

Annual Assessment and Planning — June 17, 2026

1. Meeting Information

Date: June 17, 2026

Convened by: Quality Assurance Office (QAO)

Meeting Type: Institutional Governance and Management Review

Coverage: University-wide academic and administrative units

2. Purpose of the Meeting

- Review school and office accomplishments against the 2025–2030 Institutional Development Plan.
- Present school year 2025–2026 monitoring results and ISO-related data.
- Identify gaps, lessons, and priorities for the next planning cycle.
- Strengthen readiness for accreditation, certification, and other external reviews.

3. Attendance and Governance Representation

The meeting included university leadership and representatives of academic and administrative offices. Individual attendance records and personnel details are omitted from this distribution copy.

4. Key Agenda Items

- Rationale and objectives of annual assessment
- IDP 2025–2030 monitoring and ISO data
- Issues, insights, and actions
- Vice Presidents' directions
- President's directions

5. Key Governance Decisions

- The meeting reviewed whether programs and offices achieved their approved performance indicators and targets. The results were intended to guide the next operational planning cycle.
- The quality assurance report noted continuing strengths in university recognition, management systems, and selected quality indicators, while identifying accreditation coverage and evidence for sustainability-related assessments as areas needing more work.
- ISO monitoring showed that some external findings improved, but the closure of internal findings and opportunities for improvement still required closer tracking and verification.
- The discussion emphasized complete and timely school and office reports, clear evidence for achievements, and closer alignment of planned activities with the Institutional Development Plan.
- The meeting linked assessment findings with proposals for stronger academic outcomes, student support, research, community work, resource management, and external assessment readiness.

6. Action Points and Accountability

Action Item	Responsible Units	Timeline	Expected Outcome
Align revised plans with IDP targets and actual assessment findings	All schools and offices	Next operational planning cycle	Evidence-based annual plans
Submit complete performance reports and supporting records	All schools and offices; QAO monitors	Each reporting cycle	Reliable institutional monitoring
Improve programme accreditation preparation	Academic units, ARC, QAO, VPAA	Ongoing before application/review	Stronger accreditation readiness

Track and close ISO audit nonconformities and improvements	Process owners, internal auditors, QAO	By agreed audit deadlines	Verified closure of findings
Strengthen documentation for rankings and community impact	QAO, RIECO, Linkages, academic and support offices	Next reporting cycle	More complete and credible evidence
Document major operational risks and continuity measures	MIS, CPDO, Finance, Security and concerned offices	During planning and follow-up	Clear risk-response actions

7. Monitoring and Evaluation Mechanism

IDP progress, audit closure, and action items will be monitored through periodic submissions, management reviews, and subsequent planning assessments.

8. Alignment with Audit Expectations

- Senior-level review of performance and priorities
- Comparison of actual results with approved IDP indicators
- Documentation of identified gaps and corrective actions
- Integration of assessment outcomes into institutional plans

9. Conclusion

The annual review connected institutional performance evidence with planning priorities and continued improvement.

Prepared by: Quality Assurance Office Team