

Quality Assurance Follow-up Unit

Proposed Schedule of Activities of the QAD Audit Visit 25th and 26th October, 2009

FIRST DAY (25th October)

9:00 – 9:45 am	Overview of the Self-Assessment Process and the Development of the Quality Audit Portfolio <i>Dr. Ahmed Al-Ghassani</i> <i>College Dean</i>
9:45 – 10:15 am	Discussion
10:15 – 11:00 am	The NCT Self-Assessment Plan: Activities and Priorities <i>Dr. Rolando M. Lontok Jr.</i> <i>Head, Quality Audit Follow-up Unit</i>
11:00 – 11:30 am	Discussion
11:30 – 12:00 nn	Coffee/Tea Break
12:00 – 1:00 pm	The NCT Experience: Checklist and Institutional Questionnaires <i>Dr. Imran Hameed Khan</i> <i>Head, Business Studies Department and</i> <i>Member, NCT Survey Team</i>
1:00 – 1:30 pm	Discussion
1:30 – 2:30 pm	Lunch

SECOND DAY (26th October)

9:00 – 9:45 am	Presentation of Self-Assessment Group 2: Quality in Teaching and Learning <i>Dr. Bader Ahmed Al-Khalaf</i> <i>AD Academics and Leader, Teaching and Learning Group</i>
9:45 – 10:15 am	Discussion
10:15 – 11:15 am	Plenary Discussion on Key Performance Indicators (KPIs) <i>Participants: College Administration, HoCs, HoDs, QAFU,</i> <i>Leaders of Self-Assessment Groups</i>
11:15 – 11:45 am	Coffee/Tea Break
11:45 – 1:00 pm	Discussion on the development of the college Quality Audit Portfolio <i>Participants: College Administration, HoCs, HoDs, QAFU,</i> <i>Leaders of Self-Assessment Groups</i>
1:00 – 2:00 pm	Lunch