**Appendix B: Pro-forma visit programme for Technology Team Visit**

Available in Word file TPAC-Prog.doc

| **Technology: Day 0 Evening Programme** |
| --- |
| **Period** | **Venue** |  | **Team Activity** | **Who** |
| 16:00–16:1516:15–18:0018:00–19:30 | Team CR | Hotel | Plenary: BriefingPrivate Team MeetingsPrivate Plenary Team Meeting chaired by VL (Observers present). Feedback from teams.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. | *Instruction: Insert actual posts/names of university persons who must be present or on call during the activity* |
| 19:30 | Team Room | Hotel | Private Team Dinner (Observers present) |  |

| **Technology: Day 1 Programme** |
| --- |
| **Period** | **Venue** | **Team Activity** | **Who** |
| 08:00–08:15 | Plenary CR | VL to chair Plenary Session of all teams and Heads of Departments. Dean presents overview to Plenary Session.Question and Answer (high-level, non-programme-specific issues only). |  |
|  |  | Teams move to programme venues |  |
| 08:30–13:00 | 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.Check on remediation of deficiencies and concerns from previous visit.Review programme structure, breakdown, core, engineering science profile towards resolving Question 1 in document E-14-P.Review assessment process, verify selected evidence, address issues towards resolving Question 2 and sample assessment material.Review aspects of effectiveness regarding teaching and learning within the programme (Question 3).Visit laboratories and other resources (Question 4).Identify matters to be raised in interviews with Head, staff and students. |  |
| *8:30–09:00* | *VC Office**or local venue* | *VL pays courtesy visit to University Executive: Agenda is institutional commitment to engineering programmes and engineering in general.* |  |
| 09:30–10:30 | Dean’s Office | VL interviews Dean: Agenda is faculty quality assurance processes, resource allocation, commitment to programmes. |  |
| 12:30–13:00 | Team CR | Light lunch |  |
| 13:30–15:15 | Team | Interview studentsBTech (1 below average, 1 average, 1 above average).Recently qualified ND (2).Recently qualified BTech (2).First-year diploma (1 below average, 1 average, 1 above average). |  |
| 15:15–16:15 | Team CR +other | Second-year diploma (1 below average, 1 average, 1 above average).Students completing/completed experiential training (1 below average, 1 average, 1 above average). |  |
| 14:00 |  | VL meets student leadership of Engineering Faculty. |  |
| 16:15–17:15 | Team CR | Interview with Advisory Committee members, local employers and local vocational society branch members, including alumni. |  |
| 15:30 |  | VL to start drafting VL Report. |  |
| 17:30 |  | Transport to Team Hotel. |  |

| **Technology: Day 1 Evening Programme** |
| --- |
| **Period** | **Venue** | **Team Activity** |  |
| 18:00–19:30 | TeamHotel CR | 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).Assessment of outcomes (Q2).Programme teaching and learning effectiveness (Q3).Sustainability/capacity for improvement (Q4).Remediation of deficiencies and concerns.Tentative recommendation.TLs identify outstanding issues and information needs, particularly those outside the departments.Consistency check on approach across teams; triangulate findingsVL to co-ordinate interviews and visits to service departments and common facilities at 10:30–2:30 on Day 2. Teams formed to perform common interest visits, interviews, etc. |  |
| 19:30 | Team Hotel | Private Team Dinner (Observers present). |  |

| **Technology: Day 2 Programme** |
| --- |
| **Period** | **Venue** | **Team Activity** |  |
| 08:00–11:45 | Team CR; Other as required | 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.**Staff required:** Science lecturer, Engineering lecturer, supervisor of Engineering laboratories, supervisor of practical/laboratory classes, supervisor for experiential learning, project supervisor |  |
| 11:45–13:00 | Various | Interview Discipline Librarian, Media Supervisor, Computer Facility Supervisor. |  |
| 12:30–13:00 |  | Plenary: TL consults with VL to test consistency of recommended decision. |  |
| 13:45–14:00 | Dean’s Office | VL to meet with Dean. |  |
| 13:00–15:30 | Team CR | Private MeetingLight lunch in Team CRTeam reviews Q1–Q4 and selects recommended decision.Team writes report (to be completed no later than 15:30 as Draft 1). |  |
| By 15:30 |  | *Key elements of VL Report completed* |  |
| 15:30 |  | Copy of Team Report given to VL; Backup copy to EM. |  |
| 16:00–16:30 | Plenary CR | Exit interview. |  |
| 16:30 |  | Departure |  |