

Sample Agenda for Facilitation Visit



Date:

Chair:

Panel member(s):

In attendance:

Day one:

18:00-19:30	Private Panel meeting to discuss and formulate lines of enquiry for meetings and receive Admin Audit Feedback
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Day two:

9:00	Arrival of Panel
9:00 – 9:15	Private Panel meeting to confirm agenda for the day (tea, coffee and water available)
9:15 – 10:45	Discussion with senior management to cover: <ul style="list-style-type: none">• Institutional strategy• Organisational, academic and management structures, staff resources, qualifications, recruitment, staff development, physical and financial resources• Links with external bodies
10:45–12:00	Tour of facilities and buildings
12:00-13:00	Private panel lunch and meeting
13:00-15:00	Continuing discussions with SMT and other staff. To include: <ul style="list-style-type: none">• Curriculum development• Quality assurance arrangements including student feedback• Programme design, development and delivery strategies• Mechanisms for developing and approving programmes for external validation• Remaining issues or issues arising from the previous discussions
15:00-15:30	Private meeting of OU panel to agree conclusions
15:30	Report back to institutional staff
15:45	Departure of Panel
	<i>Or</i>
15:00–15:30	Call back for all staff if required
15:30-16:00	Private meeting of OU panel to agree conclusions
16:00	Report back to institutional staff
16:15	Departure of Panel