

# Sample Agenda for an Institutional Approval

## Open University Validation Partnerships Sample Institutional Approval visit agenda

All timings are indicative

### Day 1

09:00	Arrival of the panel at Institution
09:00 – 09:30	Private panel meeting to: <ul style="list-style-type: none"> <li>• Confirm lines of enquiry for meetings</li> <li>• Opportunity to review supplementary documents in base room (including papers for key committees, student feedback data, recent annual monitoring reports)</li> </ul>
09:30 – 10:30	Meeting with representatives of the senior management team and the governing body Discussions may include: <ul style="list-style-type: none"> <li>• Institutional mission</li> <li>• Governance and management structure</li> <li>• Role and responsibilities of the Governing Body</li> <li>• Quality assurance procedures and processes</li> <li>• Policies and procedures for staff induction, appraisal, development and training</li> <li>• Teaching learning and assessment policy</li> <li>• Support for programme development</li> <li>• Student experience – size of cohorts, provision of physical resources</li> <li>• External partnerships</li> </ul>
10:30-11:00	Tour of institution facilities (including VLE demonstration)
11:00-12:00	Meeting with students <ul style="list-style-type: none"> <li>• Student support including induction, study support and careers advice</li> <li>• Access to resources</li> <li>• Opportunities for student feedback at programme &amp; institutional level</li> <li>• Systems for student representation within the Institution</li> <li>• Input into programme development</li> </ul>
12:00-12:30	Private panel lunch
12:30-13:30	Meeting with representatives from the academic board <ul style="list-style-type: none"> <li>• The role &amp; responsibilities of the board within the governance structure</li> <li>• New academic regulations/policies for OU framework</li> <li>• Quality assurance procedures &amp; processes including student evaluation</li> <li>• Arrangements for external examining and Assessment Boards</li> <li>• Policies and processes for staff development and training</li> <li>• Teaching, learning and assessment policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Systems for student participation in the governance structure</li> </ul>
13:30-14:30	<p>Meeting with the academic staff from across HE programme teams (to include academic staff and programme leaders)</p> <ul style="list-style-type: none"> <li>• Quality assurance and enhancement (including annual programme monitoring and review)</li> <li>• Contribution to the strategic direction and planning of HE within the Institution</li> <li>• Curriculum design and development</li> <li>• Support for students including tutorials</li> <li>• Teaching learning and assessment</li> <li>• Use of external benchmarks</li> <li>• Systems for internal marking and moderation and feedback to students</li> <li>• Staff induction, appraisal, development &amp; support for scholarly activity</li> </ul>
14:30-15:00*	Private panel meeting to formulate conclusions of the visit (tea and coffee to be provided)
15:00-15:30	Informal feedback to Institution on the panel's recommendations to OU Curriculum Partnerships Committee
15:30	Departure of the panel

*Please note that the times and details of meetings may be subject to alteration during the visit.*

\* If a call back session is required this will commence at 14.00 with the timetable below being followed:

15.00 - 15.45	Call back session
15.45 - 16.00	Private panel meeting to formulate conclusions of the visit
16.00 - 16.30	Informal feedback to Institution on the panel's recommendations to OU Curriculum Partnerships Committee
16.30	Departure of the panel

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