

EQUAM Pre Pilot Agenda

An Exercise to Test the Effectiveness of the Guidelines for Enhancing the Management of Quality Assurance within Jordanian HEIs.

Dates: 14-15th May 2014

Venue: in Amman – (venue to be confirmed)

Involving:

- selected staff (details below), students (and alumni) from Yarmouk University - as the 'subject' of the piloting exercise
- a 'panel' of two Jordanian and two European experts (all from within the EQuAM partners)
- any other EQuAM partners as 'observers' to the Panel Sessions, and 'contributors' to the subsequent Discussions Sessions

Based on: the Draft Guidelines – Version 3 29.0414 [Prepared by: Dr. Khaled Gharaibeh and Prof. Hanan Malkawi, (Yarmouk University) and Nick Harris (ANECA)]

The Fundamental Purpose:

- the Pilot IS concerned with DISCUSSING the MANAGEMENT OF INTERNAL QUALITY ASSURANCE within the institution, and
- the Pilot IS concerned with the potential of the Draft Guidelines to assist enhancement of the management of internal QA (including the roles of QABs)
the Pilot Exercise is NOT concerned with whether the HEI, or its exemplar programmes being discussed, meet HEAC (or any other) accreditation standards (the Pilot is NOT concerned with 'accreditation' but with the quality assurance and its management)
- the Pilot will NOT make any 'judgement' about either HE institution, any of its programmes.

The presumptions

- the HEI is a *bona fide* organization (meeting the HEAC General Standards)
- the programmes offered by the HEI have been accredited against the HEAC Specific Standards

Preparation:

- This Pilot DOES NOT involve the preparation of a Self Evaluation report
- This Pilot DOES NOT involve a Site Visit
- The Pilot does anticipate that the 'Panel' and those attending from Yarmouk University will be familiar with the paper 'Issues to be addressed'
- The Pilot does assume that those attending will be familiar with the Draft guidelines and their intended purpose

The 'Outputs' from this Pilot

- Minutes of the 'Panel Sessions' and the 'Discussion Sessions'
- **Recommendations** for the Revision of Draft Guidelines
- **Recommendations** for the next Pilot sessions
- **Identification of any examples of 'good practice'** revealed during the Panel and Discussion sessions

[ONLY AT THE REQUEST of Yarmouk University – any observations that the Panel might wish to make concerning possible improvement to the Management of the University's Internal Quality Assurance systems – and made only to Yarmouk University]

The Timetable for the Pilot

14th May

09.00 to 09.45 Panel ONLY with Secretary: Panel discussions about their approach to the day, including any divisions of 'responsibilities'

from this point 'Observers' from amongst the EQuAM partners may be present –

IT IS ESSENTIAL that Observers do not engage in the "Panel Sessions Discussions" but keep notes / observations to contribute to the 'Discussions Sessions'

The Panel Sessions (chair – tbc)

10.00 to 10.45 Discussion between **Panel and Vice President (Academic) Yarmouk University**
(focus for this session: how does the institution KNOW / CAN DEMONSTRATE that all of its programmes are being delivered properly and its students are treated fairly and consistently?)

10.45 to 11.30 Discussion between **Panel and QAB Manager(s) Yarmouk University**
(focus for this session: what QA data is collected and collated? How and to whom are outcomes reported? How and by whom are any required actions taken?)

11.30 to 12.15 Discussion between **Panel and (3) Deans at Yarmouk University**
(focus for this session: how does / can each programme DEMONSTRATE that it is 'doing a good job'? Does it seek to 'improve'? and if so, how?)

12.15 to 13.00 Discussion between **Panel and Students at Yarmouk University**
(focus for this session: what aspects about your programme meet / do not meet your expectations? And what 'voice' do you have to get things improved?)

13.00 to 14.00 buffet lunch ... [Panel and Secretary to have their together in separate room to discuss their views / conclusions – and complete structured summary]

The Discussion Sessions (chaired - tbc) ..

Open to all who participated in the Panel Sessions and the 'Observers' present during the Panel Session

14.00 to 15.00 'How was it for you?' .. a 'structured' discussion
(focus of the session: to give opportunity for i) Yarmouk staff and students to reflect on their 'experiences'; ii) 'observers' to offer their thoughts and conclusions

15.00 to 15.15 Break

15.15 to 16.15 'Improving the Pilot; improving the Guidelines' .. a structured discussion
(focus of the session: as the title indicates)

16.15 Close

15th May Discussion Sessions [more details once 1st day confirmed]

09.30 – 10.30 The Panel Session – lessons to be learnt

10.30 – 11.30 The Guidelines – foci for editing / improvements

11.30 – 12.00 The Next Pilots