

**Preliminary Timeline for the 2009 Cycle 2 AUQA Audit of CSU  
 (including associated meetings and events)**

\*Please Note: numerous dates that refer to AUQA Audit activities which are *highlighted* are approximate only. Their timing has been determined from the typical sequence and timescale as outlined in AUQA's Audit Manual v5.0 (June 2008).  
 Dates will be revised and/or confirmed as CSU receives advice.

<b>December 2008</b>		
Wednesday	3 December	<b>Academic Senate Meeting</b> 10.00am – 3.00pm, Bathurst Agenda closes – 18 November
Thursday	18 December	<b>University Council Meeting</b> 10.00am – 3.00pm, Bathurst Campus Agenda closes – 4 December
Thursday	24 December	<b>Agreement that the University will have a reasonable understanding of its position in relation to each Theme and the Senate Review in terms of:</b> <ul style="list-style-type: none"> <li>• achievements to date ;</li> <li>• the position at the time of writing the portfolio and at the audit date; and</li> <li>• planned “work in progress” at audit and in the medium term.</li> </ul>
<b>February 2009</b>		
Tuesday	3 February	<b>AUQA Steering Committee Meeting</b> 1.00pm – 2.00pm, Teleconference
Wednesday	11 February	<b>UCPC Meeting</b> 10.00am – 12.00pm, Videoconference Agenda closes – 28 January
Monday	23 February	Autumn Session Begins
Monday and Tuesday	23 February and 24 February	<b>SEC Retreat</b> Bathurst
Wednesday	25 February	<b>Academic Senate Meeting</b> 10.00am – 3.00pm, Bathurst Agenda Closes – 10 February
Thursday	26 February	<b>University Council Meeting</b> 9.30am – 3.00pm, Goulburn Agenda closes – 12 February
<b>March 2009</b>		
Monday	2 March	<b>AUQA Steering Committee Meeting</b> 1.00pm – 2.00pm, Teleconference
Monday and Tuesday	18 March and 19 March	<b>Vice-Chancellor’s Forum</b> Bathurst
Monday – Wednesday	23 March – 1 April	<b>Vice-Chancellor’s Roadshow</b>
<b>April 2009</b>		
Wednesday	1 April	<b>UCPC Meeting</b> 10.00am – 12.00pm, Videoconference Agenda closes – 18 March

Tuesday	7 April	<b>AUQA Steering Committee Meeting</b> 11.00pm – 12.00pm, Teleconference
Thursday	9 April	On-campus classes end
<b>May 2009</b>		
Monday	4 May	On-campus classes resume
Tuesday	5 May	<b>AUQA Steering Committee Meeting</b> 11.00am – 12.00pm, Teleconference
Monday and Tuesday	11 May and 12 May	<b>SEC Retreat</b> Wagga Wagga
Wednesday	13 May	<b>UCPC Meeting</b> 10.00am – 12.00pm, Videoconference Agenda closes – 29 April
Wednesday and Wednesday	13 May; and 20 May	<b>Draft Performance Portfolio Chapters Due to the Office of Planning and Audit</b> Chapter 1 – 13 May Chapter 2 – 13 May Chapter 3 – 20 May
Wednesday	27 May	<b>Academic Senate Meeting</b> 10.00am – 3.00pm, Wagga Wagga Agenda closes – 12 May <i>to comment on the Draft Performance Portfolio</i>
Thursday	28 May	<b>University Council Meeting</b> 9.30am – 3.00pm, Orange Agenda closes – 14 May
<b>June 2009</b>		
Wednesday	3 June	<b>AUQA Steering Committee Meeting</b> 2.00pm – 3.00pm, Teleconference
Monday	22 June	<b>Senior Executive Committee (SEC)</b> <i>to review and approve the Performance Portfolio</i>
Wednesday	24 June	<b>Performance Portfolio sent to Print</b>
Friday	26 June	<b>Autumn Session Ends</b>
<b>July 2009</b>		
Monday	6 July	<b>AUQA Steering Committee Meeting</b> 1.00pm – 2.00pm, Teleconference
Tuesday	7 July	<b>Vice-Chancellor's Forum</b> <i>to receive and discuss CSU's Cycle 2 AUQA Audit Performance Portfolio</i>
Thursday and Friday	16 July and 17 July	<b>SEC Retreat</b> Bathurst
Friday	17 July	<b>Performance Portfolio submitted to AUQA</b>
Monday	20 July	<b>University Council Meeting</b> 9.30am – 3.00pm, Bathurst Agenda closes – 6 July <i>to receive and note CSU's Cycle 2 AUQA Audit Performance Portfolio</i>
Monday	27 July	<b>Spring Session Begins</b>
<i>Expected 27 July - 7 August</i>		<i>Draft Audit Visit program provided, requests for further information required, details of offshore sites to be visited (if any) &amp; parameters for Preparatory Visit sent to CSU.</i> <i>Agent: Audit Director / Panel Chair / CSU</i>

<i>Expected 27 July - 7 August</i>		<i>Finalise program for Preparatory Visit Agent: Audit Director / CSU</i>
<b>August 2009</b>		
Tuesday	4 August	<b>AUQA Steering Committee Meeting</b> 11.00am – 12.00pm, Teleconference
Wednesday	5 August	<b>Academic Senate Meeting</b> 10.00am – 3.00pm, Albury-Wodonga Agenda closes – 21 July <i>to receive and note CSU's Cycle 2 AUQA Audit Performance Portfolio</i>
Wednesday	12 August	<b>UCPC Meeting</b> 10.00am – 12.00pm, Videoconference Agenda closes – 29 July
Friday	21 August	<b>Request for Further Information to CSU no later than this date</b>
<b>September 2009</b>		
Tuesday	1 September	<b>AUQA Steering Committee Meeting</b> 2.00pm – 3.00pm, Teleconference
Friday	4 September	<b>Preparatory Visit</b> Committee Room, The Grange Bathurst Campus
Monday and Tuesday	7 September and 8 September	<b>Vice-Chancellor's Forum</b> Bathurst
Tuesday	8 September	<b>Request for Further Information – Chapter 3 Offshore and Onshore Partner Visits due to AUQA</b>
<i>Expected week beg. 7 September</i>		<i>CSU sends AUQA further information requested. Agent: CSU</i>
<i>Expected week beg. 7 September</i>		<i>Final Audit Visit program sent to CSU Agent: Audit Director</i>
<i>Expected week beg. 7 September</i>		<i>CSU sends provisional list of names and positions of interviewees for each Audit Visit session to AUQA for comment Agent: CSU</i>
Friday	11 September	On-campus classes end
Monday – Monday	15 September – 21 September	<b>Offshore Visits</b> 16 September           HELP, HELP University College, Kuala Lumpur, Malaysia  18 September           SPACE, University of Hong Kong, Hong Kong, China  21 September           Changchun Taxation College, Changchun, China
Tuesday	22 September	<b>Request for Further Information due to AUQA</b>
Wednesday	23 September	<b>Academic Senate Meeting</b> 10.00am – 3.00pm, Goulburn Agenda closes – 8 September
Thursday	24 September	<b>University Council Meeting</b>

		9.30am – 3.00pm, Albury -Wodonga Agenda closes – 10 September
Monday and Tuesday	28 September and 29 September	<b>SEC Retreat</b> Wagga Wagga
Monday – Wednesday	28 September – 30 September	<b>Onshore Pre-Audit Visits</b> 28 September Study Group Australia, Sydney 28 September Tertiary Education International 29 September CSU, Wagga Wagga Campus 30 September CSU, Goulburn Campus (NSW Police College)
<b>October 2009</b>		
Thursday	1 October	<b>AUQA Steering Committee Meeting</b> 11.00am – 12.00pm, Teleconference
Tuesday	6 October	On-campus classes resume
Monday – Thursday	12 October – 15 October	<b>AUQA Audit</b> National Wine and Grape Industry Training Centre Charles Sturt University, Wagga Wagga Campus
Monday – Friday	19 October – 23 October	<b>Vice-Chancellor’s Roadshow</b>
<i>Expected week beg. 19 October</i>		<i>All interviewees at the Audit Visit invited to comment on the audit Agent: AUQA</i>
Wednesday	28 October	<b>UCPC Meeting</b> 9.00am – 3.00pm, Bathurst Agenda closes – 14 October
<b>November 2009</b>		
Wednesday and Thursday	4 November and 5 November	<b>Vice-Chancellor’s Forum</b> Wagga Wagga
Friday	27 November	<b>Spring Session Ends</b>
<b>December 2009</b>		
Wednesday	2 December	<b>Academic Senate Meeting</b> 10.00am – 3.00pm, Orange Agenda closes – 17 November
<i>Expected 7 December – 18 December</i>		<i>Audit report revised and definitive draft sent to:</i> <ul style="list-style-type: none"> <li><i>CSU (for comment on fact and emphasis; see Section 5.3 of Audit Manual)</i></li> <li><i>AUQA Board (for information)</i></li> <li><i>Panel members (for comment if desired)</i></li> </ul> <i>Agent: Audit Director</i>
Thursday	17 December	<b>University Council Meeting</b> 9.30am – 3.00pm, Wagga Wagga Agenda closes – 3 December
<i>Expected week beg. 28 December</i>		<i>CSU responds to definitive draft of audit report Agent: CSU</i>
<b>January 2010</b>		

<i>Expected week beg. 11 January</i>	<i>Audit report finalised Agent: Audit Director / Panel Chair</i>
<i>Expected week beg. 11 January</i>	<i>Report sent to AUQA Board for approval of release Agent: Audit Director</i>
<b>February 2010</b>	
	<i>Audit report publicly released  Placed on AUQA website and distributed to interested persons / bodies  Agent: AUQA</i>
	<i>Feedback on audit process sought by AUQA from auditee contact person and panel members Agent: CSU / Panel</i>
	<i>AUQA Board chair telephones CEO of auditee to invite any bbrief oral comments to supplement written feedback Agent: AUQA Board Chair</i>
	<i>Good practices noted for inclusion in the AUQA Good Practice Database Agent: AUQA Staff</i>
<b>January 2011</b>	
	<i>AUQA writes to auditee requesting a progress report to AUQA showing actions taken in response to the audit report Agent: AUQA</i>
	<i>Auditee provides the progress report, to be considered by AUQA Agent: CSU</i>
	<i>Auditee publishes progress report on its own website and AUQA provides a link from its website to the progress report on the auditee's website Agent: AUQA / CSU</i>
	<i>Report sent to AUQA Board for approval of release Agent: Audit Director</i>