

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

	<ul style="list-style-type: none"> • Systems for student participation in the governance structure
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"> • Quality assurance and enhancement (including annual programme monitoring and review) • Contribution to the strategic direction and planning of HE within the Institution • Curriculum design and development • Support for students including tutorials • Teaching learning and assessment • Use of external benchmarks • Systems for internal marking and moderation and feedback to students • Staff induction, appraisal, development & support for scholarly activity
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

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