

Action Plan for Academic Year 2004

Date Due/ Time Frame	Activities	Responsible Persons	Budget (Baht)
1 -15 May 2004	1. Development and Implementation of Strategic Planning (SWOT), Evaluation of Strategic , Action Plans, Quality Assurance Analysis	P/R/T	-
20 June 2004	2. Revision of the QA 1 year Plan 2004		
30 June 2004	3. Revision of the QA 5 year Master Plan 2004		
30 June 2004	4. Annual Report of CFE 2003		
15 July 2004	5. Revise Performing Manual of CFE		
15 April 2004	6. QA Model Revision		
1 May 2004	7. QA Model Acceptance, approved and feedback		
15 May 2004	8. QA Manual Revision for Academic Units (3 rd Edition 2004)		
15 May 2004	9. QA Manual Revision for Administrative Units (3 rd Edition 2004)		
15 May 2004	10. Develop the Manuals to streamline the auditing and assessment process		
30 May 2004	11. QA Manual, Internal Audit and Assessment Manual, and Internal Audit and Assessment Scorebook (3 rd Edition 2004) Acceptance and feedback for Academic & Administrative Units	QT 4	
1 June 2004	12. Dissemination of QA Manual (3 rd Edition 2004) for Academic & Administrative Units (500 sets)	QT 4/ QT 1-2 of Academic & Administrative Units/ Auditors	
30 June 2004	13. Dissemination of Internal audit and assessment Manuals (3 rd Edition 2004) for Academic & Administrative Units (500 sets)	QT 4/ QT 1-2 of Academic & Administrative Units/ Auditors	
15 June 2004	14. Dissemination of Internal audit and assessment Scorebooks (3 rd Edition 2004) for Academic & Administrative Units (500 sets)	QT 4/ QT 1-2 of Academic & Administrative Units/ Auditors	
15 May 2004	QA Internal Audit & Assessment process Development		R/T
Date Due/ Time Frame	Activities	Responsible Persons	Budget (Baht)
1 July 2004	Update the Internal audit committee name list		
15 July 2004	QA Audit & Assessment process acceptance	QT 4, Auditors	
30 June 2004	Development of Self- Assessment Report Form (SAR)		
30 June 2004	Develop Internal Audit and Assessment Report Form		
15 July 2004	QA Internal Audit & Assessment Training for Auditors and Assessors by external expertise		
15 July 2004	Check the free time from Internal audit committee and Academic and Administrative Units for internal audit and assessment date to set the time table		
20 July 2004	Dissemination of the time table for Internal Audit and Assessment 2004 to Auditors and Academic and Administrative Units on Website and other ways		
30 July 2004	Write up and Finalization of the SAR of CFE analysis and Management		
30 July 2004	Submission the CFE Self-Assessment Report 2003		
30 August 2004	Submission the Self-Assessment Report 2003	Academic and Administrative Units	

1 Sep – 30 Nov 2004	QA Internal Auditing and Assessment by Internal Audit and Assessment Committee	IAAT	
	Preparation of Internal Audit and Assessment Rpt		
	Feedback to units assessed by IAAT through the IAAT report		
	Follow-up the IAA Report (SAR) 2003 of the Academic and Administrative Units from Internal Audit Committee		
	Approval of IAA Report and SAR and Feedback to units and IAAT by CFE		
	Internal Audit and Assessment Report of the Academic and Administrative Units analysis and Management		
	Self-Assessment Report (SAR) of University / Annual Report analysis and management to CHE		
	QA MIS Phase I Proposal		
20 May 2003	Graduates' Benchmark Model Proposal		
June – July 2004	Liaison with Units to ensure understanding of QA manual (3 rd Edition 2004)		
10 – 14 March 2004	Development and conduct of workshops: Observation trip to Chiangmai and Payap University to study their QA system		
June 2004	Staff's workshop to enhance their knowledge of the AuQs 2000 QMPIS		
August 2004	Students' workshop and exhibition to enhance their knowledge of the AuQS 2000 QMPIS		
July 2004	Workshop on Service Quality for Administrative Units		
July 2004	Workshop for the enhancement of auditing and assessment skills		
April 2004	Development of AU Academic Standards Presentation of Academic Standards requirement to faculty at their Strategic Plan Seminar		T
12 June 2004	Development of AU administrative Standards. Presentation of administrative Standards requirement to faculty at their Strategic Plan Seminar		
Nov. – April 2004 Feb. – April 2004			P/T
Jan. – March 2004 January 2004 March 2004 April – May 2004	Phase I - QA Website Development <ul style="list-style-type: none"> o Redesign the QA webpage o Upload all the PDF files of the QA manuals, SAR and IAAT Reports Training the DIM Administrator to be the system administrator of the QA web	P/R, QT AuNet/P AuNet/Penkae AuNet/Penkae	
April – December 2004	Study of the Indicators and Measurement for evaluation of performance and quality	R/T	
May 2004	Identification of Training needs of faculty and staffs for academic year 2004 (Training for QT1-2 for administrative Units about write up the SAR)	T	
15 May 2004	Finalization of QA 1 year and 5 year Master Plan	R/T	
	Internal Quality Assurance Research		
	Benchmarking Research		
	Satisfaction Surveys of the stakeholders in conjunction with RIAU		