



Quality review 2003

Appendix A - Calendar of Events

Preparation	
November-December 2002	Establishment of Quality Management Group (QMG) which will meet throughout 2003 Finalisation of review planning process Review panel membership proposed
January 2003	Review panel members invited to join the panel and membership confirmed
Self Review	
Mid January 2003	Presentation to directors and site managers of quality review program by project sponsor and manager
January-February 2003	Divisional feedback groups nominated, meetings held and existing documents gathered
March-end April 2003	Self review document assembled and completed
May 2003	Self review document provided to review panel members

Panel Review

Early June 2003

Review panel members request additional information, if required

Panel Visit (DRAFT)**Day 0 - 15 July 2003**

Review panel visit commences

5.30pm

Initial panel meeting with University Librarian

7.30pm

Dinner

Day 1 - 16 July 2003

8.30am-9.00am

Presentation by University Librarian

9.00am-9.30am

Meeting with library directors

9.30am-11.00am

Meeting with students or staff or other stakeholders (including special interests such as disabilities, international etc)

11.00am-11.30am

Review documents and progress

11.30am-12.30pm

Tour library facilities at Clayton

12.30pm-1.30pm

Lunch with library directors

1.30pm-3.00pm

Meetings with a group of library staff from functional areas

3.00pm-3.30pm	Review previous sessions
3.30pm-5.00pm	Meeting with conveners of committees
5.00pm-7.00pm	Review of day, plan for next day
Day 2 - 17 July 2003	
8.30am-10.00am	Meetings with library staff groups
10.00am-11.00am	Meetings with special project teams
11.00am-11.30am	Review documents and progress
11.30am-12.30pm	Visit Caulfield Library (or meeting with group of library administrative/corporate services staff 11.30am-12.00noon)
12.30pm-2.00pm	Lunch at Caulfield campus with staff from library sites at Berwick, Peninsula, Pharmacy, Caulfield, Gippsland (or lunch with staff from library divisions)
2.00pm-4.00pm	Prepare preliminary findings and draft review report
4.00pm-5.00pm	Presentation of preliminary findings to University Librarian (and library directors) and discussion of issues
5.00pm-6.00pm	Close of review
Post-Review	
Early September 2003	Review report received by University Librarian

Mid September 2003	University Librarian consults with directors and Deputy Vice-Chancellor (Academic and Planning) on implementation plan University Librarian reports major issues/findings to relevant directors, university and faculty committees
March 2004	Quality Management Group considers major recommendations and follow up actions
Ongoing	University Librarian consults with directors on progress of implementation plan
Ongoing	Deputy Vice-Chancellor (Academic and Planning) consults with University Librarian on status of reviews and progress on major issues

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