

2011 AUQA Audit of Deakin University
AUQA PANEL - AGENDA FOR THE AUDIT VISIT: 14-17 June 2011

NOTES

- Text in **green** denotes a full-panel interview session
- Text in **blue** denotes parallel, split-panel interview sessions
- Text in **red** denotes a panel-only session
- AUQA understands that individuals fulfil several roles which may be subject to audit. Nonetheless, in order to achieve a broad range of perspectives, persons will be interviewed more than once except by prior agreement with AUQA.

Day 0: Monday 13 June 2011

Geelong Waterfront Campus

Session	Time	With
	Mid-day	Panel meets at AUQA to leave for the Geelong Campus. A mini bus will be arranged by AUQA. The Panel leaves AUQA at 1.00 pm.
	2.30pm	Panel arrives at the hotel
	3.30pm	Panel goes on bus tour of Geelong Waurin Ponds Campus, as organized by Deakin
	4.30pm	Panel arrives at Geelong Waterfront Campus.
0.1	4.50pm	Panel meets the Audit Typist (Briefing by the Audit Director to be done in advance. The Audit Typist will be arranged by AUQA)
0.2	5.00pm	Debrief and review of 'Further Information' and offshore visits. Panel commences review and planning for Day 1 and Day 2. Panel finalises the worksheets for Day 1. Panel goes through the on-site documents and selects the ones to be taken to the hotel for further reading. Confidential documents may not be taken to the hotel. Panel departs at 7.15pm.
	7.30pm	Panel dinner

Day 1: Tuesday 14 June 2011**Geelong Waterfront Campus**

Main focus: Governance, senior management, progress since cycle 1, QA and follow-up on research training

Session	Time	With
	8.30 am	Panel meets at hotel lobby to leave for the University campus
	8.45am	Panel arrives at the meeting room; Audit Typist joins the Panel; Meeting set-up
1.01	9.00am	Meeting with the Vice-Chancellor
1.02	9.30am	University Executives (excluding the VC and some others; includes one of the four Faculty PVCs)
1.03	10.00am	University Council – Chair and external members
	10.45am	Panel review and morning tea
1.04	11.15am	6 academic staff – mix of experienced and new from the four campuses (Includes at least one staff from each of the two sample departments)
1.05	12.00pm	Research and Research Training Committee
	12.45pm	Panel review and Lunch
1.06	1.15pm	Split panel: Four parallel sessions 4 tables of students as follows: Table 1: Students of the Waterfront campus Table 2: Students of the Warrnambool campus (by videolink) Table 3: Students of the Waurn campus, including international students Table 4: HDR students of these three campuses (other than Burwood), including international students
1.07	2.00pm	Split panel: Two parallel sessions Group 1: Two panel members with the academic staff from the sample programs Group 2: Two panel members with staff of Institute of Koorie Education (include an Elder in Residence and a Chair of Indigenous Knowledge Systems)
	2.45pm	Panel review
1.08	3.15pm	DVC (Research)
1.09	3.45pm	Associate Deans (Research) and two Strategic Research Centre Directors
	4.15pm	Panel review
1.10	4.45pm	Alfred Deakin Research Institute and Centre for Molecular and Medical Research
1.11	5.15pm	Open session

Session	Time	With
	5.45pm	Panel debrief and summary for Day 1, review plan for Day 2 Any issue for National Protocols and external reference points?
	6.45pm	Panel departs
	7.00pm	Panel dinner

Day 2: Wednesday 15 June 2011

Geelong Waterfront Campus

Theme: Achieving Teaching and Learning Goals Through Effective Partnerships

Session	Time	With
	8.30am	Panel meets at the hotel lobby
	8.45am	Panel arrives at the University campus, Audit Typist joins the panel
2.01	9.00am	Vice-President (Enterprise and Engagement)
2.02	9.30am	DVC (Academic) and PVC (Academic)
2.03	10.00am	6 academic staff mix of campuses and experience
	10.45am	Panel review and morning tea
2.04	11.15am	Two Associate Deans (Teaching & Learning) and two Associate Heads of School (Teaching & Learning) (cover all the four faculties)
2.05	11.45am	Faculty PVCs not included in session 1.02 and Director, Institute of Koorie Education
	12.15	Panel review and Lunch
2.06	1.00	Split Panel – 4 tables Table 1: Deakin Prime Table 2: Master of Public Health students Table 3: Community Partners Table 4: Externals in the Advisory Boards
2.07	2.00 pm	Split panel Table 1: Admin staff representatives from the NTEU and representatives from the Teaching Leaders' Forum Table 2: Representatives from student organisations - DUSA Table 3: Library

Session	Time	With
		Table 4: Partners from the sample programs
	2.45pm	Panel review and tea
2.08	3.15pm	Faculty Boards – sample program faculties
2.09	4.00pm	Split Panel – 3 parallel sessions Group (table) 1: Chair of the Panel plus one panel member – Video Conference with DIRI – students and supervisors associated with partner (two 15 minute sessions for table 1) Groups (table) 2: Equity and Diversity Unit Group (table) 3: Human Resources Division
2.10	4.30pm	Any call back or onsite documentation?
	5.00pm	Panel review of Day 2 and prepare for Day 3; Any issue for National Protocols and external reference points?
	6.00pm	Panel leaves for Melbourne – hotel in Glen Waverley. Dinner at 7.30 or 8.00pm.

Day 3: Thursday 16 June 2011

Melbourne Burwood Campus

Theme: Internationalisation

Session	Time	With
	8.15am	Panel meets at the hotel lobby
	8.45am	Panel arrives at Burwood, Audit Typist joins the panel
3.01	9.00am	DVC (International & Development)
3.02	9.45am	Four Heads of School and two AD(International)
	10.15am	Panel review and morning tea
3.03	10.45am	Six academic staff involved in Internationalisation of curriculum (mix of Faculties and experience. Include the sample departments)
3.04	11.30am	International Planning and Coordination Committee
	12.15pm	Panel review and Lunch
3.05	12.45pm	Split panel – 4 parallel sessions Table 1: International UG and PG and research students of Burwood Campus Table 2: DUELI Table 3: External Stakeholders

Session	Time	With
		Table 4: Pathway students
3.06x	1.30pm	Split panel – two parallel sessions Group (table) 1: One Panel member with: TAFE Partnership Manager, Transition Advisory Working Group, Division of Student Life Group 2: in situ walk around – other 3 panel members
3.06	2.15pm	Split Panel – 4 parallel sessions Table 1: WIL Scholarship holders, Participants of the Global Citizenship Program Table 3: Director of WIL, Career Employment Services Table 4: Deakin International (Including the Manager, Quality & Compliance); International Relations Office, Research and Services Division Table 5: Institute of Teaching and Learning, Knowledge Media Division (Learning Futures portfolio)
	3.15pm	Panel review and afternoon tea
3.07	3.45pm	Staff involved in the two offshore programs visited by the panel delegation
3.08	4.15pm	Demonstration of Turnitin followed by interviews Staff working in various Deakin initiatives to support students – two staff from each initiative
3.09	5.00pm	Open session
	5.45pm	Panel review of Day 3 and plan for Day 4; National Protocols?
	6.45pm	Panel returns to hotel for dinner

Session	Time	With
	8.15am	Panel arrives at the University
4.01	8.30am	Callbacks if required / review of documents and online material
4.02	9.00am	Panel meeting to consider conclusions, and identify Audit Report findings Aim is to have key findings and key points agreed, to advance drafting of the Audit Report. Each Panel member will provide notes on evidence to be included in the report.
4.03	11.30 am	Finalise the feedback to the Vice-Chancellor The write up of the Chair's feedback and the list of CARs will be finalised.
4.04	1.30pm	Close out meeting with the Vice-Chancellor and others at her invitation
	2.00pm	Panel departs Deakin: returns to hotel or direct to airport