



## **HIGHER EDUCATION QUALITY COMMITTEE**

### **NATIONAL REVIEW ACE, B ED AND PGCE 2006/2007 SITE VISIT SCHEDULE**

#### **GUIDELINES**

- **Please note that institutions must customise the site visit schedule for each programme under review**
- **Sessions can be adjusted to ensure that all groupings of interviewees can be accommodated**
- **Closed sessions for panel members must be retained**

<b>DAY ONE</b>			
<b>TIME AND SESSION</b>	<b>SESSION DESCRIPTION AND PURPOSE</b>	<b>PARTICIPANTS</b>	<b>INSTRUCTIONS</b>
	Panel departs from the hotel	All panel members	Chairperson should ensure that all panel members are present
<b>09H00</b>	Panel arrives at the institution	All panel members	
<b>09H15-09H45</b> <b>Session 1</b>	<i>Closed session</i> Welcome by the institution's site visit coordinator and orientation to the documents display	All panel members and the institution's site visit coordinator	The institution's site visit coordinator should guide the panel through the documents on display
<b>09H45 -10H30</b> <b>Session 2</b>	<i>Closed session</i> Allocation of criteria and programmes to evaluators	All panel members	The chairperson allocates programmes and criteria
<b>10H30-11H00</b>	<b>TEA</b>		
<b>11H00-12H45</b> <b>Session 3</b>	<i>Closed session</i> Reading of materials and documents	All panel members	Panel members read materials on display
<b>12H45-14H00</b> <b>Session 4</b>	<i>Closed session</i> Working lunch and debriefing	All panel members	The chairperson leads the debriefing in relation to materials and portfolios read
<b>14H00-16H00</b> <b>Session 5</b>	<i>Closed session</i> Reading of materials and documents  (Tea made available)	All panel members	Teams focus on programme- specific materials and issues
<b>16H00-17H00</b> <b>Session 6</b>	<i>Closed session</i> Panel's debriefing	All panel members	Panel reviews the day and plans the programme for the next two days
<b>17H00-18H00</b> <b>Session 7</b>	<i>Closed session</i> Formulation of lines of enquiry	All panel members working in programme specific teams	Panel works in teams to formulate lines of enquiry for specific programmes and broad policy areas
<b>19H00-21H00</b> <b>Session 8</b>	<i>Closed session</i> Debriefing over dinner	All panel members	Panel debriefs on the proceedings and findings of the day. Panel agrees on the time to meet in the hotel foyer the following morning

<b>DAY TWO</b>			
<b>TIME AND SESSION</b>	<b>SESSION DESCRIPTION AND PURPOSE</b>	<b>PARTICIPANTS</b>	<b>INSTRUCTIONS</b>
	Panel meets in the hotel foyer to leave for the institution		
<b>09H00-09H15</b> <b>Session 9</b>	Meeting with the site visit coordinator to review the site visit schedule	All panel members and the institution's site visit coordinator	The chairperson of the panel to lead discussion on site visit schedule adjustments
<b>09H15-10H00</b> <b>Session 10</b>	Meeting with the Vice Chancellor/DVC	All panel members and the Vice-Chancellor's/DVC team	Introduction is conducted The chairperson outlines the purpose and overview of the site visit
<b>10H00-10H15</b> <b>Session 11</b>	<i>Closed session</i> Debriefing by the panel	All panel members	The chairperson leads the reflection on the previous session Panel also prepares for the next session
<b>10H15-11H15</b> <b>Session 12</b>	Presentation by Faculty/Unit	All panel members Dean, HoDs, Programme Coordinator/s, Quality Assurance office representatives, Site Visit Coordinator	The unit presents the overview on the structure; policies; plans and relevant data sets in relation to the broad faculty arrangements and programme specific scenarios (ACE/PGCE/B Ed)
<b>11H15-12H15</b> <b>Session 13</b>	<i>Closed session</i> Debriefing by panel (Tea made available)	All panel members	Panel reflects on the previous session and identifies new lines of enquiry
<b>12H15-13H30</b> <b>Session 14</b>	Discussion	All present in session 12	
<b>13H30-14H45</b>	<b>LUNCH</b>		

<b>14H45-15H15</b> <b>Session 15</b>	<i>Closed session</i> Panel prepares for the session with academics	All panel members	The panel to review lines of enquiry
<b>15H15-16H15</b> <b>Session 16</b>	Interviews with academics without Dean and HoDs		Panel splits to form ACE, PGCE, B.ED teams
<b>16H15-16H45</b>	<b>TEA</b>		
<b>16H45-17H45</b> <b>Session 17 (a)</b>	Meeting with Alumni	Alumni and panel members	
<b>16H45-17H45</b> <b>Session 17 (b)</b>	Meeting with schools used for Teaching Practice (telephone interviews can also be arranged)	Panel members Representatives of TP Schools	
<b>17H45-18H45</b> <b>Session 18</b>	<i>Closed session</i> Debriefing by panel	All panel members	

<b>DAY THREE</b>			
<b>TIME AND SESSION</b>	<b>SESSION DESCRIPTION AND PURPOSE</b>	<b>PARTICIPANTS</b>	<b>INSTRUCTIONS</b>
	Panel meets in the hotel foyer to leave for the institution		
<b>09H00-09H15</b>	Teams meet in designated venues	Panel Teams	
<b>09H15-10H15</b> <b>Session 19</b>	Meeting with Administration staff - Recruitment - Assessment - Student records		
<b>10H15-11H15</b> <b>Session 20</b>	Site tour Debriefing	Selected panel members	A team of three evaluators conducts the tour of facilities
<b>11H15-12H15</b>	<b>TEA</b>		
<b>12H15-13H45</b> <b>Session 21</b>	<i>Closed session</i> Interviews with students	All programme-specific teams	Panel splits to form ACE, PGCE, B.ED teams
<b>13H45-15H15</b> <b>Session 22</b>	<i>Closed session</i> Debriefing by panel Working lunch	All panel members	Panel reflects on the previous session and identifies new lines of enquiry
<b>15H15-16H15</b> <b>Session 23</b>	Interviews with academics and programme coordinator	All panel members	Panel splits to form ACE, PGCE, B.ED teams
<b>16H15-16H45</b> <b>Session 24</b>	<i>Closed session</i> Debriefing by panel	All panel members	The panel to review lines of enquiry
<b>16H45-17H15</b>	<b>TEA</b>		
<b>17H15-18H15</b> <b>Session 25</b>	Meeting with Teaching Practice coordinator and staff who supervise Teaching Practice	All panel members	Panel splits to form ACE, PGCE, B.ED teams
<b>18H15-19H15</b> <b>Session 26</b>	<i>Closed session</i> Debriefing and preparation for report writing	All panel members	

**DAY FOUR**

<b>TIME AND SESSION</b>	<b>SESSION DESCRIPTION AND PURPOSE</b>	<b>PARTICIPANTS</b>	<b>INSTRUCTIONS</b>
	Panel meets in the hotel foyer to leave for the institution		
<b>09H00-17H00</b>  <b>Session 27</b>	<i>Closed Session</i>  Panel Works on Report:	All panel members	The chairperson coordinates the writing of panel reports  ACE, PGCE, B.ED
	At a pre-arranged time, the panel will meet briefly with institution's representatives to officially thank institution	All panel members Dean, HoDs, Programme Coordinator/s, Site Visit Coordinator, Quality Assurance office representatives (as appropriate)	Chairperson officially thanks the institution for site visit preparation  Chairperson also maps the process leading to the release of reports