

Vice-Rector for EMW
Baibolova L.K.
May 19, 2020

WORK PLAN
CENTER FOR INNOVATIVE EDUCATIONAL TECHNOLOGIES
FOR 2020-2021 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				
1.1	Development and approval of the CIET work plan	May-June 2020	Director of CIET	Approved CIET Plan
1.2	Studying the normative and legal documents of the QMS of newly arrived employees	as needed	Director of CIET	Familiarization sheets
1.3	Development and approval of the schedule of consultations on the development of MOOCs, DER	September October 2020	Director of CIET Head of DDDER Head of ED	Approved consultation schedule MOOC, DER
2 Management of documented QMS information				
2.1	Work on maintaining nomenclature folders in accordance with the nomenclature of cases	as needed	Head of DDDER Head of ED	Systematized nomenclature folders
2.2	Familiarization of CIET employees with incoming documented information on the specification of QMS processes	as needed	Head of DDDER Head of ED	Approved documented information
2.3	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

3 Customer orientation

3.1	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 2020	Head of ED Programmer designer DDDER Programmer animator DDDER	Member Certificate
3.2	Modernization and improvement of the ATU platform (open.atu.kz), DER catalog (moodle.atu.kz)	as needed	Head of ED	Updated version of the platform (open.atu.kz), DER catalog (moodle.atu.kz)
3.3	Develop an online learning program (webinars, etc.) to develop digital educational resources and online courses	during the school year	Director of CIET	Approved online learning program
3.4	Purchase of software, educational, scientific and methodical literature and services for the development of digital educational resources, online courses	as needed	Director of CIET	Software, methodical literature
3.5	Distribution of regulations, recommendations for the development of MOOCs, DERs and other methodological materials	during the school year	OEE Specialist	Distribution list
3.6	Conducting consultations for teaching staff on the development of MOOCs, DER	during the school year	Head of DDDER Head of ED ED Specialist Programmer designer DDDER	Turnout list, presentation
3.7	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
3.8	Ensuring the functioning of active CIET training classes	during the school year	Head of DDDER Head of ED	Consumer information
3.9	Conducting the annual competition "The best electronic course of ATU"	May-June 2021	Director of CIET Head of DDDER Head of ED	Diplomas I, II, III degree
3.10	Holding a competition of innovative ideas "Digital Educational Resource".	March-April 2021	Director of CIET Head of OR DER	Diplomas I, II, III degree

			Head of ED	
4 Internal communication				
4.1	Carrying out preventive inspections machinery and special equipment CIET	during the school year	ED Specialist	Records confirming professional examination
4.2	Preparation of equipment for recording MOOC, DER	September 2020	Programmer animator DDDER	Equipment readiness
4.3	Providing access to the ATU educational platform to all structural divisions	constantly	Head of ED	Email addresses moodle.atu.kz
5 Management review				
5.1	Preparation of documented information for management review	September 2020	Head of DDDER Head of ED	Report "Management Analysis" in accordance with the DP
5.2	Risk management: filling out a risk passport, compiling a report	September-October 2020	Director of CIET Head of DDDER Head of ED	Passport of risks, plan-report to eliminate risks
5.3	Preparation for internal, external audit of CIET	according to the Plan-Schedule for 2020-2021 academic year	Director of CIET Head of DDDER Head of ED	Acts of non-compliance, Reports of internal auditors
5.4	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				
6.1	Calculation of the professional rating (monitoring) IP PTS ATU	May-June 2021	Director of CIET	Professional rating results
6.2	Organizational, scientific and methodological support for the development and improvement of MOOCs, DER.	during the school year	Head of DDDER Head of ED	Approved consultation schedule
6.3	Organization for teaching staff of departments of courses (seminars) on the development and design of digital educational resources, on the preparation	during the school year	Head of DDDER Head of ED	Turnout list, presentation

	of electronic textbooks, online courses and teaching aids			
6.4	Organization of the creation by ATU teachers of open online courses in the MOOC format	according to plan	Director of CIET Head of DDDER Head of ED	Approved video recording schedule
6.5	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
6.6	Filling educational and methodological content of the ATU online platform	during the school year	Lead ED Specialist	MOOC hosted on the open.atu.kz platform
6.7	Filling the catalog with digital educational resources	during the school year	DDDER programmer-designer	DER hosted on the moodle.atu.kz platform
6.8	Preparation and distribution of information-methodical and information-analytical materials in the field of online learning, DER	constantly	Head of DDDER Head of ED ED Specialist	Distribution list
6.9	Promotion of electronic courses of ATU on the National platform moocs.kz.	during the school year	Head of ED	MOOC on the moocs.kz platform
6.10	MOOC update on the ATU online learning platform open.atu.kz.	during the school year	Lead ED Specialist	Published materials on the platform
7 Analysis, monitoring and measurement				
7.1	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
7.2	Analysis of customer satisfaction of services/processes	constantly	Director of CIET Head of DDDER Head of ED	Analysis of results
7.3	Analysis of the development of MOOCs, DER by departments	during the school year	Director of CIET Head of DDDER Head of ED	Reports at the council, administrations, minutes of meetings
7.4	Organization of a sociological survey "Application of innovative teaching methods".	during the school year	Head of DDDER Head of ED	Questionnaire and survey results
7.5	Checking the workload of MOOCs, DERs on the platform	May-June 2021	Head of ED Head of DDDER OEE Specialist	Information about the verification of MOOC, DER

			Programmer designer DDDER	
7.6	Control and adherence to the development schedule of MOOCs, DER	during the school year	Head of DDDER Head of ED ED Specialist Programmer designer DDDER	Reporting, explanatory (if there are discrepancies)
7.7	Monitoring in IPC "Univer" IP PTS ATU	during the school year	Director of CIET	Information in the IPC Univer
7.8	Preparation of the CIET annual report for the 2020-2021 academic year	May-June 2021	Head of DDDER Head of ED	CIET approved annual report for the 2020-2021 academic year
7.9	Preparation of an annual report on the functioning of the QMS CIET for the 2020-2021 academic year	May-June 2021	Head of DDDER Head of ED	Approved annual report on the functioning of the QMS CIET for the 2020-2021 academic year
7.10	Preparation of the CIET work plan for the 2021-2022 academic year.	May-June 2021	Head of DDDER Head of ED	Approved CIET work plan for the 2021-2022 academic year

Director of CIET Kalabina A.A. May 19, 2020