



UBT

Faculty of Modern Music, Digital Production and Management

**QUALITY IMPROVEMENT PLAN
2024-2025**

September, 2024



Quality Improvement Plan for Faculty of Modern Music, Digital Production and Management Based on Students' Evaluation

Objective:

- Enhance the quality of teaching and learning by addressing identified gaps in materials and ensuring updates aligned with current trends in arts education.
- Improve continuous assessment clarity in both project-based and theoretical assessments.

1. Enhance Resource Accessibility

- **Task:** Review current availability and quality of study materials.
- **Activity:**
 - Expand and update the digital library to include more modern and comprehensive resources related to music production and digital management, accessible through UBT's learning management system (LMS).
 - Ensure that all study materials are uploaded at the beginning of the semester and are consistently accessible to students.

2. Refine Assessment Techniques

- **Task:** Assess and improve current assessment methods.
- **Activity:**
 - Develop additional forms of assessments, such as peer reviews, project-based assessments, and portfolio submissions, to provide a more comprehensive evaluation of student performance.
 - Integrate continuous feedback systems to align assessments more closely with course objectives.

3. Strengthen Instructor Availability and Punctuality

- **Task:** Evaluate instructor attendance and engagement policies.
- **Activity:**
 - Establish a clear protocol for handling instructor absences, tardiness, or early dismissal, including scheduling makeup classes and offering supplementary online resources.
 - Introduce a student feedback mechanism at the end of each class to monitor instructor punctuality and availability.

4. Clarify Course Expectations

- **Task:** Ensure that course obligations are communicated clearly from the start.



- **Activity:**
 - Review the syllabus presented at the beginning of the semester to ensure it clearly outlines course objectives, student obligations, and assessment timelines.
 - Develop a course guide with FAQs and additional information to support student understanding.

5. Enhance Teaching Methodology and Interactivity

- **Task:** Improve the clarity of lectures and promote interactivity during classes.
- **Activity:**
 - Organize workshops for instructors on effective communication strategies and interactive teaching techniques.
 - Incorporate more in-class activities, group discussions, and real-time music production exercises to encourage active student participation.

6. Continuous Professional Development for Instructors

- **Task:** Identify key areas for professional development based on student feedback.
- **Activity:**
 - Offer targeted training sessions focused on modern music production tools, software, and techniques.
 - Organize workshops on innovative teaching methods and integrating technology into the classroom for enhanced student engagement.

Milestones:

1. Conduct a faculty workshop on interactive teaching techniques by the end of the first semester.
2. Upload and provide access to all course materials through the digital library by the beginning of the second semester.
3. Integrate at least two new assessment methods (peer reviews and portfolio assessments) into course evaluations by the end of the second semester.
4. Implement a formal instructor absence protocol and ensure it is operational by the start of the next academic year.
5. Achieve a 95% availability rate for course materials and resources across all subjects by the end of the academic year.

Key Performance Indicators (KPIs):



1. **Resource Accessibility Metrics** – Achieve a 95% availability of course materials and resources on the UBT LMS by the start of the second semester, tracked through student access logs and LMS analytics.
2. **Assessment Improvement Metrics** – Ensure that at least 75% of courses integrate new assessment formats (e.g., peer reviews, portfolio assessments) by the end of the second semester, measured through course evaluation reports.
3. **Punctuality Metrics** – Attain a 90% punctuality rate for faculty members during lectures and sessions by the next academic semester, monitored via attendance records and student feedback.
4. **Workshop Participation Metrics** – Ensure at least 85% of faculty members attend workshops on interactive teaching techniques by the end of the first semester, tracked through workshop attendance records.
5. **Instructor Availability Metrics** – Achieve a 95% adherence to the new instructor absence protocol by the start of the next academic year, tracked through compliance reports and student feedback on makeup classes and resources provided.

Specific Quality Improvement Plan for Identified Professors
Faculty of Modern Music, Digital Production, and Management

Objective:

- Address specific areas of improvement for professors to ensure consistency and a high-quality learning experience for all students.

Tasks and Activities for Specific Professors:

I-st academic year
Pristina Branch

Task 1 – Improve Teaching Clarity

- Activity 1.1 – Attend specialized training focused on improving teaching clarity, ensuring that explanations are more structured and easily understandable by students.
- Activity 1.2 – Incorporate real-life examples and practical exercises related to music production to clarify theoretical academic content.
- Activity 1.3 – Hold regular office hours and actively encourage students to attend for additional clarifications and support.

Task 2 – Enhance Interactivity

- Activity 2.1 – Use more visual aids, including diagrams, sound samples, and videos, to make lectures more interactive and engaging for students.
- Activity 2.2 – Foster group discussions, live music production examples, and debates to create a more dynamic learning environment in the classroom.



- Activity 2.3 – Leverage technology tools such as music software (e.g., Ableton, Logic Pro) and online collaboration platforms (e.g., Google Classroom, Zoom) to facilitate student interaction and collaboration.

Task 3 – Ensure Accessible Teaching Materials

- Activity 3.1 – Train professors on how to upload and manage their teaching materials effectively on the UBT digital platform (LMS) to ensure accessibility for all students.
- Activity 3.2 – Develop an annual course plan for each class to ensure the timely publication of syllabi, lecture notes, assignments, and reading materials at the beginning of each semester.

Task 4 – Refine Assessment Methods

- Activity 4.1 – Participate in training sessions on diverse assessment strategies, particularly focusing on evaluating creative projects in music and digital production.
- Activity 4.2 – Implement a variety of assessment methods, including quizzes, essays, music compositions, and student presentations, to provide a comprehensive evaluation of student performance and creativity.

II-nd academic year Pristina Branch

Task 1 – Improve Teaching Clarity

- Activity 1.1 – Attend advanced training sessions focused on clarity in communication and teaching complex musical and digital production concepts.
- Activity 1.2 – Introduce more practical examples and step-by-step demonstrations during lectures to enhance understanding of theoretical content.
- Activity 1.3 – Provide lecture summaries and key points at the end of each class to reinforce learning and ensure students grasp core concepts.

Task 2 – Enhance Interactivity in the Classroom

- Activity 2.1 – Incorporate more live music production sessions where students participate in real-time creation and discussion of projects.
- Activity 2.2 – Use interactive tools such as music analysis software, sound mixing applications, and virtual instruments to engage students in hands-on learning experiences.
- Activity 2.3 – Encourage group-based projects and peer-to-peer learning activities to foster collaboration and increase classroom engagement.

Task 3 – Improve Access to Teaching Materials

- Activity 3.1 – Ensure that all course materials (lectures, readings, assignments) are uploaded on UBT's digital platform at the start of the semester and updated regularly.
- Activity 3.2 – Create a clear timetable for the release of materials and assignments to ensure students have sufficient time for preparation.



- Activity 3.3 – Provide additional online resources, including tutorials and reference guides, to supplement in-class learning.

Task 4 – Refine Assessment Methods

- Activity 4.1 – Attend workshops on creative assessment techniques tailored to music and digital production, focusing on project-based evaluations.
- Activity 4.2 – Implement a variety of assessment formats, including music compositions, performance critiques, and creative portfolios to evaluate diverse student skills.
- Activity 4.3 – Introduce continuous feedback mechanisms where students receive progress evaluations throughout the semester to better track their development.

Task 5 – Increase Availability for Student Support

- Activity 5.1 – Establish a clear and consistent schedule for office hours where students can seek additional support and clarifications.
- Activity 5.2 – Utilize online platforms for virtual office hours, making it easier for students to access support outside regular class times.
- Activity 5.3 – Provide personalized feedback on student projects, compositions, and assessments to guide individual improvement and skill development.

III-rd academic year Pristina Branch

Task 1 – Further Improve Teaching Clarity

- Activity 1.1 – Engage in one-on-one mentoring with senior faculty members to refine communication techniques for complex topics.
- Activity 1.2 – Continue integrating more real-world music production scenarios into lectures to help contextualize theoretical material for students.
- Activity 1.3 – Distribute detailed lecture notes and examples after each class to reinforce key points and aid in student revision.

Task 2 – Deepen Interactivity and Engagement

- Activity 2.1 – Implement advanced collaborative projects, such as creating full music productions as a group, where students take on specific roles (e.g., sound engineer, producer).
- Activity 2.2 – Introduce interactive class discussions and critiques of professional music work to encourage critical thinking and real-time student engagement.



- Activity 2.3 – Utilize gamification tools (e.g., points, badges, and rewards) to enhance classroom interactivity and motivate student participation in exercises.

Task 3 – Ensure Consistent and Timely Access to Materials

- Activity 3.1 – Ensure that course syllabi, reading lists, and additional learning resources are available at least two weeks before the start of the semester.
- Activity 3.2 – Provide access to a curated library of music software tutorials, online databases, and creative project guides to support independent student work.
- Activity 3.3 – Establish a system for regularly updating course materials throughout the semester to ensure that they stay relevant and aligned with current industry practices.

Task 4 – Diversify and Improve Assessment Methods

- Activity 4.1 – Develop and implement a blended assessment model that includes performance-based assessments, digital portfolios, and peer assessments for comprehensive evaluation.
- Activity 4.2 – Integrate self-assessment tools where students reflect on their work and progress, helping them develop critical self-evaluation skills.
- Activity 4.3 – Provide more frequent feedback on student work through short evaluation reports and one-on-one consultations to guide project development.

Task 5 – Strengthen Availability and Support Systems

- **Activity 5.1** – Extend virtual office hours to allow students more flexible access to faculty support, especially during project deadlines and exam periods.
- **Activity 5.2** – Organize regular student feedback sessions mid-semester to identify any issues and address them proactively.
- **Activity 5.3** – Encourage professors to participate in student-led workshops and project showcases to further engage with the student community and provide mentorship.

Milestones:

1. Complete at least one advanced training session on teaching clarity for each identified professor by the end of the next semester.
2. Introduce at least one new collaborative music production project for courses that scored lower than 4.0 in student interaction by mid-semester.
3. Achieve a 10% increase in student engagement during lectures by implementing interactive tools and activities by the end of the current semester.
4. Ensure 100% availability of teaching materials online for all courses by the start of the next semester.
5. Implement a diversified assessment method for at least 50% of courses, including peer reviews and digital portfolios, by the end of the next semester.



Key Performance Indicators (KPIs) for Specific Professors:

1. Training Completion Rate – 100% of identified professors must complete at least one advanced teaching clarity training session by the end of the next semester.
2. Assessment Method Implementation – At least 75% of professors who scored below 4.0 in student interaction will introduce a new collaborative or peer-review assessment method by mid-semester.
3. Student Interaction Increase – Achieve a 10% increase in student participation and interaction during lectures, measured through student feedback and engagement tools (e.g., quizzes, polls), by the end of the current semester.
4. Teaching Material Accessibility – Ensure 100% of courses have all required materials (syllabi, readings, resources) uploaded and accessible on the UBT platform two weeks before the semester begins.
5. Group Exercise Participation – At least 85% of professors will include one group-based exercise or collaborative project in their course delivery by the end of the next semester, measured through course syllabi and class activities.

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28.10.2024