# KCN Quality Assurance Program

# Timeline for 2015 Activities

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| --- | --- | --- | --- | --- |
| Major Activities/tasks  | Responsible Offices | Timeline in months |  | Performance Indicators |
|  |  | J | F | M | A | M | J | J | A | S | O | N | D |  |
| Setting up the QA Unit | Registrar, CFO, QA Unit |  | X | X | X | X | X | X |  |  |  |  |  | Availability of Sec & IT personnel & equipment |
| Orientation/sensitization staff meetings (KCN top management; Departments - LL- BT campuses); Affiliated institutions (MCHS (BT), Deayang, St John of God); Key partners ( MOH, NMCM & NCHE) | Deans, HODs, Registrar, Research Unit, CFO, QA Unit |  |  | X | X | X |  |  |  |  |  |  |  | Availability of orientation reports |
| Assessment of key existing institutional level inputs, processes and outputs & related policies, procedures & standards for measurement | Deans, HODs, Registrar, Research Unit, CFO, QA Unit |  |  | X | X | X |  |  |  |  |  |  |  | Availability of assessment report |
| Development of institutional QA assessment tool | QA, Deans, HODs,  |  | X |  |  |  |  |  |  |  |  |  |  | Availability of assessment tool |
| Data Analysis and report writing | Deans, HODs, Registrar, Research Unit, CFO, QA Unit |  |  |  | X |  |  |  |  |  |  |  |  | Availability of report |
| Consultations on key policy issues for the QA program and setting up a working group/task force to spearhead College QA policy development  | Deans, HODs, Registrar, CFO, Research Unit, QA Unit |  |  |  |  | X | X |  |  |  |  |  |  | An outline of key QA policy issues |
| Drafting of KCN QA policy framework | Deans, HODs, Registrar, Research Unit, CFO, QA Unit |  |  |  |  |  | X | X |  |  |  |  |  | Availability of draft QA policy |
| Policy dialogue (engaging partners) | QA, Registrar, Deans, HODs, Research Unit |  |  |  |  |  |  | X |  |  |  |  |  | Availability of report  |
| Finalization of policy framework with implementation & M&E frameworks | Deans, HODs, Registrar, Research Unit, CFO, QA Unit |  |  |  |  |  |  | X | X | X |  |  |  | Availability of final QA policy  |
| Development of unavailable QA measurement tools (e.g teacher self – or peer teaching evaluation tool)  | Deans, HODs, Registrar, Research Unit, CFO |  |  |  |  | X | X | X | X | X |  |  |  | Availability of key QA measurement tools |
| Establishment of a capacity enhancement programme ( in collaboration with CUTL) | Deans, HODs, QA Unit, CFO, Registrar |  |  |  |  |  |  |  |  | X | X |  |  | Availability of technical capacity building Plan  |
| Resource mobilization | Deans, HODs, CFO, QA Unit, Registrar |  |  |  |  | X | X | X | X | X | X | X | X | Availability of proposals  |