QUALITY MANAGEMENT DEAN'S UPDATE

January 2010.

1.0 BUDGET ALLOCATION

Please note finance resolution to allocate IA budget items to relevant cost centre's rather than to a centre for the audit. I.e. 300 000 for marketing is supposed to be allocated to MCD and 50 000 for maintenance and preparation of visit venues is supposed to be with facilities. This requires clarification from finance.

2.0 COLLECTION OF EVIDENCE FROM FACULTIES

Progress
Good progress has been made on the collection of evidence requested from Faculties. The evidence provided has been captured on the spreadsheets. This is provided to Dean's so that judgment can be exercised by Deans' on whether additional information should be provided.

Electronic filing
Evidence has been provided electronically and this is now organized into folders. After discussion with HEQC, primary and secondary evidence will be provided electronically as far as possible. In the absence of an institutional DMS this will be burnt to CD/DVD's corresponding to the index system.

Postgraduate studies
At the postgraduate workshop it was decided that all information pertaining to postgraduate studies would need to be collected from Faculties. Faculties will therefore be requested to provide the information analyzing postgraduate studies for example, information on progressions, throughput/success rates, appointment of supervisors, their qualifications and experience, number of candidates supervised, effectiveness of supervisors, examiners appointed and their qualifications/ experience etc. from 2005 to 2009. This will be discussed in more detail.

3.0 IA PROJECT MANAGEMENT PLAN

Integration
Meetings have been held with MCD and have been booked with Operations and Student Affairs, to review their actions during the coming year. Responsibilities, time frames and resourcing requirements have been agreed to. QMD is also highlighting the importance of integration across sections.

Suggestions to Clear Diaries

Executive Management input into the self-evaluation report (SER) will be required intermittently from the 28th February to the 4th June, 2010. Dedicated effort is suggested from the 18th to the 23th June. Prof Staak will discuss this with the VC.

Events Coordination

Venues have been booked.

Note Decision: Events coordination to remain in-house, if the new appointee is appointed. This will be reviewed if the candidate is not appointed.

Security Requirements

Based on the climate at CPUT, these should be considered closer to the time. Lines of communication with students about the audit need to be considered.

4.0 HEQC BRIEF VISIT

HEQC will briefly visit CPUT on the 23rd February, 2012 to discuss details of the portfolio submission and site visit with QMD. They will also comment on the intended venues for the site visits. MCD and Facilities will be involved in this portion of the visit.

5.0 INPUT INTO THE FOUR OPEN ENDED QUESTIONS

News Desk items have been accessed since 2006. These have been qualitatively analysed for characteristic pertaining to the strategic plan, such as technology, partnerships, enabling environment, student development, staff development, academic excellence, community engagement, awareness, international affairs, awards, and Faculty news. This qualitative data has been quantified to provide a matrix of CPUT achievements.

Faculties and units are asked to consult the News Desk archive and forward any additional achievements that are not reported there.

The website managers are asked not to delete this information until after the HEQC visit as it will be referenced in the index list of secondary evidence.

6.0 LISTS OF POSSIBLE INTERVIEWEES

Interviewees will need to be identified from the following groups at least:

External	- Professional Bodies - Employers/ Industry - Government Departments - Local committees - Advisory Boards
Internal	- Council - Students

	○ Undergrad ○ Post grad ○ Short courses ○ Partnerships ○ Distance ○ RPL - EM - Deans - Strategic planning, resourcing (HR and Finance) and QM - Selected HODs - Institutional forum - Transformation committee - Community engagement - Curriculum officers - Language coordinators - Teaching & Learning coordinators - CTS, IT coordinators - Quality management coordinators in Faculties - QM team - QAC - Faculty Managers/ Faculty officers - Programme review panel members - Strategic unit review panel members - Moderators - External examiners - Experienced Researchers - New researchers - Faculty research committee members - Ethics committee members - Members of committees - Steering committee members - SRC - Campus Managers - Facilities, Infrastructure & estates,

Please identify groupings that need to be included.
Please identify possible candidates and start collecting contact information.
Are credentials required?

7.0 UPDATING OF CPUT'S WEBPAGE.

This will be cleaned up over the next week and will then be regularly updated with information sourced by MCD from the project plan and reports provided by QMD. The IA DVD will be linked through to U-tube.

8.0 SCORECARD AND QUALITY IMPROVEMENT PLANS

Further input has been made to update some of the scorecard elements. There has been enquiry from Operational heads and the existing scorecard information is being used in performance management sessions with unit heads. It is suggested that heads use this information in conjunction with the Quality Improvement Plan that has been developed for strategic units (QIP: Strategic Units).

Ms Weideman is engaging with the units to finalise the deadlines for actions.

9.0 STUDENT SATISFACTION SURVEYS

These have been completed and the qualitative data analysed. Reports are circulated.

10.0 STUDENT EVALUATION OF STAFF

These were completed on those surveys submitted to QMD by the 11th November 2009. Up to this time the surveys have been analysed and returned to the relevant academic staff members, together with any qualitative comments submitted by students. These reports should be available for discussion during the performance appraisal of academic staff.

Surveys submitted after 11th November 2009 will be analysed after March 2010.

11.0 PROGRESSION AND EXCLUSION RULES

The rules at hand have been forwarded to Mr Nstababa. His office will format the information into a section suitable for inclusion in CPUT's handbooks.

Dan and Luclaire
2010-01-24