**Appendix B: Pro-forma visit Programme for TPAC Team Visit**

Available in Word file TPAC-Prog.doc

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| **TPAC : Day 0 Evening Programme** |
| **Period** | **Venue** |  | **Team Activity** | **Who** |
| 16:00-16:1516:15-18:0018:00-19:30 | TeamCR | Hotel | Plenary: BriefingPrivate Team MeetingsPrivate Plenary Team Meeting chaired by Visit Leader (Observers present) Feedback from Teams* VL presents aspects of VL Report of significance to all teams
* Team Leaders provide appraisal of:
	+ Programme content (Q1 in E-14-P)
	+ Assessment of outcomes (Q2 in E-14-P),
	+ Programme teaching and learning effectiveness (Q3 in E-14-P)
	+ Sustainability/capacity for improvement (Q4 in E-14-P)
	+ Tentative recommendation
* Team Leaders identify outstanding issues & information needs, particularly those from outside the departments
* Consistency check on approach across teams, triangulate findings
* Visit Leader co-ordinates visits/interviews to service depts, common facilities for 10:30-12:30 on Day 2. Form teams 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 shown.* |
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| 19:30 | TeamRoom | Hotel | Private Team Dinner (Observers present) |  |

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| **TPAC: Day 1 Programme** |
| **Period** | **Venue** | **Team Activity** | **Who** |
| 08:00-08:1508:15-08:30 | Plenary CR | Visit Leader to Chair Plenary Session of all teams and Heads of Departments. Dean gives overview to Plenary Session.Question and Answer (High level, non-program specific issues only) |  |

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|  |  | Teams move to programme venues |  |
| 08:30-13:00 | Team CR | Private Team MeetingActivity: examine material available on site and to elicit further information relating to questions 1-4. The team may call on Head and staff members to (short) ad hoc interviews to provide additional information as required.* Check on remediation of deficiencies and concerns from previous visit
* Review of programme structure, breakdown, core, engineering science profile toward resolving Question 1 in E-14-P.
* Review of assessment process, verification of selected evidence, resolution of issues toward resolving Question 2. Sample assessment material.
* Review aspects of effectiveness of 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.
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| *8:30-09:00* | *VC Office or**local venue* | *VL pays courtesy visit to University Executive: Agenda is institutional commitment to engineering in general and programmes* |  |
| *09:30-10:30* | *Deans Office* | *VL Interviews Dean. Agenda: faculty quality assurance processes, resource allocation,* *commitment to programmes* |  |
| 12:30-13:00 | Team CR | Light lunch |  |
| 13:30 -15:15 | Team | * Interview students
* BTech (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)
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| 15:15-16:15 | Team CR +other | * Second year diploma (1 below average, 1 average, 1 above average)
* Students doing/completed experiential training (1 below average, 1 average, 1 above average)
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| *14:00-15:00* |  | *VL meets engineering faculty student leadership* |  |
| 16:15-17:15 | Team CR | * Interview Advisory Committee members, local employers and local vocational society branch members, including alumni
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| *15:30-16:30* |  | *VL starts drafting VL report* |  |
| 17:30 |  | Transport to Team Hotel |  |

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| **TPAC: Day 1 Evening Programme** |
| **Period** | **Venue** | **Team Activity** |  |

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| 18:00-19:30 | Team HotelCR | Private Plenary Team Meeting chaired by Visit Leader (Observers present)* VL presents aspects of VL Report of significance to all teams
* Team Leaders 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
* Team Leaders identify outstanding issues & information needs, particularly those from outside the departments
* Consistency check on approach across teams, triangulate findings
* Visit Leader co-ordinates visits/interviews to service depts, common facilities for 10:30-12:30 on Day 2. Form teams to perform common interest visits, interviews, etc
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| 19:30 | Team Hotel | Private Team Dinner (Observers present) |  |

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| **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.* Put prepared questions
* Give staff opportunity to raise issues Short interview with Head at end.

Staff required: Science lecturer, engineering lecturer, supervisor engineering laboratories, supervisor of practical/laboratory classes, supervisor experiential learning, supervisor project. |  |
| 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’sOffice | VL meets with dean |  |
| 13:00-15:30 | Team CR | Private MeetingLight lunch in Team CRTeam reviews Q1-Q4 and selects recommended decisionTeam writes report, to be completed not 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 |  |