

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