



## INSTITUTIONAL AUDIT UPDATE

March 2010.

### 1.0 PROGRESS ON THE INSTIUTIONAL AUDIT (IA)

The Institutional audit will take place from the 17<sup>th</sup> to 22<sup>nd</sup> October, 2010. Planning for the audit is well on track and a detailed project plan has been produced. The project plan covers the preparation, marketing, site visit and development of CPUT's self evaluation report for the HEQC.

An extensive marketing plan has been devised by the Marketing and Communication Department. And there have been discussions on the technical requirements of producing the self-evaluation report, as well as determining the "look and feel" for CPUT. This is currently with the designer.

The HEQC's audit panel for CPUT will consist of 10 people and will be convened shortly. The requirements for venues have been established and between 400 and 500 interviewees are expected. Extensive evidence collection from the CPUT community has commenced.

The scorecard and quality improvement plans for both faculties and Strategic Units has been activated. Results from both the Student Satisfaction Survey and Student Feedback on Teaching Survey have been released.

Currently, the focus has shifted from the operational requirements of the audit visit, the development of the scorecard and the Institutional Audit project plan, to producing the next Institutional Audit self-evaluation report.

### COUNCIL INVOLVEMENT IN THE AUDIT

1. Council's comment on CPUT's self evaluation report will be required at the next Council meeting. In addition, eight external Council Members will be required to be interviewed by the HEQC. These names need to be communicated to the DVC: Academic and the Quality Management Directorate as soon as possible.
2. Council will be interviewed by the HEQC audit panel near the beginning of the audit visit, preferably on the 17<sup>th</sup> October, 2010. The Council members interviewed should include the Chair and Vice-Chair of Council.
3. It is recommended that the interviewees have a briefing before the HEQC visit in October to familiarize themselves with the purpose, process and outcomes of the HEQC audit.

