

## 9. The Role of the PPR Committee

Upon being informed about the upcoming PPR, FICS Boards will need to establish a PPR Committee. This may be an already established Board of Studies. The decision on the composition of the PPR Committee shall be driven by practical considerations, such as the number of programmes for review, the size of the FICS, etc. The PPR Committee will be chaired by a person who shall be tasked with driving this process in a timely manner. The Chair of the PPR Committee will act as point of reference and coordinate the collection of data and material. In collaboration with the other members of the PPR Committee, the Chair shall prepare the Self-Evaluation Document (SED) with input from colleagues. Students should also be consulted and the Faculty Board/Board of Studies should be given the opportunity to comment on the SED prior to submission. The PPR Committee should ideally have a secretary.

The PPR Committee shall be responsible for:

1. drawing up a list of persons who may contribute towards and who may have an interest in the quality of the programme in view of their relationship to its subject matter;
2. engaging with all members of staff associated with the delivery and management of the programmes;
3. identifying the type of information to be collected from various stakeholders. The data collection needs to be wide enough to allow for a fair and balanced evaluation of the strengths and areas for enhancement of the identified programme;
4. deciding upon the relevant various stakeholders and the various modes of data collection (such as focus group interviews or discussions, peer collaboration, surveys, etc.);
5. planning a timeline for the effective collection of data in a timely manner;
6. analysing the data collected and eliciting pertinent findings;
7. collating data and information in the form of a SED;
8. identifying persons who will be part of the Stakeholders' Committee (SC).