**Appendix A: Pro-forma visit programme for Engineering Team Visit**

Available in Word file EPAC-Prog.doc

| **Engineering: Day 0 Programme – Evening Before Visit** | | | |
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| **Period** | **Venue** | **Team Activity** | **Who** |
| 17:30 |  | Arrival at Team Hotel |  |
| 18:30–20:00 | Team Hotel  Conference Room | Private plenary Team Meeting chaired by VL. (Observers are present.)  Introductions.  VL briefs Teams on visit programme, logistics, procedures, reporting (<15 min).  Teams collate members' initial issues and information lists into team list using format demonstrated in document E-14-4-P (30 min).  TLs present initial appraisal and issues to be investigated (<10 min. per programme).  Identification of issues and information needs that are common across teams.  Further planning of activities as required. | *Instruction: Insert actual posts/names of university persons who must be present or on call during the activity* |
| 20:00 | Team Hotel | Private Team Dinner (Observers present). |  |

| **Engineering: Day 1 Programme** | | | | | |
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| **Period** | | | **Venue** | **Team Activity** | **Who** |
| 08:30–08:45  08:45–09:00 | | | Plenary CR | VL to chair Plenary Session of all teams and Heads of Departments. Dean gives overview to Plenary Session.  Question and Answer (high-level, non-programme-specific issues only). |  |
| 09:00–12:00 | | | Team CR | Private Team Meeting  **Activity:** Examine material available on site to elicit further information relating to questions  1–4. The Team may call the Head and staff members to ad hoc, short interviews to provide additional information as required:  Review assessment process, verify selected evidence, address issues towards resolving Question 1 in document E-14-P and sample assessment material.  Review programme structure, breakdown, core and engineering science profile towards resolving questions 2.1–2.4.  Review aspects of effectiveness of teaching and learning within the programme (Question 3).  Check on remediation of deficiencies and concerns from previous visit.  Identify matters to be raised in interviews with Head, staff and students. |  |
| 09:30–10:30 | | | *Deans*  *Office* | *VL interviews Dean. Agenda is faculty quality assurance processes, resource allocation and commitment to programmes.* |  |
| 11:00–11:45 | | | *VC Office* | *VL pays courtesy visit to University Executive. Agenda is institutional commitment to engineering in general and to programmes.* |  |
| 12:00–12:30 | | | Team CR | Interview Head and/or Programme Co-ordinator.  Examine key issues.  Appraise potential concerns and deficiencies.  Agree on roster of staff for interviews at 08:30–10:30 on Day 2. |  |
| 12:30–13:30 | | |  | Lunch may be hosted by the University Executive but must be limited to one hour. |  |
| 13:30–15:00 | | | Team CR and Walkabout | Examine resources and visit laboratories and other facilities. The purpose of this session is to gather material relevant to:  Question 3 (Teaching and learning effectiveness)  Question 4 (Sustainability/capacity for improvement)  Identification of additional matters for student and staff interviews |  |
| 14:00–15:00 | | |  | *VL meets student leadership of Engineering Faculty.* |  |
| 15:00–16:30 | | | Team  CR/Other | Student interviews. May be carried out in parallel sessions. All team members should see final-year students and recent graduates.  Pose prepared questions.  Give students the opportunity to raise issues. |  |
| *15:30–16:30* | | |  | *VL to start drafting of VL Report.* |  |
| 16:30–17:00 | | | Team CR | Closed Team Meeting to assess progress on issues and identify outstanding issues  and information. Update Team Worksheet |  |
| 17:00 | | |  | Transport to Team Hotel |  |
| **Engineering: Day 1 Evening Programme** | | | | |
| **Period** | **Venue** | | **Team Activity** | **Who** |
| 18:30–  20:00 |  | | Private Plenary Team Meeting chaired by VL (Observers present)  VL presents significant aspects of VL Report to all teams.  TLs provide appraisal of Programme content (Q1 in document E-14-P).  Assessment of outcomes (Q2 in document E-14-P).  Programme teaching and learning effectiveness (Q3 in document E-14-P).  Sustainability/capacity for improvement (Q4 in document E-14-P).  Tentative recommendation.  TLs identify outstanding issues and information needs, particularly those outside the departments.  Consistency check on approach across teams; triangulate findings.  VL to co-ordinate interviews and visits to service departments and common facilities at 10:30–12:30 on Day 2. Teams formed to perform common interest visits, interviews, etc.. |  |
| 20:00 | Team Hotel  Private | | Private Team Dinner (Observers present) |  |

| **Engineering: Day 2 Programme** | | | |
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| **Period** | **Venue** | **Team Activity** | **Who** |
| 08:00–08:30 | Dean's Office | VL meets Dean to co-ordinate activities occurring between 10:30 and 12:30.  VL informs teams of confirmed arrangements by 10:00. |  |
| 08:00–10:30 | Team CR | Interviews with staff members. Staff selected individually or in groups according to numbers and needs:  Pose prepared questions.  Give staff the opportunity to raise issues.  Short interview with Head before closing. |  |
| 10:30–12:30 | Various | In place of a general tour, coordinated interviews and visits to service departments, the library and other common facilities, concentrating on identified areas according to agreed plan. |  |
| 12:30–15:30 | Team CR | Private Meeting  Light lunch in Team CR  Team reviews Q1–Q4 in document E-14-P and selects the recommended decision. Team writes report (To be completed no later than 15:30 as Draft 1). |  |
| 13:00–14:30 |  | Each TL consults the VL to test consistency of recommended decision (Must be done by 14:30) |  |
| By 15:30 |  | *VL Report Draft 1 completed* |  |
| 15:30 |  | Copy of Team Report given to VL; VL to report to each TL; Backup copy to VL |  |
| 15:30–16:00 | Department | Feedback session for staff of department responsible for programme. |  |
| 16:00–16:30 | Plenary CR | Exit interview |  |
| 16:45 |  | Transport to airport |  |