



# COMMISSION FOR UNIVERSITY EDUCATION

## PROGRAM FOR INSTITUTIONAL QUALITY AUDIT USIU-Africa

10<sup>th</sup> - 16<sup>th</sup> APRIL, 2016

DATE	TIME	ACTIVITY	RESPONSIBLE
<b>DAY 1</b> Sunday 10/04/2016	Afternoon/ Evening	<b>Arrival</b> <b>SESSION 1: Panels Members to study Self-Assessment Reports (SARs)</b> - Team building	Division of Quality Audit (DQAS)
<b>DAY 2</b> Monday 11/04/2016	9.00am–4.30pm	Induction of Panel Members (by Commission for University Education (CUE)) - Separate detailed Programme to be provided - Official opening by CS/CEO - CUE	Division of Quality Audit (DQAS)
<b>DAY 3</b> Tuesday 12/04/2016	9.00am –9.30am	<b>SESSION 2: Visit to Universities</b> o Arrival at institutions o Courtesy call to the Vice Chancellor	University Quality Assurance Coordinator
	9.30am –10.00am	<b>Meeting with Top Management &amp; Members of Senate</b> o Introduction o Welcome Remarks by Vice Chancellor o Remarks by the Chair of the Panel on purpose of the Audit	University Quality Assurance Coordinator
	<b>10.00am–10.30am</b>	<b>HEALTH BREAK</b>	
	10.30am–11.00am	<b>Presentations by the University</b> <b>(a) Presentation on Governance</b> ✓ Institutional Philosophy, Vision, Mission and Strategic Goals ✓ Institutional Governance and Administration ✓ Interrogation of presentations by the Panel	University Quality Assurance Coordinator
	11.00am–11.45am	<b>(b) Presentation on Institutional Resources</b> ✓ Physical resources ✓ Master Plan, Development Plan, and Strategic Plan ✓ Library and information resources, policy, functional Library and information literacy, budget; ICT ✓ Interrogation of presentation by the Panel	University Quality Assurance Coordinator
	11.45am–12.15pm	<b>(c) Presentation on Financial Issues</b> ✓ Financial resources and management ✓ Interrogation of presentation by the Panel	University Quality Assurance Coordinator
	12.15pm–1.00pm	<b>(d) Presentation on Research Issues</b> ✓ Research Policy and direction ✓ Intellectual property rights ✓ Research ethics ✓ Research budget ✓ Interrogation of presentation by the Panel	University Quality Assurance Coordinator

DATE	TIME	ACTIVITY	RESPONSIBLE
Contd... <b>DAY 3</b> Tuesday 12/04/2016	1.00pm–1.00pm	<b>LUNCH BREAK</b>	
	2.00pm – 3.00pm	<b>(e) Presentation on Community Service and Collaborations</b> <ul style="list-style-type: none"> <li>✓ Community outreach</li> <li>✓ Collaborations and partnerships</li> <li>✓ Benchmarking</li> <li>✓ Interrogation of presentation by the Panel</li> </ul>	University Quality Assurance Coordinator
	3.00pm–3.30pm	<b>HEALTH BREAK</b>	
	3.30pm – 4.30pm	<b>Session 3: Presentations Continue</b> <b>(f) Presentation on Academic Matters</b> <ul style="list-style-type: none"> <li>✓ Academic programmes offered, rationale for Curriculum Development/Review</li> <li>✓ Student admission/enrolment</li> <li>✓ Student progression</li> <li>✓ Student assessment</li> <li>✓ Student support services</li> <li>✓ Graduation rates</li> <li>✓ Achievements</li> <li>✓ Interrogation of presentations</li> </ul>	University Quality Assurance Coordinator
	4.30am –5.30pm	<b>(g) Presentation on Academic Resources</b> <ul style="list-style-type: none"> <li>✓ Human resource (HR)/ staffing and staff development</li> <li>✓ HR Policy/Manual; Appointment and Promotion Criteria</li> <li>✓ Quality of teaching/learning</li> <li>✓ Workload Policy</li> <li>✓ Internal Quality Assurance Mechanisms, Structure, Policy and Budget</li> <li>✓ Benchmarking of best practices</li> <li>✓ Interrogation of Presentations by the Panel</li> </ul>	University Quality Assurance Coordinator
6.00pm –7.30pm	<b>Internal Meeting of the Quality Audit Panel</b> <ul style="list-style-type: none"> <li>• Recap of the day’s discussions</li> <li>• Writing Quality Audit Report</li> </ul>	Quality Audit Panel	
<b>DAY 4</b> Wednesday 13/04/2016	9.00am – 12.00pm	<b>SESSION 4: Inspection of Facilities at the University</b> <b>Inspection of Facilities</b> <ul style="list-style-type: none"> <li>✓ Library and information resources</li> <li>✓ Conference halls / lecture theatres / rooms</li> <li>✓ Laboratories / ICT laboratories</li> <li>✓ Workshops, studios, farms</li> </ul>	University Quality Assurance Coordinator
	10.30am–11.00am	<b>HEALTH BREAK</b>	
	11.00am–12.00nn	<i>Cont’d</i> - <b>Inspection of Facilities at the University</b> <b>Inspection of Facilities</b> <ul style="list-style-type: none"> <li>✓ Staff offices</li> <li>✓ Student hostels</li> <li>✓ Utility services</li> </ul>	

DATE	TIME	ACTIVITY	RESPONSIBLE
	12.00-12.30pm	<b>SESSION 5: Interview Sessions</b> ✓ Interview with Students	University Quality Assurance Coordinator
	12.30pm–1.00pm	✓ Interview with Alumni	
	1.00pm - 2.00pm	<b>LUNCH BREAK</b>	
	2.00pm – 2.45pm	✓ Interview with Academic Staff	University Quality Assurance Coordinator
	2.45pm – 3.15pm	✓ Interview with Administrative Staff	
	3.15pm – 3.45pm	<b>HEALTH BREAK</b>	
	3.45pm – 4.15pm	✓ Interview with Management and Members of Senate	
	4.15pm – 5.30pm	✓ Interview with Council Members/Board of Trustees	
<b>DAY 5</b> <i>Thursday</i> 14/04/2016	9.00am – 10.30am	<b>Internal Meeting of the Quality Audit Panel</b> • Recap of the previous day’s Discussions Writing Quality Audit Report	Quality Audit Panel
	11.00am–11.30am	<b>HEALTH BREAK</b>	
	10.30am–11.30am	Summing up of audit by Panel Members, Exit Report to University	
	11.30pm-1.00pm	<b>Meeting of Panels to Prepare Exit Report</b> • Highlights of Each Chapter	
	1.00pm–2.00pm	<b>LUNCH BREAK</b>	
	2.00pm	<b>Presentation of Audit Report to Top Management</b> Guided by Chair	
<b>DAY 6</b> <i>Friday</i> 15/04/2016	9.00am–1.00pm	<b>Meeting of the Panel - KSG</b> • Writing of Quality Audit Report	Quality Audit Panel
	1.00pm – 2.00pm	<b>LUNCH BREAK</b>	
	2.00pm–4.00pm	Presentation of Audit Reports to the Commission	
Day 7 <i>Saturday</i> 16/4/2016	8.00am	<b>Departure</b>	