Quality Assuarance and Accreditation Council

University Grants Commission, Sri Lanka

Training Workshop for Reviewers
Institutional Review
Sri Lankan Universities & HEIs

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External Quality Assurance - Institutional Review

The main features of *External Quality Assurance* are

 self evaluation by the institution/program

peer review including a review visit and perusal of evidence

culminating in a **review report** with judgment and commentary

Institutional Review

The Objectives and Extent of External Quality Assessment

- The university's corporate plan and whether it sets out objectives, activities and targets in the national, regional and local community contexts.

- Curriculum design, content and review; adoption of rational and defensible processes, maintaining transparency at all levels.

- Teaching and learning infrastructure, including teaching and learning resources.

- Teaching, learning and assessment arrangements.

- Research

- Quality of students including entry qualifications/requirements; the concept of multilevel entry and exit; implications for quality of the current system of allocating students to Universities, Postgraduate studies.

- University/industry/other partnerships

- Extension activities (work done in the community)

- Career guidance and counselling services

- Generation and management of financial resources

- Administration and management

- Staff quality, development and appraisal, including peer observation and sharing good practices

- Peer observation/assessment and use of student feedback. ☐ External degree programs.

Distinction between Institutional Review and Subject/Program Review

Institutional review **-** evaluates the extent to which internal quality assurance schemes can be relied upon to maintain the quality of provision of educational programs over time

Subject/Program review **-** evaluates the quality of a student's learning experience at program level

Institutional Review – Purpose

The overall purpose of institutional review is to achieve

accountability for quality and standards, and by using a peer review

process to promote sharing of good practices and to facilitate

continuous improvement

- ➤ Confidence
- ➤ Accountability
- ➤ Information
- ➤ Improvement
- ➤ Innovation

Institutional Review – Scope

The criteria selected for scrutiny through institutional review, reflect the concerns and expectations of senior staff in Sri Lankan universities of areas regarded as key to the development and maintenance of an effective and competitive higher educational system, within and beyond Sri Lanka

SCOPE

The ten criteria

1. Governance and Management
2. Curriculum Design and Development
3. Teaching and Learning
4. Learning Resources, Student Support and Progression
5. Student Assessment and Awards
6. Strength and Quality of Staff
7. Postgraduate Studies, Research, Innovation and Commercialization
8. Community Engagement, Consultancy and Outreach
9. Distance Education
10. Quality Assurance

Institutional Review – Requirements

Institutional review is based on a prior process of institutional self evaluation

There has to be a willingness by university staff to gather and consider evidence of university policies and processes in action and to discuss them self critically

Universities/HEIs which have well established and functioning Internal Quality Assurance Units (IQAU) would be better prepared for external review

Requirements

Institutions are expected to have the following capabilities

✓ Capacity to set university goals and objectives in the Strategic Management plan and Action plans

✓ Capacity to implement strategies and procedures in accordance with the codes of practice

✓ Compliance with SLQF and SBS published by the QAAC/CVCD when developing new programs of study or modifying existing ones, keeping in mind that they are not meant to be prescriptive and that deviations are permissible with justification

✓ A desire for university self-knowledge (gained through inquiry, evidence and feedback) and commitment to gathering and using data to support inquiry and evaluation e.g. tracer study information for all degree programs

✓ Willingness to engage in a constructive critical self evaluation without threat or hindrance, and willingness to submit oneself and the institution to external peer review with a sense of 'ownership' of the process of inquiry and review at all levels

Institutional Review – Process

➢The QAAC will select the review team from the pool of accredited reviewers and identify one of them as the Review Chair

➢About two months before the review, the dates for the review visit are agreed upon by mutual agreement of the team and the institution

➢The QAAC will liaise all activities

➢The SER will be sent to the review team members at least six weeks prior to the review

➢The broad scope of the review process, including the range of documentation to be made available and the timetable for the visit will be intimated to the Institution by the QAAC
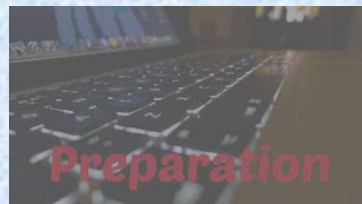
The review process has 3 distinct parts

1. **Preparation**

   (a) by the university / institution

   Some months before the visit, the institution will have begun to compile its self evaluation document to be completed by a date agreed in advance for submission to the review team

   (b) by the review team

   The review team will meet about four weeks in advance of the visit, having read the university's self-evaluation document to identify lines of inquiry and any further information they need to see in advance, either to fully understand the document or to plan their detailed inquiries

Preparation

2. The review visit

➢ examine and verify (as far as possible) the claims in the university's self-evaluation;

➢ review with the university any specific concerns arising from reviews of subjects or professional body reviews done before the visit

➢ gather any further evidence necessary to enable it to form a view on the effectiveness of the institution's arrangements for the management of quality and standards including the functioning of the IQAU and its reporting mechanisms

➢ assess to what extent the recommendations and criticisms made by the previous institutional, subject and program reviews have been addressed

The reviews will draw upon the following principal sources of evidence:

1. The university's self-evaluation prepared for the review

2. Evidence referenced in the self-evaluation

3. Use of local codes of practice developed or adopted by the university

4. Use of national benchmarks and guidelines as available

5. Information gathered by the review team during the review visit

3. The review report and process prior to publication

The outcome of institutional review is a published report

the report will give an overall judgment on the reviewer's assessment of the performance of the institution with regard to quality assurance supported by a commentary on

➤ the rigour and robustness of the university's mechanisms for discharging its responsibility for the standard of its awards; the quality of the education it provides; the effectiveness of its planning, quality and resource management; and the efficiency of its administration

➤ the sufficiency, reliability of the evidence used and its accessibility to external scrutiny

➤ a statement on the level accomplishment of the institution under the Grading of A, B, C or D based on the University/HEI score

➤ a commentary with commendations and recommendations to encourage further excellence and/or improvement based on the grade achieved.

The draft report will be submitted to the QAAC by the review team

Final Outcome of Institutional Review

After the University/HEI accepts the Institutional review report, it will enter the public domain through the QAAC website so that all stakeholders including students, graduates, prospective employers, grant providing agencies, educationists and policymakers have access to it

The recommendations regarding provision of resources and other administrative factors influencing quality need to be addressed by these agencies in consultation with the University/HEI

The QAAC should continue to provide system wide analyses and information regarding Institutional reviews to the University/HEI system, specially with a view to inculcating good practices

TRAINING WORKSHOP FOR REVIEWERS OF INSTITUTIONAL REVIEW OF SRI LANKAN UNIVERSITIES & HEIS