



IA PROGRESS REPORT November 2009

1.0 HEQC FIRST VISIT

The HEQC met with Prof Tanga and the senior management on the 19th October, 2009 to discuss the boundaries of the audit and present an overview of the principles of the audit process.

2.0 INSTIUTIONAL AUDIT PLANNING AND BUDGETTING

A comprehensive project plan and budget have been drawn up for the audit activities required during 2010.

3.0 DEVELOPMENT OF NSTIUTIONAL QUALITY MANAGEMENT (IQMS) SCORECARDS

The suggested architechture of the IQMS scorecard is open for discussion. The scorecard evaluates the institutional audit parameters, the programme reviews, the strategic unit reviews, short courses reviews. It tracks progress towards CPUT's vision, mission, strategic plan and strategic goals, as well as the institutional operating plans, the HEQC criteria and the Teaching & Learning plan. The evaluation comes from information obtained by the working groups during their self-evaluation, the panel reports for the reviews undertaken and surveys. The scorecards are available on CPUT's MIS site.

4.0 QUALITY IMPROVEMENT PLANS (QIP)

Based on the findings from the scorecard evaluations the Institutional Quality Improvement Plan is under construction. Once completed the systemic deficiencies, priorities, responsibilities and timeframes will need to be discussed with executive management and an implementation plan agreed on. The implementation of this will be chaired by Prof Staak.

5.0 SURVEYS

The Student Evaluation of Teaching Survey (SET) and the Student Satisfaction Survey (SSS) have been administered and processed. Reports to individual lecturers are being processed and preliminary analysis leading to an institutional report in February is currently being undertaken.

6.0 ASSURANCE ACTIVITIES

The evaluation of the learner guides submitted by faculties has finished. The results are under analysis at an institutional level and are contributing to the scorecard analysis.

7.0 INSTITUTIONAL AUDIT MARKETING

The third issue of QAN was published on the 19th October, 2009. The fourth edition is complete and is due for publication at the end of November, 2009.

8.0 COLLECTION OF PRIMARY AND SECONDARY EVIDENCE

The collection of primary evidence for CPUT's self-evaluation report continues. The collection of secondary evidence from faculties in the form of Faculty Management minutes has commenced.



9.0 PROGRAMME REVIEWS

Outstanding Programme reviews scheduled in 2009 have been concluded.

10.0 SHORT COURSE REVIEWS

Short course panel reviews have been concluded on the units offering short courses at CPUT. These audits focused on the management and administration aspects. The academic standing of the short courses offered has been concluded for two of the three units. The external evaluator returned the third set due to workload. A new evaluator still has to be found.

11.0 STRATEGIC UNIT REVIEWS

External panel reports have been received for the following Strategic Unit Reviews:

- Library
- Centre for e-Learning
- Human Resources
- CCE
- Assessment & Graduation Centre
- MIS
- OIA
- Secretariat
- Research
- Campus Health Services
- Fundani (CHED)
- Institutional Research & planning
- Student Counselling

