ORGANIZATIONAL STEPS
QUALITY CIRCLE

Preparation		
Preparation	semester break	✓ Get an overview of QZs in the coming semester (study programs and possibly subjects)
	end of semester break	✓ Create myStudy folder (current data for the subject / study program provided by Team Q and last teaching report)
		✓ Reminder to the **study program managers**: Coordinate the date of the quality circle with the lecturers
	once date is set	✓ Communicate dates to the **program student council/FGV**; coordinate topics
		✓ Enter date in myStudy (additional offers – "Qualitätszirkel" = quality circle)
	2-3 weeks before the date	✓ Invitation to the quality circle via myStudy
		✓ **Study program managers** send invitations to the teachers (teachers advertise in courses)

Execution	
Execution	✓ Free in conduct (for suggestions see moderation guide, template teaching report)
	✓ Report on implementation of the agreed measures from the last teaching report
	✓ If helpful, use data from system surveys and LVE to identify development needs
	✓ Coordination of concrete needs for action and improvement (to be recorded in the teaching report)

Follow-up	
Follow-up	✓ **Study program managers** are responsible for preparing the teaching report
	✓ Coordination of teaching report with **program student council/FGV**
	✓ Committee run of the teaching report (study commission, faculty council/respective School)
	✓ E-mail the teaching report to Team Q and possibly respective School

Implementation (e.g. preparation of FSA changes, formation of working groups, etc.)

PLAN

DO

CHECK

ACT

DR. KIRSTEN MÜLHEIMS | Team Q
Head of Evaluation
Fon 04131.677-2244 | kirsten.muelheims@leuphana.de
www.leuphana.de/qualitaetszirkel

LEUPHANA
UNIVERSITY OF LÜNEBURG