

Self assessment planning template

Committee, duties, eight week timeline and the activity plan. Fill it in the first committee meeting and put the dates on a wall.

Programme		Chair (dean or chief executive)	
Secretary		Submission date	

Sub committees

Sub committee	Areas covered	Lead	Members	Section due
A	1 Mission, 2 Curriculum			
B	3 Assessment, 4 Students			
C	5 Academic staff, 6 Educational resources			
D	7 Quality assurance, 8 Governance, 9 Research and community service			

Timeline

Activity	Weeks	Responsible body	Completed
Establish the self study committee and sub committees, orientation on the standards and instrument	1 to 2		
Advocate and involve staff, students and partners	2 to 3		
Collect and analyse data and supporting documents (nine folders, interviews, observation)	3 to 6		
Develop the self study report (narrative, scores, summary, annexes)	6 to 8		
Submit the report and documents in soft and hard copy	8		

Activity plan

Activity	Description / detail	Responsible body	Time of completion	Required resource