



STELLENBOSCH UNIVERSITY

INSTITUTIONAL AUDIT SITE VISIT SCHEDULE

31 OCTOBER TO 4 NOVEMBER 2022

Day 1. 31 October	
Session	Interviews/ Activity
SESSION 1 08:00 – 09:00	Rector and Vice Chancellor (15 min Presentation)
SESSION 2 09:10 – 10.00	Rectorate Members (without the Rector and Vice Chancellor)
10:05 – 10:20	Tea
SESSION 3 10:25 – 11:15	Institutional Forum
SESSION 4 11:25 – 12:15	Council Members
12:25 – 12:55	Panel review and lunch
SESSION 5 13:00– 13:50	SRC
SESSION 6 14:00– 14:50	Deans
14:55 – 15:10	Tea and Panel Discussion
SESSION 7 15:15 – 16:05	Heads of Department
SESSION 8 16:15 – 17:05	DVC: Learning and Teaching DVC: Research Innovation and Postgraduate Studies (including previous DVC)
17:10 – 18:00	Panel reflection
Day 2. 01 November	
SESSION 9 08:00 – 09:00	Deputy Deans of Research
SESSION 10 09:10 – 10:00	Division for Information Governance (Demonstration of the Power BI dashboards)
10:05 – 10:20	Tea and Panel Discussion

SESSION 11 10:25 – 11:15	Division for Social Impact; Senior Director Social Impact and Transformation and Faculty Social Impact committee reps
SESSION 12 11:25 – 12:15	Institutional Transformation Committee and Faculty representatives
12:25 – 12:55	Panel review and Lunch
SESSION 13 13:00– 13:50	Division Human Resources including representatives for training and development, employment equity, employee wellness and academic environments
SESSION 14 14:00 – 14:50	Senior academic staff (Full & Associate Professors & Senior Lecturers) excluding HoDs
14:55 – 15:10	Tea and Panel Discussion
SESSSION 15 15:15 – 16:05	Emerging scholars (new lecturers, new PhDs, new researchers & scholars, nGAP staff)
SESSION 16 16:15– 17:05	Female academic staff (representatives from all appointment levels)
17:10 – 18:00	Panel reflection
Day 3. 02 November	
SESSION 17 08:00 – 09:00	Senior Director Division Student Affairs plus Directors of Centre for Student Counselling and Development, Centre for Student leadership, Experiential education and Citizenship. Centre for student communities
SESSION 18 09:10 – 10:00	Representatives from: Equality Unit Maties Sport Campus health
10:05 – 10:20	Tea and Panel Discussion
SESSION 19 10:25– 11:15	Division for Learning and Teaching Enhancement. Senior Director and Directors from each of the CLT, LC, CLT Tech, CAPQA and Hybrid Learning Project
SESSION 20 11:25 – 12:15	Vice Deans: Learning and Teaching

12:25– 12:55	Panel Review and Lunch
SESSION 21 13:00 – 13:50	A selection of the Centres for Teaching and Learning, Learning Technologies, Blended Learning Coordinators and ICT staff that were involved during the COVID-19 pandemic to pivot the University online (including Senior Director)
SESSION 22 14:00 – 14:50	Centre for Academic planning and Quality Assurance
14:55 – 15:10	Tea and Panel Discussion
SESSION 23 15:15– 16:05	Class Representatives and Academic Affairs Council including two Master’s students
SESSION 24 16:15 – 17:05	Professional Academic and Administrative Support Services Staff including Finance, Facilities Management and IT Services
17:10 – 18:00	Panel reflection
Day 4. 03 November	
SESSION 25 08:00 – 09:00	Centre for Applications, Student Accommodation and Client Services, Senior Director: Prospective students and Faculty based staff involved in admissions processes
SESSION 26 09:05 – 10:05	Library and Information Services (Senior Director, Library Staff, plus representatives of “branch” libraries)
10:05 – 10:15	Tea and reflection
SESSION 27 10:15 – 11:00	Recall session
SESSION 28 11:00 – 11:40	Open Session – for special requests to present to the Panel
11:40 –	Panel Review, Lunch and Travel to Stellenbosch
Day 5. 04 November	
SESSION 29 08:00 – 13:00	Campus site visits 1. Main campus (Precious) 2. Tygerberg (Paulette)

	<p>Facilities to visit:</p> <ol style="list-style-type: none"> 1. Learning and teaching facilities including lecture halls and seminar rooms 2. Undergraduate and Postgraduate Laboratories 3. A selection of research facilities 4. Undergraduate Learning spaces (learning or study spaces outside of the formal lecture venues and seminar rooms i.e. outdoor learning spaces with wi-fi where students can work) 5. Library and Information Resource facilities 6. One Residential Education Cluster 7. Facilities available to and used by the Division for Learning & Teaching Enhancement (Facilities used to develop learning materials, videos, broadcast studio, etc)
13:00 – 13:30	Lunch
SESSION 30 13:30 -14:15	Panel reflections and debriefing
SESSION 31 14:15 – 15:00	Final feedback session with VC and Executive Management (including members of the project management team)
15:15	Panel departs

Notes

SU to:

1. ensure that there are not more than 10 persons to be interviewed in any one session, unless otherwise agreed upon;
2. supply the names and designations of people involved in each interview in electronic format to the CHE audit administrator by **24/10/2022**;
3. inform all interviewees of the purpose of the audit visit and the protocol of the interviews. This includes making known the names of the members of the audit panel;
4. notify all members of the institution that there will be an open session where any member of the University community can address the audit panel on any quality related matter. Participation will be by prior arrangement with the CHE audit administrator, contactable at Sipuka.p@che.ac.za; and
5. please provide modest refreshments (including water, tea, coffee, sandwiches, and fruit) for the Panel members who attend in person.