Vice-Rector for EMW
Baibolova L.K.
September 20, 2019

WORK PLAN
CENTER FOR INNOVATIVE EDUCATIONAL TECHNOLOGIES
FOR 2019-2020 ACADEMIC YEAR

No.	Name of events	Period of execution	Responsible executor, co-executor	Completion mark
1	2	3	4	5
1 Planning to maintain and improve the QMS				
1	Development and approval of the CIET work plan.	September-October 2019	Director of CIET	Approved plan MOOC, DER
2	Studying the legal documents of the QMS of newly arrived employees.	as needed	Director of CIET	Personnel familiarization sheets
3	Development and approval of the schedule of consultations on the development of MOOCs, DER.	September 2019	Director of CIET Head of DDDER Head of ED	Approved MOOC schedule, DER
2 Management of documented QMS information				
4	Develop and approve job descriptions for CIET.	September 2019	Director of CIET	CIET approved job descriptions
5	Develop and approve the "Regulations on Center for Innovative Educational Technologies.	September 2019	Director of CIET	Approved position
6	Develop and approve the "Regulations on the development of digital educational resources".	September 2019	Head of DDDER	Approved position
7	Develop and approve the "Regulations on Massive Open Online Courses".	September 2019	Head of ED	Approved position

8	Develop and approve the "Regulations on the competition for the best electronic course".	October 2019	Head of ED	Approved position
9	Develop and approve the "Regulations on the competition for the best digital educational resource".	October 2019	Head of DDDER	Approved position
10	Work on maintaining nomenclature folders in accordance with the nomenclature of cases.	as needed	Head of DDDER Head of ED	Systematized nomenclature folders
11	Familiarization of new CIET employees with incoming documented information on the specification of QMS processes.	as needed	Head of DDDER Head of ED	Approved documented information
12	Familiarization of new employees with the Regulations and job descriptions.	as needed	Head of DDDER Head of ED	Approved regulations and job descriptions in the state and Russian languages
13	Maintenance of documented information of the CIET in accordance with the requirements of the QMS ATU and the nomenclature of cases.	constantly	Head of DDDER Head of ED	Nomenclature folders
3 Customer orientation				
14	Organization of participation in the Republican competition of video lessons and video lectures of teaching staff for educational organizations "Panorama of Pedagogical Ideas".	September-October 2019	Head of ED ED Specialist Programmer designer DDDER	Participant certificate
15	Develop a website for the Center for Innovative Educational Technologies	September-November 2019	Head of ED Lead ED Specialist	Link
16	Modernization and improvement of the ATU platform (open.atu.kz)	as needed	Head of ED Lead ED Specialist	Consumer information
17	Develop an online training program (webinars, etc.) to develop digital educational resources in order to additionally attract students from enterprises, organizations and institutions on the principle of "lifelong learning".	October 2019	Head of DDDER	Approved online learning program

18	Purchase of software, educational, scientific and methodical literature and services for the development of digital educational resources, online courses.	during the academic year	Director of CIET	Software
19	Compiling a course syllabus on digital skills acquisition and innovative teaching and learning methods	January-February 2020	Director of CIET	Course syllabus
20	Distribution of regulations, recommendations for the development of MOOCs, DERs and other methodological materials.	during the academic year	Lead ED Specialist	Distribution list
21	Conducting consultations for teaching staff on the development of MOOCs, DER.	during the academic year	Head of DDDER Head of ED ED Specialist Programmer designer DDDER	Turnout list, presentation
22	Development of questionnaires to study the satisfaction of developed MOOCs, DERs on the ATU platform.	as needed	Head of DDDER Head of ED	Report on the results of the questionnaire
23	Ensuring the functioning of active training classes of the CIET.	during the academic year	Head of DDDER Head of ED	Consumer information
24	Carrying out the annual competition "The best electronic course of ATU".	May-June 2020	Director of CIET Head of DDDER Head of ED	Pedagogical scenario, diplomas I, II, III degree
25	Holding a competition of innovative ideas "Digital Educational Resource".	March-April 2020	Director of CIET Head of OR COR Head of ED	Diplomas I, II, III degree
26	Develop and approve the Guidelines for the use of innovative educational technologies, online courses.	June-July 2020	Head of DDDER Head of ED	Management
4 Internal communication				
27	Carrying out preventive inspections machinery and special equipment CIET.	during the academic year	Lead ED Specialist ED Specialist	Records confirming professional examination
28	Preparation of equipment for recording MOOC, DER.	September 2019	ED Specialist	Equipment readiness

29	Providing access to the ATU educational platform to all structural divisions.	constantly	Leading Specialist	SU email addresses
5 Management review				
30	Preparation of documented information for management analysis.	September 2019	Head of DDDER Head of ED	Report "Management Analysis" in accordance with the DP
31	Risk management: filling out a risk passport, compiling a report.	September-October 2019	Director of CIET Head of DDDER Head of ED	Passport of risks, plan-report to eliminate risks
32	Preparation for internal, external audit of CIET.	according to the Schedule for 2019-2020 academic year	Director of CIET Head of DDDER Head of ED	Acts of non-compliance, Reports of internal auditors
33	Monitoring the implementation of corrective action plans based on the results of internal and external audits.	as needed	Director of CIET Head of DDDER Head of ED	Plan / report of design documentation, entries in the "Journal of registration of non-conformities and design documentation" F.QAM-10.2-2017-03-01 Acts of inconsistencies
6 Competence, training and awareness				
34	Training on QMS and ATU quality policy.	Conducting classes at the CIET according to the plan	Director of CIET Head of ED Head of DDDER	Warranty sheet
35	Organizational, scientific and methodological support for the development and improvement of MOOCs, DER.	during the academic year	Head of DDDER Head of ED	Approved consultation schedule
36	Organize courses for trainers on digital skills acquisition and innovative teaching methods.	February-March 2020	Director of CIET Head of ED Head of DDDER	Warranty sheet
37	Organize courses for lecturers on the acquisition of digital skills and innovative teaching methods.	March-June 2020	Director of CIET Head of ED	Warranty sheet
38	Organize courses (seminar) for the teaching staff of the departments on the development and design of digital educational resources, on the preparation	March-June 2020	Head of DDDER Head of ED	Turnout list, presentation

	of electronic textbooks, online courses and teaching aids.			
39	Organization of the creation of open online courses by ATU teachers in the MOOC format.	according to plan	Director of CIET Head of DDDER Head of ED	Approved video recording schedule, log
40	Organization of the creation by teachers of the ATU DER.	according to plan	Director of CIET Head of DDDER Head of ED	Approved video recording schedule, log
41	Filling the ATU online platform with educational and methodological content.	during the academic year	Lead ED Specialist	EC, DER hosted on the open.atu.kz platform
42	Preparation and distribution of information-methodical and information-analytical materials in the field of online learning, DER.	constantly	Head of DDDER Head of ED Lead ED Specialist	Distribution list
43	Promotion of electronic courses of ATU on the National platform moocs.kz.	during the academic year	Head of ED Lead ED Specialist	MOOC on the moocs.kz platform
44	Updating the ATU online learning platform open.atu.kz.	during the academic year	Lead ED Specialist Programmer designer DDDER	Published materials on the platform
45	Calculation of the professional rating (monitoring) IP PTS ATU	May-June 2019	Director of CIET	Professional rating results
7 Analysis, monitoring and measurement				
46	Tracking the life processes of ATU and identifying inconsistencies	constantly	Director of CIET Head of DDDER Head of ED	"Journal of registration of nonconformities and design documentation" F.QAM-10.2-2017-03-01
47	Analysis of customer satisfaction of services/processes	constantly	Director of CIET Head of DDDER Head of ED	Analysis of results
48	Analysis of the development of MOOCs, DER by departments.	during the academic year	Director of CIET Head of DDDER Head of ED	Reports at the council, administrations, minutes of meetings
49	Organization of a sociological survey "Application of innovative teaching methods".	during the academic year	Head of DDDER Head of ED	Questionnaire and survey results
50	Checking the workload of MOOCs, DERs on the platform.	May-June 2020	Head of ED Head of DDDER	Information about the verification of MOOC, DER

			OEE Specialist Programmer designer DDDER	
51	Control and adherence to the schedule for the development of MOOCs, DER.	during the academic year	Head of DDDER Head of ED OEE Specialist Programmer designer DDDER	Reporting, explanatory (if there are discrepancies)
52	Monitoring in ISP "Univer" IP PTS ATU	during the academic year	Director of CIET	Information in the ISP Univer
53	Preparation of the CIET annual report for the 2019-2020 academic year.	May-June 2020	Head of DDDER Head of ED	CIET approved annual report for the 2019-2020 academic year
54	Preparation of an annual report on the functioning of the QMS CIET for the 2019-2020 academic year.	May-June 2020	Head of DDDER Head of ED	Approved annual report on the functioning of the QMS CIET for the 2019-2020 academic year
55	Preparation of the CIET work plan for the 2020-2021 academic year.	May-June 2020	Head of DDDER Head of ED	The approved work plan of the CIET for the 2020-2021 academic year

Director of CIET Kalabina A.A. 20.09.2019