

## **TLQAA Pilot Evaluation**

### **Review Committee: Definition of the Roles and Typical Model of the Organization of a Site Visit**

#### **I. Roles**

The Review Committee shall be formed of:

- A chairperson: a Lebanese expert who has some knowledge and expertise in external quality assurance.
- Lebanese reviewers: two to three Lebanese experts.
- Secretary: A Lebanese expert.
- European reviewer: one European expert.
- European observer: one European expert with an observer role.

It is worth noting that the 3 Lebanese experts will have a turning role, i.e. one different Lebanese expert will play the role of secretary each day.

#### *I-1. Chairperson*

The Chairperson is the responsible of the Review Committee. He has the following tasks and responsibilities:

- Sign the confidentiality and conflict of interest agreement.
- Prepare together with TLQAA coordinator and the institution contact person the agenda of the site visit.
- Ask the reviewers to read carefully the self-study reports and to prepare their questions in advance according to the procedures and guides of TLQAA.
- Hold a coordination meeting on July 1, 2013 in the afternoon in order to make sure that all the roles and behaviors are understood.
- Take the floor in the welcome meeting with the President of the institution and explain clearly the purpose of the visit.
- Take the floor in the concluding meeting with the President of the institution to thank him for allowing the visit to happen.
- Make sure that the interviews and visits occur as expected.
- Make sure that convergence on the main ideas exist at the concluding meeting with the reviewers on July 4 afternoon and distribute the sections to write to the reviewers and set milestones.
- Compile the different sections from the reviewers. He might use the notes from the secretary.

#### *I-2. Lebanese Reviewers*

The Lebanese Reviewers have the following roles:

- Sign the confidentiality and conflict of interest agreement.
- Read carefully the self study reports and prepare the points to explore during the site visit according to the procedures and tools developed in TLQAA.
- Participate to the coordination, briefing and debriefing meetings.
- Participate to the interviews during the site visit.

- Participate to the final coordination meeting.
- Write parts of the final report and submit them to the chairperson.

The Lebanese shall not be passive and completely rely on the European reviewer.

### *I-3. Lebanese Secretary*

The secretary has the role of taking notes and noting evidence during the site visit. He also participate to the different coordination, briefing and debriefing meetings. He also signs the confidentiality and conflict of interest agreement.

### *I-4. European Reviewer*

He has the same role as any Lebanese reviewer. He must be careful not to polarize the meetings.

### *I-5. European Observer*

The European Observer has an observing role. He does not participate actively in the meetings and interviews. However, he conducts a briefing session at the beginning of each day. He holds a feedback small meeting between two consecutive interviews to comment on the form and on the content of the previous interview. He makes sure using those small feedback meetings that things will be progressing in depth and in the proper form. At the end of each day the observer will hold a debriefing session.

## **II. Typical Organization**

A typical organization of a site visit might be:

1. Short Meeting with the President of the Institution
2. Interview with the Officers of the University (VP for Academics, Quality Control, ...)
3. Interview with professors and lecturers
4. Interview with the administrative and technical support staff and with support units
5. Interview with the students
6. Final meeting with the President of the Institution