

# Action Plan

Academic Year 2006 (June 1, 2006 – May 31, 2007)

Center for Excellence--CFE, Assumption University

## Details of Action Plan for Academic Year 2006

Action Plan/ Goal	Projects/ Activities	Time Frame	Responsible	Detail of Budget	Budget (baht)
AP 10 and G 1	1 Consolidation of schedule for Internal audit committee and Academic and Administrative Units for internal audit and assessment 2006	15 February 2007	R	Document (papers)	100
G 1	2 Inform all units of submission SAR 2006 (1-30 April 2007) on website, E-mail, and documentation.	15 February 2007	R/ T	Document (papers)	100
AP 1 and G 3	3 Preparation of CFE Annual Report 2006	28 February 2007	R	Document (papers)	50
AP 1 and G 3	4 Revision of the QA 1 year Plan 2007	15 April 2007	P/ R/ T	Document (papers)	50
AP 10 and G 1	5 Dissemination of schedule of IAA 2006 to Auditors and Academic and Administrative Units on the Website, Board, QA Newsletter, and Documentation.	15 February 2007	P/ R	Document (papers)	500
AP 1 and G 3	6 Review and revise the CFE staffs' portfolio, work schedule plan and Action Plan for 1 year	30 April 2007	P/ R	Document (papers)	50
AP 1 and G 3	7 Revision of the QA 5 year Master Plan 2006-2010	30 April 2007	P/ R/ T	Document (papers)	50
AP 1 and G 3	8 Write up and Finalization of the SAR 2006 of CFE	30 April 2007	P/ R/ T	Document (papers)	50
AP 1 and G 3	9 Submission of the CFE Self Assessment Report SAR 2006	30 April 2007	P/ R/ T	Document (papers)	50
AP 2 and G7	10 QA – MIS software system Development	May 2007	P/ T	System development	150,000
G 1	11 Analysis and Management of the Internal Audit and Assessment Report 2006 of all units by CFE	1 May – 15 June 2007	CFE	Document (papers)	500
AP 10 and G 2	12 Preparation of format (Spread Sheet) of the data collection for the external audit and assessment in 2006 (Au 2 <sup>nd</sup> External Audit in August 2006)	May 2006	R/ T	Document (papers)	100
AP 5	13 Training of QA Assessor and Leader	May 2007	R/ T	Compensation Document (papers) Room	9,000 500 6,000
G 1	14 QA Internal Audit and Assessment 2006 by IAAT	1-31 May 2007	IAAT/ CFE	Document (papers)	4,000
G 1	15 IAAT prepare the Internal Audit and Assessment Report 2006 of all units to CFE and Feedback to units assessed by IAAT through the IAAT Report	1-31 May 2007	IAAT/ CFE	Document (papers)	1,000

Action Plan/ Goal	Projects/ Activities	Time Frame	Responsible	Detail of Budget	Budget (baht)
AP 5	16 Students' workshop and exhibition to enhance their knowledge of the AUQS 2000 QMIPS conducted by Student Affairs	December 2007	P/ R/T Student Affairs	Document (papers)	5,000
AP 2 and G 2	17 Write up and finalization Self Assessment Report Au - SAR 2006 of University, Annual Report Analysis and management	1-15 June 2007	CFE	Document (papers)	500
G 2 and G3	18 Propose Au – SAR 2006 to the President/QT 4 for submission to CHE and ONESQA	30 July 2007	CFE/ QT 4	Document (papers)	500
G 1	19 2 <sup>nd</sup> External Assessment round by ONESQA	July 2006	CFE	Document (papers) Room Lunch Coffee break	1,000 30,000 10,000 6,000
AP 3, AP 9 and G 6	20 Instructor Competency and Effectiveness Index Survey conducted by RIAU	August – September 2006	P/ R/T RIAU	Document (paper)	500
AP 3, AP 9 and G 6	21 Student Competency and Effectiveness Index conducted by RIAU	August – September 2006	P/ R/T RIAU	Document (paper)	500
AP 6 and G 5	22 Present Research Paper at International Conference	September 2006		Addition expenses	100,000
AP6 and G5	23 Preparation of the QA Newsletter Issue 8 (Oct 2006 – Jan 2007)	October 2006	P/ T	Document (papers)	100
AP6 and G5	24 Dissemination the QA Newsletter Issue 8 to all units and put on website.	January 2007	P	Document (papers)	13,200
AP 3 and G 6	25 Resource Provider Competency and Effectiveness Index finalization	December 2006	P/ R/T	Document (paper)	500
AP6 and G5	26 Preparation of the QA Newsletter Issue 9 (Feb - May 2007)	February 2007	P/ T	Document (papers)	100
AP6 and G5	27 Dissemination the QA Newsletter Issue 9 to all units and put on website.	May 2007	P	Document (papers)	13,200
AP 8 and G4	28 Workshops for strategic planning to units	September 2006	P/T	Resource Person Document (papers) Meeting room	36,000 1,000 6,000
AP 10 and G6	29 Development of more specific indicators on teaching, learning and research	March 2007	T	Documents (papers)	1,000
AP6 and G5	30 Preparation of the QA Newsletter Issue 10 (Jun - Sep 2007)	May 2007	P/ T	Document (papers)	100
AP6 and G5	31 Dissemination the QA Newsletter Issue 10 to all units and put on website.	June 2007	P	Document (papers)	13,200
AP6 and G5	32 Preparation of the QA Newsletter Issue 11 (Oct - Jan 2007)	Sep 2007	P/ T	Document (papers)	100
AP6 and G5	33 Dissemination the QA Newsletter Issue 11 to all units and put on website.	Oct 2007	P	Document (papers)	13,200
<b>Total</b>					<b>423,600</b>

## Action Plan and Internal Audit and Assessment for Academic year 2006

No.	Description	Date Due
1.	Submission of SAR 2006 by the Deans/ Directors of each Faculty, Graduate School and Administrative Units	1-30 April 2007
2.	Internal Quality Audit and Assessment	1-31 May 2007
	<b><i>Academic Units</i></b>	
	1. Faculty of Architecture	1-31 May 2007
	2. Faculty of Arts	1-31 May 2007
	3. Faculty of Biotechnology	1-31 May 2007
	4. Faculty of Business Administration	1-31 May 2007
	5. Faculty of Communication Arts	1-31 May 2007
	6. Faculty of Engineering	1-31 May 2007
	7. Faculty of Law	1-31 May 2007
	8. Faculty of Nursing Science	1-31 May 2007
	9. Faculty of Risk Management and Industrial Services	1-31 May 2007
	10. Faculty of Science and Technology	1-31 May 2007
	11. Institute for English Language Education (IELE)	1-31 May 2007
	12. Graduate School of ELT and ELL	1-31 May 2007
	13. Graduate School of Business	1-31 May 2007
	14. Graduate School of Information Technology	1-31 May 2007
	15. Graduate School of Counseling Psychology	1-31 May 2007
	16. Graduate School of Education	1-31 May 2007
	17. Graduate School of Philosophy and Religion	1-31 May 2007
	18. College of Internet Distance Education	1-31 May 2007
	<b><i>Administrative Support Units</i></b>	
	1. ABAC Integrated Information Center	1-31 May 2007
	2. ABAC- KSC Internet Poll Research Center	1-31 May 2007
	3. Office of the Vice President for Administrative Affairs	1-31 May 2007
	4. Au Net Center	1-31 May 2007
	5. Center for Excellence	1-31 May 2007
	6. Central Library	1-31 May 2007
	7. Computing Center	1-31 May 2007
	8. Office of the Vice President for Financial Affairs	1-31 May 2007
	9. Office of Graduate Schools	1-31 May 2007
	10. Office of Human Resource Management	1-31 May 2007
	11. Office of International Affairs	1-31 May 2007
	12. Office of Thai Art and Culture	1-31 May 2007
	13. Office of the President	1-31 May 2007
	14. Office of the Registrar	1-31 May 2007
	15. Office of the Vice President for Academic Affairs	1-31 May 2007
	16. Office of the Vice President for Information Technology	1-31 May 2007
	17. Research Institute	1-31 May 2007
	18. Student Affairs	1-31 May 2007
3.	Feedback by the IAAT and submission of the IAAT report 2006	1-31 May 2007
4.	Feedback to units assessed and IAAT	1-31 May 2007
5.	Preparation of the University Quality Assessment Report 2006	June 2007