

Panel Secretary: its role in the evaluation process

Study Visit TEMPUS TLQAA
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Presentation goals

- Context: AUDIT Programme
- IQAS Evaluation Methodology
- Who, how, what, where do they participate
- Conclusions

AUDIT Programme:

It's an ANECA initiative that provides the necessary support and guidance to HEI (Higher Education Institutions), so that they can **design and develop THEIR OWN Internal Quality Assurance Systems (IQAS)**.

STAGES of the AUDIT initiative



1. To support to HEI in the design of the IQAS



2. To *assess* and Certify the *design* of the IQAS



3. To *assess* and Certify the implemented IQAS

HEI´s missions:

- To design IQAS, according to Criteria and Guidelines.
- To improve their IQAS according to recommendations in the Interim and Final reports.
- To implement their IQAS.

ANECA´s missions:

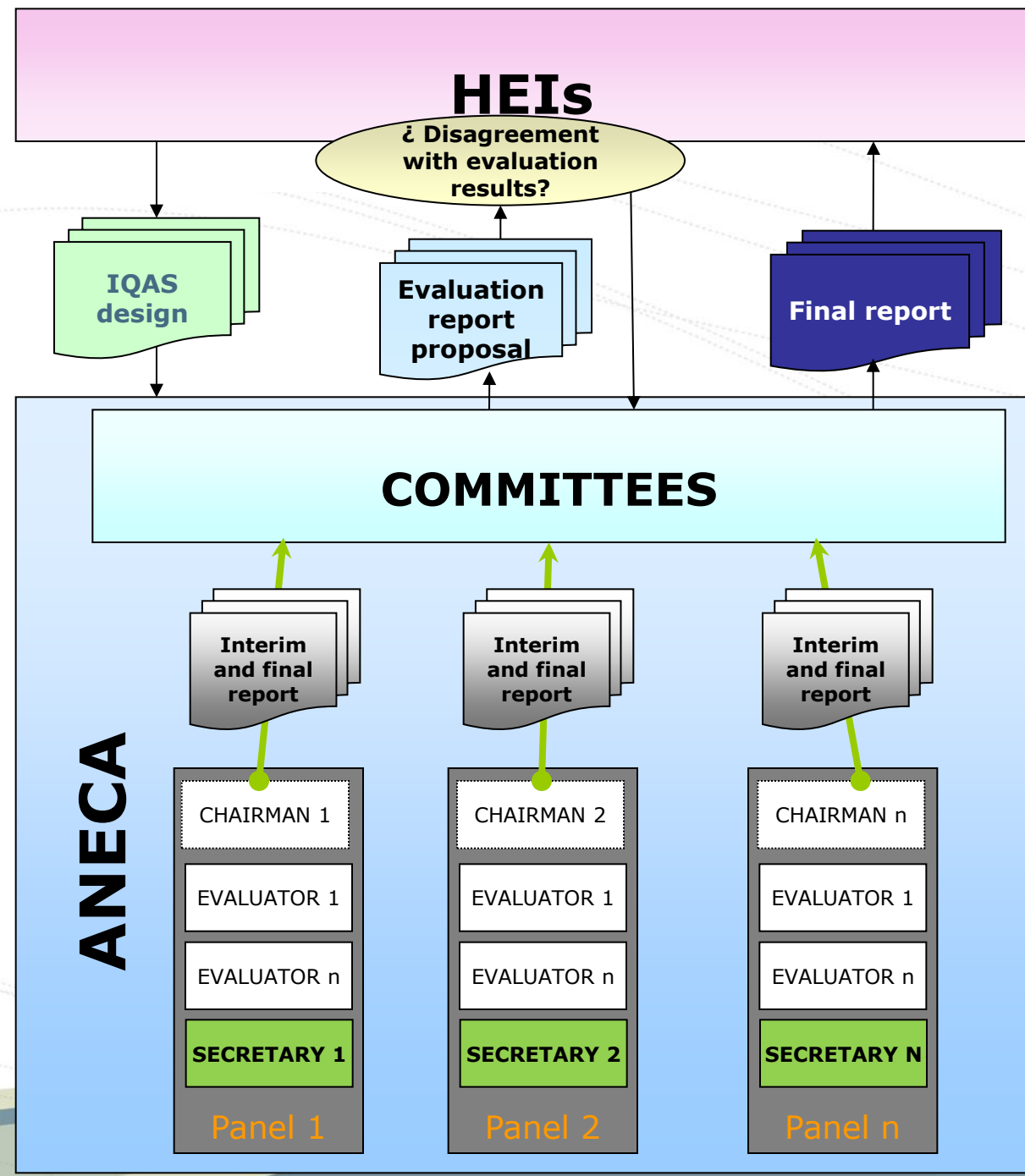
- To draw up Criteria and Guidelines for IQAS.
- To **evaluate** HEI´s IQAS design.
- To **write an Interim and a Final Report** with an advisory function.

Participation of assessment experts

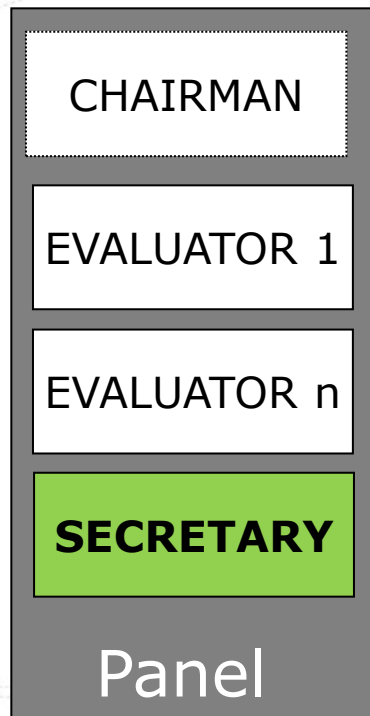


- To **evaluate** HEI's IQAS design and implementation.
- To **write an Interim and a Final Report** with an advisory function.

Information flow

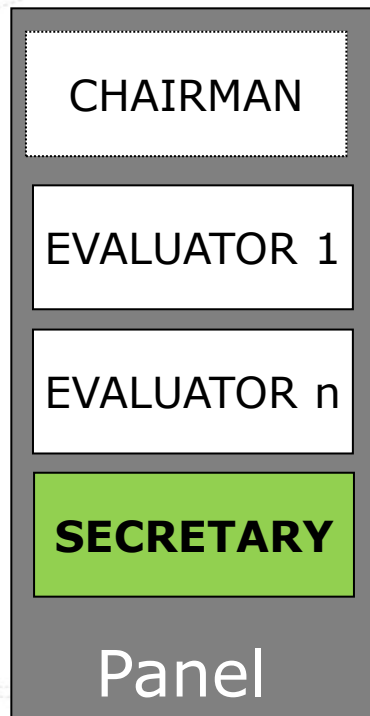


Who can be a panel secretary?



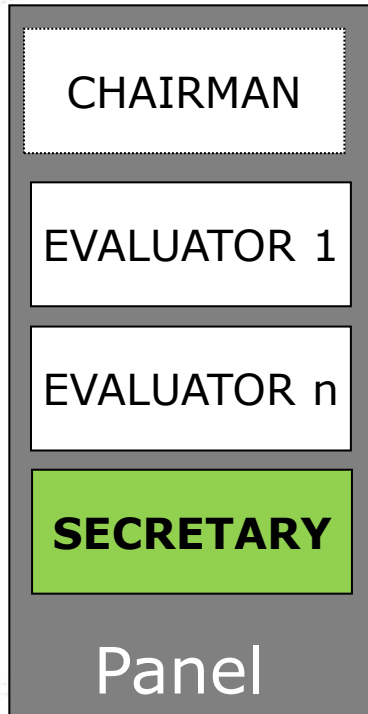
- Technical officers of ANECA
- Members of university technical quality units or vice-rectors, deans, professors

Where do they participate?

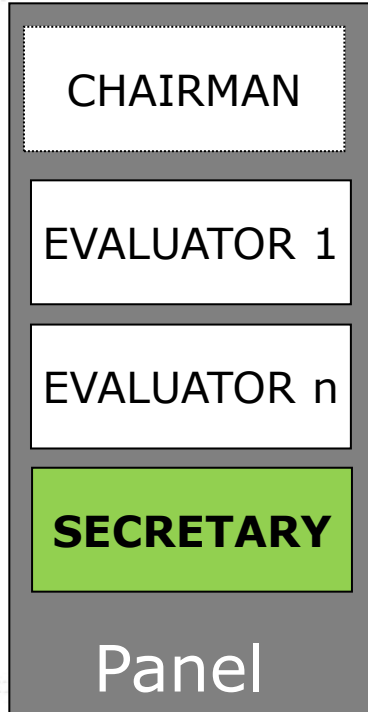


- In *all* ANECA programmes there are secretaries in panels

What tools do they use?

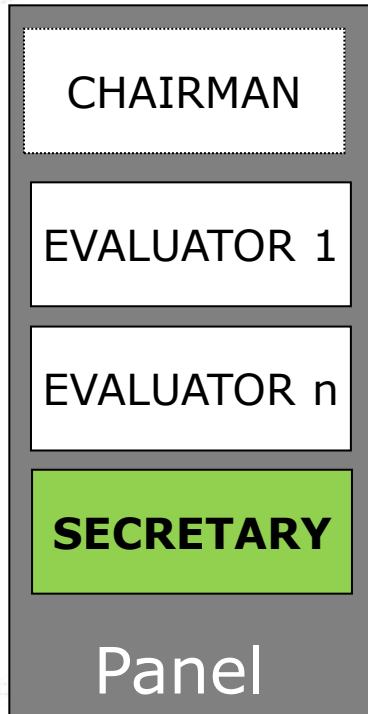


- ANECA has developed a specific electronic tool for supporting the whole process of IQAS evaluation



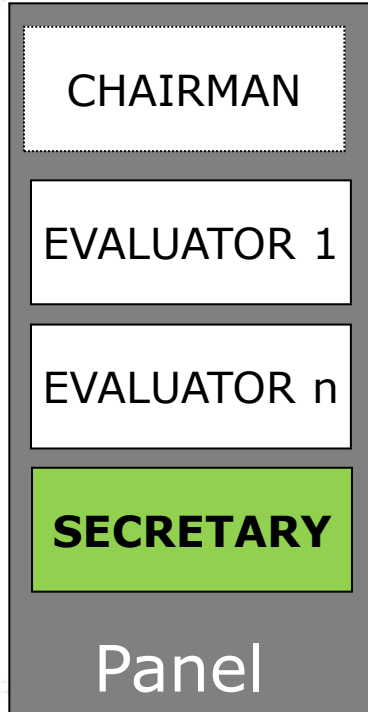
How should be a panel secretary (profile)?

- Good knowledge in IQAS models (preferably AUDIT, but also ISO, TQM, etc.)
- Previous experience in institutions/ programs assessment
- Attend a specific course about the program and the evaluation tools



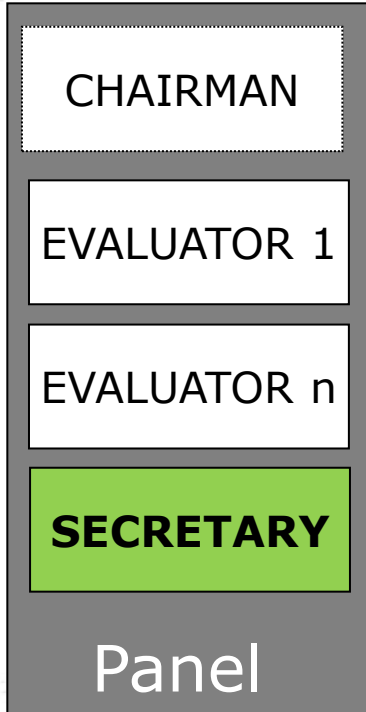
Which is the role of a panel secretary?

- Keeps ANECA 's rules and standards in the committee work
- Assess the evaluators panel 's performance and each of their members
- Gives consistency to the committee 's reports (watch for quality)



Which is the role of a panel secretary?

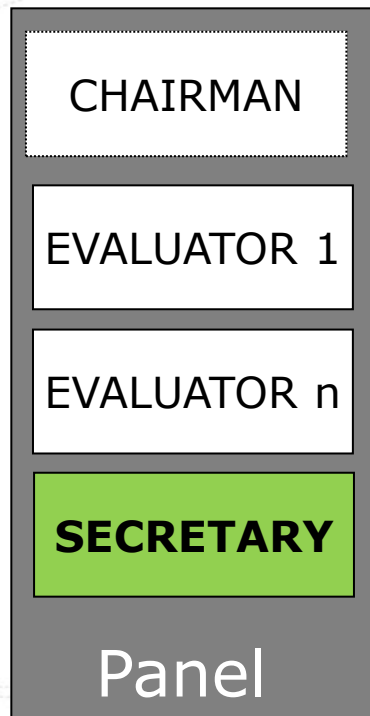
- Takes part in assessment process
- Gives the ANECA style to the reports (collets panel opinions and writes the reports)
- Moreover, chairman and secretary manages the panel meetings to reach an agreement (moderator in meetings)



Which is the role of a panel secretary?

- and above all, (try) to homogenize the level of demand of the different evaluators and panels

Conclusion:



... As they play a **key role** in the ANECA whole activities (even with legal consequences)

... It's crucial to look after the process of **selection, training and updating** of them



AGENCIA NACIONAL DE EVALUACIÓN
DE LA CALIDAD Y ACREDITACIÓN

Thank you for your
attention

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