

Checklist for Rapid Assessment of a Tertiary Education Institution

Students:

1. Admission Requirements.
2. Proportion of admitted students / candidates by discipline.
3. Enrollment (distribution by level of study, discipline, gender, socio-economic origin, education level of the parents, regional and ethnic groups, nationality, age, full time / part time).

Educational Program:

1. Degrees and programs.
2. Programs recently introduced / suppressed (as result of strategic planning).
3. Curriculum (innovations).
4. Common programs and activities with other departments / faculties (multi-disciplinarity), and with other institutions (national or foreign).
5. Pedagogical Practices (use of teaching assistants instead of qualified teachers).
6. Distance Education (degree, non degree).
7. Online Education (degree, non degree).
8. Library and information management strategy.
9. Teaching equipment.
10. Linkages (with industry and services sectors, with other tertiary education institutions nationally and internationally).
11. Quality Assurance Mechanisms (evaluation of quality of teaching, internal and external evaluation, accreditation).

Faculty and administrative staff:

1. Distribution of Faculty (Full time / Part time; Titles; Qualifications; Gender).
2. Student / Teacher Ratio (with full time and part time teachers).
3. Staff Development.
4. Staff Retention and Loss.
5. Salary Levels.

Financing:

1. Revenues (composition).
2. Government budget (amounts and allocation criteria).
3. Additional resources.
4. Tuition fees schedule (by program) and revenues
5. Contracts
6. Donations
7. Expenditures (composition)
8. Technology spending (administrative software, academic software, administrative hardware, academic hardware, staff training, system maintenance).
9. Unit Costs (per student year and per graduate).
10. Student Aid (tuition waivers, scholarships, student loans, work scholarships).

Governance:

1. Governance at different levels with respect to decision making and selection of people in responsibility positions (unit, department, faculty, institution).
2. Process whereby the Rector/Vice-Chancellor/President is chosen.

Management:

1. Strategic planning.
2. Management training.
3. MIS (computerized functions, integration of MIS, equipment).

Efficiency and cost-containment behaviors:

1. Mergers (departments, programs, schools, institutions).
2. Reducing the teacher/student ratio.
3. Cost rationalization on overheads.
4. Sub-contracting of non-educational services.
5. Phasing out of redundant teaching and administrative staff through buy-up, attrition and dismissals.
6. Better utilization of facilities and equipment through sharing and longer hours.
7. Effective maintenance practices.
8. Production of scientific and technical equipment for teaching purposes.
9. Joint purchasing contracts (among departments, schools or even institutions).
10. Running joint programs (among departments, schools or even institutions).

Outputs:

1. Graduates (by department, discipline, level of study, gender, socio-economic origin, level of education of parents, regional and ethnic group).
2. Average duration to graduate (time-to-degree).
3. Research outputs of faculty, students.
4. Extension activities or community service.
5. Overall employment rate of age cohort / employment rate of graduates.

As much as possible, look at evolution of data over time and do benchmarking by looking at evolution of comparable institutions in same segment of the tertiary education system.

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