be formulated for consultation process	Project Leader/ Project Development Director to formulate	Feedback on consultation to be analysed for year 3 of the project. Project staff	28 Jan 09	PMG	Feedback on key questions through Staff Development session

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<p>2009 Feb-July</p> <p>Objectives 2/6/8</p>	<p>Conferences, Publications Workshops Seminars</p>	<p>questions</p> <p>All PMG (NTF) members and Steering Group members ongoing</p>		<p>11 June 25 June</p>	<p>SG Interim Conf</p>	<p>Consultation</p> <p>December 2009: Staff development sessions and inputs from Steering Group have proved invaluable in developing inclusive/transferable models of practice. The partner institutions have been testing transferability and impact through field work with students from a range of subject disciplines.</p>
<p>Further development of modules with particular reference to assessment</p> <p>Nov-July</p> <p>Objectives 5&6</p>	<p>Identification of further modules in other subjects area other than A&D</p> <p>Examination of alternative methods of assessments</p>	<p>Project Leader/ Project Development Director and coordinators</p> <p>PDP- VAC approaches to learning- Building on formative assessment- reflective practice</p>	<p>Tracking of students marks as from January 09 to ascertain attainment (yrs 2/3)</p> <p>Focus on active learning-sharing of student ideas. VAC approaches that are transferable to other subject areas from A&D disciplines</p>	<p>28 Jan 09 10 March 09 11 May 09 30 June 09</p>	<p>PMG</p>	<p>Variations to be recognised and investigated</p> <p>December 2009: NUCA has revised all undergraduate year 1 units and project briefs in the light of InCurriculum research finding. These are progressing through the internal and external approval process during</p>

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<p>Interim Conference May-July</p> <p>Date set is 25th June 09 at UoW</p> <p>Objectives 2&8</p>	<p>Production of staff materials</p>	<p>NTF /Project Administrator/ Project Leader/ Project Development Director Staff Dev. to be integral with Coordinator feedback informing the materials -Terminology and stakeholder listing to be produced</p>	<p>To embed good practice in staff training opportunities CPD</p> <p>Develop guidelines and tools for academics to incorporate these approaches in teaching</p>	<p>28 Jan 09</p> <p>25 June 09</p> <p>11 June 09</p> <p>30 June 09</p>	<p>PMG</p> <p>Interim Conf</p> <p>Steering Group</p> <p>PMG</p>	<p>2009-10. Results from the process will be disseminated subsequent to validation events.</p> <p>Profile a set of approaches to inclusive practice</p> <p>Profile a set of resources for feedback and further development</p> <p>Monitoring of progress made</p> <p>Resource development</p> <p>December 2009: Achieved and ongoing in terms of developing CPD materials for academics to incorporate inclusive practice in teaching. Materials will be part of dissemination package for Autumn 2010.</p>

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Dissemination through input to conferences, workshops, networks objective 8	Project outputs to be articulated	NTF Project Leader/ Project Development Director et al	-Identification of commonalities of enhanced teaching practice and assessment -Incorporate materials in staff development for evaluation	28 Jan 09 30 June 09	PMG	Produced set of materials for qualitative feedback
	Production of staff materials following evaluation of interim conference	NTF/ Project Leader/ Project Development Director June/July 2010	-Identify opportunities to increase accessibility to learning styles and learning differences -Improve the quality of student learning	11 June 09	SG	December 2009: Ongoing as part of fieldwork. The lexicon of teaching, learning and assessment is being constantly revisited as a recurring theme in terms of commonality and transferability. Quality Assurance of project outputs