

Training Workshop for Reviewers Undergraduate Study Programs Sri Lankan Universities & HEIs

Review Team and Review Visit

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Review Team and the Review Visit

Review team and its Chairperson

knowledge, experience and professional standards of the members are crucial to the conduct of an objective and candid Program Review

Roles and Responsibilities

Reviewers and the Faculties/Institutes are aware of each other's roles and responsibilities

ensure that the review process takes place in a timely manner without any obstacle or conflict – equally important



Selection of Reviewers

QAAC will maintain a pool of study program reviewers from which it will select and appoint reviewers for each review

Criteria for selection of study program reviewers

- ✓ Qualifications and experience
- ✓ Active involvement in study program development and program administration
- ✓ Involvement in internal quality monitoring
- ✓ Broad vision of higher education and expectations of the world of work
- ✓ Acceptability to the Faculty and Institute being reviewed
- ✓ Prior training as a reviewer



Composition of the Review Team

- A minimum of three members with adequate discipline – representation
- it is desirable to have one member from outside of academia to look at issues from a more industry-related or professional perspective
- Adequate gender representation should be ensured
- The QAAC will identify the review chair from among the members selected for the review team



Profile of Reviewers

- High level of academic achievement in the respective discipline
- High degree of professional integrity
- An enquiring disposition
- Ability to act as an effective team member
- Good individual time management skills
- Ability to readily assimilate a large amount of disparate information
- Good command of data analysis, reasoning and sound judgment
- High standard of oral and written communication
- Experience in academic management and quality assurance



Review Chair – Profile and Role

- ✓ managerial skills to lead a team of experts effectively and efficiently
- ✓ He/she should be able to communicate effectively in face-to-face interaction
- ✓ to work within given timescales and adherence to deadlines
- ✓ delegate responsibilities to the team members
- ✓ facilitate writing of the relevant sections
- ✓ and compilation and editing to produce clear and succinct reports



Conduct of Reviewers

- ✓ respectful, professional conduct towards staff and students at all times
- ✓ application of good practices provided through reviewer training on the conduct of peer observation of teaching
- ✓ acceptance of privacy of the review process
- ✓ acceptance of individual responsibility for assigned tasks within the review team
- ✓ acceptance of collective responsibility for the review team's judgments



Pre- Review Arrangements

Quality Assurance and Accreditation Council (QAAC)/ University Grants Commission

- QAAC/UGC in consultation with the respective Faculty/Institute appoints the Review team and Review Chair
- Informs the Dean or Head of the Faculty/ Institute and the Director of the IQAU of the University and the Chair of the IQAC of the Faculty/Institute of the review team members and their contact information naming the Review Chair as the focal point of contact
- Organizes a pre-review meeting among the panel of reviewers, and the IQAU chair to discuss desk review findings and to plan the review visit
- Makes arrangements for transport from the places of residence of reviewers to destined Faculty/Institute and accommodation
- Assigns one member of the UGC/QAAC to be present on the first day of the review visit

Faculty/ Institute

- Designation of the Chair/Secretary of the Internal Quality Assurance Cell (IQAC) of the respective Faculty/ Institute as the focal point of contact to co-ordinate communications between the Faculty/ Institute and the review team and to provide logistical support, and inform the QAAC/UGC of the contact information of the focal point of contact
- Decide on the date of the review visit and the review visit schedule in consultation with the Review Chair, the Dean of the faculty and Chair of the IQAC
- Allocation of a room with a computer, printer, and multimedia facility and adequate space for display of documentary evidence and for team members to hold discussions and meetings
- Provision of secretarial assistance and arrangements for refreshment and meals by the Chair of the IQAC
- Provision of internal transport by The Faculty/ Institute



Review Chair & Member

- Review members come for the pre-review meeting after thorough desk evaluation of the SER, with notes on required additional information, and the tentative outcomes of desk evaluation
- Review Chair assigns the responsibilities to the team members at the pre-review meeting
- Review Chair makes a list of additional inputs required by the review team for the review visit and informs the Faculty through the focal point of the Faculty/ Institute



Review Visit

- ✓ Review team shall arrive at the Faculty/ Institute on the pre-determined date and time
- ✓ The first meeting of the Review team will be with the Vice-Chancellor of the University / Head of the Institute, Dean of the relevant Faculty, Head/ Coordinator of the study program, Director of the IQAU, and the Chair of the IQAC of the relevant faculty
- ✓ This would be followed by a meeting at the Faculty/ Institute with the Dean, Heads and all relevant academic and administrative staff involved in program management

Review Process

1. Scrutinizing documentary evidence

The aim is to consider evidence furnished by the institution to verify the claims made in the SER

The review team should always seek to use all information provided in arriving at judgments



2. Meetings/ discussions with staff and students

The review team should ensure having meetings with individuals/ small groups of the following stakeholders along with scrutinizing documented evidence and observing facilities and teaching learning sessions

- Academic staff of the Faculty/Institute/Department/Unit/Division
- Members of the IQAC
- Members of the non-academic staff
- Students or student representatives
- Representatives of alumni and other stakeholders such as moderators/ external examiners, extended faculty, visiting staff, employers, industry, community representatives involved with the Faculty activities, where relevant



3. Observation of teaching-learning sessions, learning resources, and facilities

- ✓ Direct observation of selected on-going teaching-learning activities and field/ laboratory work should be arranged in conjunction with the focal point of contact
- ✓ The team may also request a tour of the main campuses, though the extent and purpose of this should be judged in the light of the team's view of its main lines of inquiry



4. Debriefing

At the conclusion of the visit, an interactive meeting will be held between the Review Team and the following:

- Dean of the Faculty
- Heads of the Departments
- Academic Coordinators
- Senior members of the academic staff
- Chair and members of the IQAC
- Student Representatives of the Faculty Board
- Representatives from Academic Support Staff

At this meeting the Review Chair will present the highlights of the findings and facilitate an interactive discussion

Within 2-4 weeks of the review visit, the Review Chair along with the members should prepare the Review Report and submit to the QAAC/UGC

