

ACTION PLAN
For the NUACA Quality Assurance Center
For the period of July-December 2016

Approved by`
 Rector` G. Galstyan _____

« _____ » _____ 2016

N:	Action	Period	Responsible / performer	Output
1.	Development of documents regulating activity of the Quality Assurance Center			
1.1	Discussion and approval of the Quality Assurance Center Regulation	July-October	Quality Center	Regulation approved by Quality Center
1.2	Development of Quality Assurance Manual (Mission, Strategy, Policies, Basic Procedures)	July-November	Quality Center	Quality Assurance Manual Project
1.3	Formation of the Quality Assurance Center website in the www.nuaca.am	July	Quality Center / Information Department	Quality Assurance Center Website
2.	Publication of monitoring results (posting of results on the official website of NUACA) - formatting and installation of materials	June-July	Quality Center	Information about inquiries placed on the NUACA website on the Quality Center page
3.	Elaboration and approval of quality assurance procedures			
3.1	Development of first-year student query format and methodology (questionnaire development)	July	Quality Center	Developed and approved procedure (questionnaire)
3.2	Approval of procedures for organizing and conducting classes	September	Quality Center	Approved Procedure

4.	<p>Developing a Training and Methodological Two-Day Training Program for Professional Staff and Quality Officers (design and confirmation of purpose, outcomes and topics):</p> <p>Topic1.: Quality of education standards and their provision at the University</p> <p>Topic 2. Modern teaching methods and their application.</p> <p>Topic 3. Teaching behavioral rules.</p> <p>Topic 4. Modern methods of student knowledge assessment.</p> <p>Topic 5. Educational outcome formulation.</p>	September-December	Quality Center / Educational Part / Department of Educational Programs and Teaching Methodology	Approved program
5.	<p>Developing and implementing a one-day training program for Quality Officers.</p> <p>Topic 1. The essence of the Quality Assurance Process at the University.</p> <p>Topic 2. Functions, powers, responsibilities of Quality Officers.</p>	July-October	Quality Center	Approved program 13 trained Quality Officers
6.	<p>Conducting class sittings (scheduling, the formation of class sittings commissions, visits of class sittings)</p>	October-December	Quality Center / Educational Part / Department of Educational Programs and Teaching Methodology	Report
7.	<p>The process of finalizing the educational programs (experimental stage)</p>			
7.1	<p>Formation of the "073201.01.6- Industrial and Civil Construction" learning outcomes of the educational program as a model for further operation</p>	July - December	Quality Center / Department of Educational Programs and Teaching Methodology	Endorsed Results of the "073201.01.6- Industrial and Civil Construction" educational program
7.2	<p>Formal outcome formulation and matrix representation in accordance with the end results of "073201.01.6- Industrial and Civil Construction" educational program</p>	September- December	Quality Center / Department of Educational Programs and Teaching Methodology	Developed subject matrix in accordance with the results of "073201.01.6- Industrial and Civil Construction" educational program

8.	Training of University Program Officers related to the formulation of the educational final results and subject matrix	September-December	Quality Center / Department of Educational Programs and Teaching Methodology	Trained teaching staff
9.	Monitoring of student KN/KA/LAB/HGA performance and attendance			
9.1	The first stage of the first semester	End of September	Quality Center / Educational Part / Quality Officers	Report
9.2	The second stage of the first semester	End of November	Quality Center / Educational Part / Quality Officers	Report
10.	Student attendance monitoring			
10.1	The first stage of the first semester		Quality Center / Educational Part / Quality Officers	Report
10.2	The second stage of the first semester	End of November	Quality Center / Educational Part / Quality Officers	Report
11.	First-year student inquiry	October	Quality Center / Quality Officers	Report