The Monitoring and Evaluation Process

Quality Assurance for HEIs
2006
Documents on the Visit

- Preparation
  - Primer: pp. 5-6
- Conduct of the Visit
  - Primer: p. 6
- Post-Visit (Report and related matters)
  - Primer: p. 7
- Frequency and Scheduling
  - Primer: p. 5
The Process

CHED notifies HEIs of visit

HEIs participate in orientation

HEI submits SED (2 copies) (within 4 months after notice)

CHEDRO studies SED

Notice of revision (within 3 weeks after SED submission)
The Process

Notice of revision, if any

Submission of revised SED (10 copies)
(4 weeks after notice)

Review team studies SED (1 week after SED re-sub)

Visit (4 weeks after team receives SED re-sub)
The Process

Visit + Preliminary Report to Team Leader

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Report by Team Leader to CHEDRO
(max 2 days after visit)

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CHEDRO reviews for approach/style

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Report to TWG (max 2 weeks after visit)

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TWG review
The Process*

TWG review

CHED CEB

Report to CHEDRO and HEI (Max 6 weeks after visit)

Comments to CHEDRO (max 2 weeks)
More notes on the visit*

- HEI initially chooses category
  - HEI prepares SED according to appropriate indicators
    - Review will be based on these indicators
      - Review team affirms/changes chosen category
        - HEI can change its choice of category (based on review)
          or Review team can schedule another visit
The Visit

- Opportunity for the HEI to show the review team their evidences and to explain certain systems
- Opportunity to evaluate evidences against the claims of the SED
- Opportunity for the review team to discuss the scores and the judgment
CHED’s responsibility

1. CHED shall be responsible for all expenses related to the visit.
2. CHED assessors shall keep to a schedule previously agreed upon by the review team and the HEI.
The School’s responsibility

1. The School shall provide separate venues for the meeting of the review team, the dialogues with various sectors, and meals/snacks.

2. During the scheduling of the visit, the HEIs will be informed on who they should invite to specific dialogues and discussions.
Some reminders

In order not to cause embarrassment on either side, the school:

1. shall not pay for food, transportation, accommodation, and other expenses pertinent to the visit
2. shall not give tokens or gifts of any kind to the assessors
3. shall not hold any reception/program during the duration of the visit.
4. Forward any concerns of the HEI to the CHED secretariat.