

DVC TL Portfolio OPERATIONAL CALENDAR and IMPORTANT DUE DATES FOR 2021

Acronyms:

AGA:	Academic Grants Administration
ARC:	Admission Requirements Committee
CC:	Career Centre
CTL:	Centre for Teaching and Learning
DHET:	Department of Higher Education and Training
FITLP:	Faculty Integrated TL Plans
LIS:	Library and Information Services
LMC:	Library Management Committee
RCTLA:	Registrar's Committee for Teaching and Learning Agreements
SCALASS:	Sub-Committee for Academic Literacy and Academic Student Support
SCAS:	Senate Committee for Academic Standards
SCFEP:	Sub-Committee for Foundation Education Provision
SCRI:	Senate Committee for Research and Innovation
SCTL:	Senate Committee for Teaching and Learning
SCLPAS:	Senate Committee for Language Planning and Advisory Services
SCTLP:	Steering Committee for Teaching-Learning related projects
SI:	Strategic Intelligence
SIS:	Student Information System
SLISC:	Senate Library and Information Services Committee
SMC:	Senior Management Committee
TLC:	Teaching and Learning Committee
TOC:	Transformation Oversight Committee
Q&APP:	Qualification and Academic Programme Planning
UBC:	University Budget Committee
UCDG:	University Capacity Development Grant
UCE AB:	Unit for Continuing Education Advisory Board
UMC:	University Management Committee
UODL:	Unit for Open Distance Learning
WISL:	Work-Integrated and Service Learning

February 2021		
1	Mon	Covid Response Team meeting (9:00-10:00) Senex meeting (12:00-13:00) FEMS TLC meeting
2	Tue	University Budget Committee meeting (10:00-13:00) FHum & FTheol TLC meetings CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00)
3	Wed	Admission Requirements Committee meeting (10:00-13h00)
4	Thu	Covid Response Team meeting (9:00-10:00) FHSc & FNAS & FEng TLC meetings CTL SPR Directorate Meeting
5	Fri	SIS renewal project meeting (9:00-13:00) UMC Extraordinary meeting (11:00-13:00)
8	Mon	AGENDA closes for SCTL meeting on 16 February: <ul style="list-style-type: none"> • Include in SCTL agenda the CTL professional development workshops calendar for 2021 • Include in SCTL agenda all 2020 end year reports from all TL support structures that form part of the DVC TL portfolio • Include in SCTL agenda the revision schedules for the TLA Rules, the NWU Glossary and the FITLPs SIS renewal project meeting (14:00-16:30) UBC meeting (14:00-16:30) IT Management Committee meeting (10:00-13:00) NWU and Campus CTL Induction programme for Academics 8-12 Feb PQM Clearance Committee meeting
9	Tue	WISL SteerCo meeting (11:30-13:00) SIS renewal project meeting (14:00-16:00) NWU Induction programme for academics Group Check in (CTLF all 3 Campuses) (14:00 - 16:00) Strategic Planning - CTL Marketing (09:00 - 11:00) Business School General Management Scientific Committee meeting (09:00-11:00)
10	Wed	Reminder: Faculties and TL support divisions: Keep working on the content for the DVC TL annual coffee table book Faculty and TL Support Leadership meeting with the DVC TL (14:00-16h00) Returning registered senior students gain access to NWU residences with an approved letter of permission NWU Induction programme for academics Business School People's Management Scientific Committee meeting (09:00-11:00)
11	Thu	Covid Response Team meeting (09:00-10:00) SIS renewal project meeting (14:00-16:00) NWU Induction programme for academics

		FEdu TLC meeting CHE HEQC meeting
12	Fri	Risk Register meeting with Registrar (08:30-10:30) Last day of Senior and returning students registrations NWU Induction programme for academics
15	Mon	Semester 1 classes (online or for some modules, in a limited F2F modality) commences for returning senior students Deans concession examination (3 rd opportunity only for qualifying students) Covid Response Team meeting (09:00-10:00) SCRI meeting (10:00-13:00) SIS renewal project meeting (10:00-13:00; 14:00-16:00) UG Senior / Returning Qualifications, curriculum and module(s) changes
16	Tue	SCTL meeting (10:00-13:00) SIS renewal project meeting (14:00-16:00) Agenda closes for Senate meeting on 24 February
17	Wed	SIS renewal project meeting (10:00-13:00; 14:00-16:00) UMC&SRC meeting (08:00-09:30) UMC meeting (10:00-17:00) Business School Exco meeting (09:00-11:00)
18	Thu	Covid Response Team meeting (09:00-10:00) SCLPAS meeting (14h00-16h00) LMC meeting (10:00-14:00) CLT UCDG meeting Business School TLC meeting (09:00-11:00) Task Team meeting PQM audit (Franciska, Q&APP and SI)
19	Fri	Last day for submitting third opportunity marks, on mark amendment forms at 10:00 ToC meeting (10:00-13:00) Senate Library and Information Services Committee meeting (10:00-13:00)
22	Mon	Covid Response Team meeting (09:00-10:00) First communication out to Faculties on Grow your own talent (GOOT) applications Submissions for the VCs integrated annual report 2020 to Edwina
23	Tue	RCTL Agreements meeting (10:00-11:30) SCLPAS meeting (10:00-13:00)
24	Wed	Senate meeting (14:00-17:00) SIS renewal project meeting CHE Accreditation Committee meeting CTL FTLS Directorate meeting
25	Thu	Covid Response Team meeting (09:00-10:00) CHE Accreditation Committee meeting CTL Strategic meeting
26	Fri	SIS renewal project meeting (11:00-13:00)

		<p>Faculty Task Team members for revision of FITLPs to Franciska</p> <p>SteerCo for TL-related Projects meeting (09:00-13:00)</p> <p>Performance Agreements and Personal Development Plans for all other permanent and fixed term staff submitted onto Nextcloud</p> <p>UG Senior / Returning Qualifications, curriculum and module(s) changes (Add & Drop) closes</p> <p>CTL Strategic meeting</p>
March 2021		
1	Mon	<p>Covid-19 Response Team meeting (09:00-10:00)</p> <p>UCE Advisory Board meeting (10:00-12:00)</p> <p>PQM Clearance Committee meeting</p> <p>CC Departmental meeting</p> <p>Lists of task team members from Faculties and from TL Support departments for the revision of the NWU Glossary, to be sent to Franciska</p> <p>List of task team members from Faculties and from TL Support departments for the revision of the TLA Rules to be sent to Franciska</p> <p>Revision of the Glossary commences until 15 April 2021</p> <p>Revision of TLA Rules commences until 12 May 2021</p>
2	Tue	<p>Agenda closes for UMC meeting of 10 March</p> <p>DVC TL Support Leadership Bi-annual meeting (11:00-13:00)</p> <p>Meeting with SCC academic reps (14:30-15:00)</p> <p>CTLF Management Meetings (09:00 - 11:00)</p> <p>CTLF Operational Team Meeting (OPS) (15:00 - 16:00)</p> <p>Finalise Draft 3 of the NWU Curriculum Framework (Q&APP)</p>
3	Wed	<p>NWU Occupational Health and Safety Committee (14:00-17:00)</p> <p>CTL FTLS Faculty Engagement meeting</p> <p>Business School Exco meeting (09:00-11:00)</p>
4	Thu	<p>Covid-19 Response Team meeting (09:00-10:00)</p> <p>CTL SPR Directorate meeting</p>
5	Fri	FNAS TLC meeting
8	Mon	<p>Covid-19 Response Team meeting (09:00-10:00)</p> <p>First year students' curriculum advice and registrations commence until 12 March</p> <p>CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March)</p> <p>CC Departmental meeting</p>
9	Tue	<p>SIS renewal project meeting (11:00-13:00)</p> <p>CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March)</p> <p>Business School General Management Scientific Committee meeting (09:00-11:00)</p> <p>CC Accounting Virtual Career Fair</p>
10	Wed	UMC meeting (10:00-17:00)

		CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March) CTL FTLS SADS Activities Meeting Business School People's Management Scientific Committee meeting (09:00-11:00)
11	Thu	Covid-19 Response Team meeting (09:00-10:00) FEng TLC meeting CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March) CC Departmental meeting CC Virtual General Fair
12	Fri	First year curriculum advice and registrations closes CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March)
15	Mon	Covid-19 Response Team meeting (09:00-10:00) Faculty and TL Support Leadership meeting with DVC TL (11:00-13:00) First year students, curriculum and module(s) changes (Add and drop) commence until 26 March CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March) CC Departmental meeting Reminder: Revision of the Glossary until 15 April 2021
16	Tue	Semester 1 commences for returning first year students CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March) CC CV and Interview workshop
17	Wed	Council meeting (08:00-17:00) CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March) Business School Exco meeting (09:00-11:00)
18	Thu	Council meeting (08:00-17:00) LMC meeting (10:00-13:00) CTL UCDG meeting CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March)
19	Fri	GOOT applications from Faculties submitted to Franciska CTL FTLS Academic Development Training: Introduction to Qualitative Research Design (8-19 March) CC Law Virtual Career Fair
22	Mon	Public holiday: Human Rights day
23	Tue	RCTL Agreements meeting (11:00-12:30)
24	Wed	GOOT Committee meeting to decide on appropriate candidates for receipt of bursary CTL FTLS SADS Activities meeting
25	Thu	Teaching Excellence Award Ceremony (18h00)

		LMC meeting (10:00-14:00) Business School Advisory Board meeting (10:00-13:00)
26	Fri	SCFEP (10:00-12:00) CC Science and Engineering Virtual Career Fair First year's students, curriculum and module(s) changes (Add & Drop) closes
29	Mon	Covid-19 Response Team meeting (09:00-10:00) University Recess for senior students commences until 1 April Teaching and learning for first year students proceeds as normal until 1 April CC Departmental meeting
30	Tue	Faculty and TL Support Leadership meeting (14:00-16:00) FEdu TLC meeting SCETLE Executive meeting (14:00 – 15:00)
31	Wed	Communicate to Faculties on successful GOOT applications CTL FTLS Directorate meeting Business School Exco meeting (09:00-11:00) CC Website revamp relaunch

April 2021		
1	Thu	UCE Advisory Board meeting (10:00-12:00) Reminder: Revision of Glossary until 15 April Reminder: Revision of TLA Rules until 12 May
2	Fri	Public holiday: Good Friday
5	Mon	Public holiday: Family day
6	Tue	Classes commence after autumn recess FHum TLC meeting CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00)
7	Wed	FLaw TLC meeting
8	Thu	Sub-Comm for Academic Literacy and Academic Student Support meeting (14:00-17:00) CHE HEQC meeting
9	Fri	Senex meeting (10:00-13:00) Model finalised for dashboard for PQM audit project (SI) – meeting of TT (Franciska, Q&APP and SI) to finalise recommendations for faculties (thereafter take to TLCs)
12	Mon	Agenda closes for SCAS meeting of 29 April Agenda closes for UMC meeting of 21 April FNAS TLC meeting CC Departmental meeting CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)
13	Tue	SCLPAS meeting (10:00-13:00)

		<p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p> <p>SCETLE Committee Meeting (09:00 - 11:00)</p> <p>CC CV and Interview workshop</p> <p>Business School General Management Scientific Committee meeting (09:00-11:00)</p>
14	Wed	<p>Faculty and TL Support Leadership meeting with DVC TL (14:00-16:00)</p> <p>Assessment week commences from 14 to 23 April</p> <p>FHSc TLC meeting</p> <p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p> <p>Business School People's Management Scientific Committee meeting (09:00-11:00)</p> <p>Business Exco meeting (09:00-11:00)</p>
15	Thu	<p>SLiSC meeting (11:00-13:00)</p> <p>Feedback on revisions of the NWU Glossary of TL-related concepts submission to Dr Bothma</p> <p>FTheo TLC meeting</p> <p>CTL SPR Directorate meeting</p> <p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p> <p>Submission of all feedback on the revision of the NWU Glossary to be sent to Franciska</p>
16	Fri	<p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p>
19	Mon	<p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p> <p>CC Departmental meeting</p>
20	Tue	<p>RCTL Agreements meeting (10:00-11:30)</p> <p>SCLPAS meeting (14:00-17:00)</p> <p>FEMS TLC meeting</p> <p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p> <p>Agenda closes for SCTL Agenda meeting of 30 April:</p> <ul style="list-style-type: none"> • included in SCTL agenda first feedback reports on the revision of FITLPs from Faculties • feedback reports on Curriculum projects that were funded in 2020 • final version of the amended NWU Glossary for SCTL to recommend to Senate) • Proposal regarding the guidelines for the PQM audit project within faculties • Curriculum Framework status report
21	Wed	<p>UMC meeting (10:00-17:00)</p> <p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p>
22	Thu	<p>CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)</p> <p>CTL UCDG meeting</p>

23	Fri	CTL FTLS Academic Development Training: Evaluation of Teaching And Of Courses (12-23 April)
26	Mon	Faculty and TL Support Leadership meeting with the DVC TL (11:00-13:00) CC Departmental meeting
27	Tue	Public holiday: Freedom day
28	Wed	SCRI meeting (14:00-17:00) ARC meeting (14:00-16:30) University Budget Committee meeting (10:00-13:00) CTL FTLS Directorate meeting Business School Exco meeting (09:00-11:00)
29	Thu	SCAS meeting (08:30-16:30) FEdu TLC meeting
30	Fri	SCTL meeting (10:00-13:00) CC Simplicity Career Zone relaunch
May 2021		
3	Mon	Facing Race week Reminder revision of TLA Rules until 12 May CC Departmental meeting
4	Tue	Facing Race week CTLF Management meetings (09:00 - 11:00) CTLF Operational Team meeting (OPS) (15:00 - 16:00)
5	Wed	Facing Race week CTL FTLS Faculty Engagement meeting
6	Thu	Facing Race week CTL SPR Directorate meeting
7	Fri	Facing Race week FNAS TLC meeting
8	Sat	NWU Open day (PC)
10	Mon	Agenda closes for the UMC meeting of 19 May PQM Clearance Committee meeting CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May) CC Departmental meeting
11	Tue	Faculty and TL Support Leadership meeting with DVC TL (09:00-11:00) WISL SteerCo meeting (11:30-13:00) CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May) Strategic Planning - CTL Marketing (09:00 - 11:00) Business School General Management Scientific Committee meeting (09:00-11:00)
12	Wed	CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May)

		Business School People's Management Scientific Committee meeting (09:00-11:00) Business School Exco meeting (09:00-11:00) Submission of all revisions of the TLA Rules to Franciska for consolidation. Integrated draft to be circulated for final feedback until 30 June
13	Thu	CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May) LMC meeting (10:00-13:00) Business School TLC meeting (09:00-11:00)
14	Fri	SteerCo for TL-related projects meeting (10:00-12:00) Agenda closes for the Senate meeting of 16 May CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May)
17	Mon	CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May) CC Departmental meeting
18	Tue	RCTL Agreements meeting (10:00-11:30) ToC meeting (14:00-17:00) CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May) CC CV and Interview work shop
19	Wed	UMC & SRC meeting (08:00-09:30) UMC meeting (10:00-17:00) CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May)
20	Thu	CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May) CTL UCDG meeting
21	Fri	CTL FTLS Academic Development Training: Writing In The University: Ways Of Knowing, Ways Of Doing (10-21 May)
22	Sat	NWU open day (MC)
24	Mon	CC Departmental meeting
25	Tue	Agenda closes for SMC meeting of 2 June FEdu TLC meeting
26	Wed	Faculty and TL Support Leadership meeting with DVC TL (11:00-13:00) Senate meeting (14:00-17:00) CHE Accreditation Committee meeting CTL FTLS Directorate meeting Business School Exco meeting (09:00-11:00)
27	Do	Agenda closes for the SCAS meeting of 14 June CHE Accreditation Committee meeting
28	Fri	
31	Mon	Agenda closes for UMC meeting of 9 June CC Departmental meeting

June 2021

1	Tue	CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00) CC Virtual Accounting Career Fair
2	Wed	SMC meeting (10:00-13:00) CC Law Virtual Career Fair CC General Career Fair
3	Thu	FNAS TLC meeting CC Science and Engineering Virtual Career Fair CTL SPR Directorate meeting
4	Fri	
7	Mon	PQM Clearance Committee meeting CC Departmental meeting
8	Tue	Group Check in (CTLF all 3 Campuses) (14:00 - 16:00) Business School General Management Scientific Committee meeting (09:00-11:00) CC CV and Interview workshop
9	Wed	UMC meeting (10:00-17:00) Business School People's Management Scientific Committee meeting (09:00-11:00) Business School Exco (09:00-11:00)
10	Thu	
11	Fri	
14	Mon	SCAS meeting (09:00-16:30) First examination opportunity commences on 14 June to 8 July CC Departmental meeting
15	Tue	RCTL Agreements meeting (11:00-12:30) LMC meeting (10:00-13:00)
16	Wed	Public holiday: Youth Day
17	Thu	Council (08:30-16:00) CTL UCDG meeting
18	Fri	
21	Mon	CC Departmental meeting
22	Tue	
23	Wed	Business School Exco meeting (09:00-11:00)
24	Thu	
25	Fri	
28	Mon	CC Departmental meeting
29	Tue	
30	Wed	Closing date for 2022 yearbook amendments that have been approved by Faculty and by SCAS

		NWU Application & Admission Office: Closing date for applications for selection courses in 2022 FEdu TLC meeting CTL FTLS Directorate meeting Final feedback on draft 1 of amended TLA Rules to Franciska for consolidation
July 2021		
1	Thu	All divisions of DVC TL portfolio to start preparing the mid-year APP progress report as per APP goal: to be submitted to Franciska on 23 July All divisions of DVC TL portfolio to start preparing Mid-year TL milestones report from all divisions of the DVC TL portfolio: to be submitted to Franciska on 16 July Faculties to start preparing the Transformation and Alignment progress report 2021. Submissions to Franciska on 31 July UCE: UCE income / expenditure progress report for first semester of 2020 – to UMC on 14 July (agenda closes 5 July)
2	Fri	2022 Budget planning commences and will continue in different phases until end November 2021
5	Mon	Agenda closes for UMC meeting of 14 July NWU Induction Programme for Academics from 5 to 9 July 2021 (MC, PC, VC) Centre for Teaching and Learning (CTL) CC Departmental meeting PQM clearance meeting Commence work on the mid-year APP progress report – submission by end of July
6	Tue	NWU Induction Programme for Academics from 5 to 9 July 2021 (MC, PC, VC) Centre for Teaching and Learning (CTL) CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00) SCETLE Executive Meeting (14:00 - 15:00)
7	Wed	NWU Induction Programme for Academics from 5 to 9 July 2021 (MC, PC, VC) Centre for Teaching and Learning (CTL) FLaw TLC meeting Business School Exco meeting (09:00-11:00)
8	Thu	NWU Induction Programme for Academics from 5 to 9 July 2021 (MC, PC, VC) Centre for Teaching and Learning (CTL) Business School Advisory Board meeting (10:00-13:00)
9	Fri	NWU Induction Programme for Academics from 5 to 9 July 2021 (MC, PC, VC) Centre for Teaching and Learning (CTL) University Recess commences on 9 July until 28 July 2021
12	Mon	CC Departmental meeting
13	Tue	FEMS TLC meeting SCETLE Committee meeting (09:00-11:00) Business School General Management Scientific Committee meeting (09:00-11:00)
14	Wed	UMC and SRC meeting (08:00-09:30)

		<p>UMC meeting (10:00-16:30)</p> <p>CTL FTLS SADS Activities meeting</p> <p>Business School People's Management Scientific Committee meeting (09:00-11:00)</p>
15	Thu	<p>Second Examination opportunity commences on 15 July until 28 July 2021</p> <p>SCALASS meeting (10:00-13:00)</p> <p>CHE HEQC meeting</p> <p>Schedule Mid-year qualitative Performance Review discussions with staff – Deadline for uploading Mid-year Reviews (reporting period January to June 2020) onto Nextcloud under the appropriate OE: 30 July 2021</p>
16	Fri	
19	Mon	<p>RCTL Agreements meeting (11:00-12:00)</p> <p>FHum TLC meeting</p> <p>CC Departmental meeting</p>
20	Tue	FTheol TLC meeting
21	Wed	<p>SCFEP meeting 10:00-12:00)</p> <p>CTL FTLS Faculty Engagements meeting</p> <p>Business School Exco meeting (09:00-11:00)</p>
22	Thu	<p>UCE Advisory Board meeting (10:00-12:00)</p> <p>SCLPAS meeting (10:00-13:00)</p> <p>LMC meeting (10:00-13:00)</p>
23	Fri	All divisions of DVC TL portfolio to submit progress on mid-year APP goals to Franciska
26	Mon	<p>CC Departmental meeting</p> <p>Agenda closes for SCTL meeting of 5 August</p> <p>Include in agenda:</p> <ul style="list-style-type: none"> • All TL mid-year 2021 reports to serve at this SCTL meeting, inclusive of the mid-year report on transformation of TL and alignment of the academic offering across campuses (faculties + DVC TL Office + TL data) • Mid-year TL Support milestones progress report, the mid-year TL indicators report (SI and DVC TL Office) and Student Academic Development and Support (SADS) Report (CTL Directorate – SI, mentorship, tutors etc) • The second progress report on the revision of the FITLPs from Faculties • The final draft of the amended TLA Rules for consideration and recommendation to Senate • Proposal on PQM audit project
27	Tue	
28	Wed	<p>FHS TLC meeting</p> <p>CHE Accreditation Committee meeting</p> <p>CTL FTLS Directorate meeting</p>
29	Thu	<p>Classes commence</p> <p>UG Qualifications, curriculum and module(s) changes (Add & Drop) commence (until 12 August 2021)</p> <p>LMC Committee meeting (10:00-14:00)</p> <p>FEdu TLC meeting</p> <p>CHE Accreditation Committee meeting</p>

30	Fri	Submit integrated mid-year APP progress report to Prof Linda du Plessis Mid-year qualitative performance reviews of all staff concluded and uploaded onto Nextcloud (no scoring)
31	Fri	
August 2021		
2	Mon	2021 Budget planning continues in different phases until end November 2021 Agenda closes for the UMC meeting of 11 August FNAS TLC meeting CC Departmental meeting
3	Tue	SteerCo for TL-related projects meeting (10:00-12:00) CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00)
4	Wed	Business School Exco meeting (09:00-11:00)
5	Thu	SCTL meeting (14:00-17:00) CTL SPR Directorate meeting
6	Fri	
9	Mon	Public Holiday: Woman's day Gender Awareness week PQM Clearance Committee meeting
10	Tue	WISL SteerCo meeting (11:30-13:00) Agenda closes for Senate meeting of 18 August Gender Awareness week Business School General Management Scientific Committee meeting (09:00-11:00)
11	Wed	UMC meeting (10:00-17:00) Gender Awareness week Business School People's Management Scientific Committee meeting (09:00-11:00)
12	Thu	Gender Awareness week Business School TLC meeting (09:00-11:00)
13	Fri	ToC meeting (10:00-13:00) Gender Awareness week
16	Mon	Strategic Planning - CTL Marketing (09:00 - 11:00) CC Departmental meeting
17	Tue	CC CV and Interview workshop
18	Wed	Senate meeting (14:00-17:00) Business School Exco meeting (09:00-11:00)
19	Thu	SCLPAS meeting (10:00-13:00) CTL UCDG meeting
20	Fri	RCTL Agreements meeting (10:00-11:30)
23	Mon	Agenda closes for SCAS meeting of 6 Sept

		CC Departmental meeting Work Readiness Survey from 23 – 27 August
24	Tue	Start preparing the 2022 APP goals – to be submitted for the UMC agenda in September/ November
25	Wed	SMC meeting (10:00-13:00) CTL FTLS Directorate meeting
26	Thu	
27	Fri	Final date for Work Readiness Survey
30	Mon	SCTLP meeting (10:00-13:00) CC Departmental meeting
31	Tue	University Budget Committee (09:00-13:00) FEdu TLC meeting
September 2021		
1	Wed	SCFEP meeting (10:00-12:00) FNAS TLC meeting CTL FTLS Faculty Engagements meeting Business School Exco meeting (09:00-11:00) Commence work on the 2022 APP – submission date to be confirmed
2	Thu	Senex meeting (14:00-17:00) CTL SPR Directorate meeting
3	Fri	
6	Mon	SCAS meeting (09:00-16:30) PQM Clearance Committee meeting CC Departmental meeting
7	Tue	DVC TL Support Leadership Bi-annual meeting (11:00-13:00) CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00) SCETLE Executive Meeting (14:00 - 15:00) ARC meeting (14:00-16:30) FLaw TLC meeting Business School General Management Scientific Committee meeting (09:00-11:00)
8	Wed	Business School People's Management Scientific Committee meeting (09:00-11:00)
9	Thu	Council meeting (09:00-16:30) CHE HEQC meeting LMC meeting (10:00-13:00)
10	Fri	
13	Mon	Language Awareness week University Budget Committee (10:00-13:00) Agenda closes for UMC meeting of 22 September

		CC Departmental meeting
14	Tue	Language Awareness week FHum & FTheol TLC meetings Group Check in (CTLF all 3 Campuses) (14:00 - 16:00) SCETLE Committee Meeting (09:00 - 11:00) CTLF Colloquium - Tentative date (08:00 - 13:00) CC CV and Interview workshop
15	Wed	Language Awareness week FEMS TLC meeting CTLF Colloquium – Tentative date (08:00-13:00) Business School Exco meeting (09:00-11:00)
16	Thu	Language Awareness week Business School Advisory Board meeting (10:00-13:00)
17	Fri	SLISC meeting (11:00-13:00) Language Awareness week
20	Mon	RCTL Agreements meeting (10:00-12:00) CC Departmental meeting
21	Tue	SMC meeting (10:00-11:00) Assessment opportunity commences on 21 September until 1 October 2021 CTLF Strategic Planning n- 2022 (09:00-13:00)
22	Wed	Agenda closes for the SCTL meeting of 4 October (include in SCTL agenda the UCE income / expenditure progress report for third quarter of 2021) UMC meeting (10:00-17:00) FHS TLC meeting
23	Thu	UCE Advisory Board meeting (10:00-12:00) SCRI meeting (10:00-13:00) CTL UCDG meeting
24	Fri	Public holiday: Heritage day Agenda closes for SCTL meeting of 4 October (included in agenda – final submissions of revised FITLPs from Faculties)
27	Mon	Agenda closes for the UMC meeting of 6 Oct CC Departmental meeting
28	Tue	
29	Wed	CHE Accreditation Committee meeting CTL FTLS Directorate meeting Business School Exco meeting (09:00-11:00)
30	Thu	SCALASS meeting (14:00-17:00) CHE Accreditation Committee meeting FEdu TLC Meeting
October 2021		
1	Fri	FNAS TLC meeting

4	Mon	University recess commences on 4 October to 8 October SCTL meeting (10:00-13:00) PQM Clearance Committee meeting CC Departmental meeting
5	Tue	CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00)
6	Wed	UMC meeting (10:00-17:00)
7	Thu	CTL SPR Directorate meeting
8	Fri	
11	Mon	CC Departmental meeting
12	Tue	Strategic Planning - CTL Marketing (09:00 - 11:00) CTLF Strategic Planning - 2022 (09:00 - 13:00) LMC meeting (10:00-13:00) Business School General Management Scientific Committee meeting (09:00-11:00)
13	Wed	SMC meeting (08:00-10:00) UMC (10:00-13:00) Business School People's Management Scientific Committee meeting (09:00-11:00) Business School Exco (09:00-11:00)
14	Thu	
15	Fri	
18	Mon	CC Departmental meeting
19	Tue	Agenda closes for SCAS meeting of 1 November RCTL Agreements meeting (11:00-13:00) ToC meeting (14:00-17:00) CC CV and Interview Workshop
20	Wed	
21	Thu	SMC meeting (10:00-13:00) CTL UCDG meeting
22	Fri	UMC meeting (10:00-17:00)
25	Mon	CC Departmental meeting
26	Tue	
27	Wed	CTL FTLS Directorate meeting Business School Exco meeting (09:00-11:00)
28	Thu	FEdu TLC meeting
29	Fri	CTL Directors meeting
November 2021		
1	Mon	SCAS meeting (09:00-16:00) Agenda closes for UMC meeting of 10 November

		CC Departmental meeting
2	Tue	CTLF Management Meetings (09:00 - 11:00) CTLF Operational Team Meeting (OPS) (15:00 - 16:00)
3	Wed	CTL FTLs Faculty Engagements meeting LIS Annual Planning (08:00-17:00)
4	Thu	2021 Budget finalisation until end Nov 2021 CHE HEQC meeting LIS Annual Planning (08:00-17:00) CTL SPR Directors meeting
5	Fri	
8	Mon	PQM Clearance Committee meeting CC Departmental meeting FNAS TLC meeting Start to schedule and finalise all staff Performance Appraisals (period January to Nov 2021) – deadline for uploading onto Nextcloud under appropriate OE: 19 November 2021
9	Tue	WISL SteerCo meeting (11:30-13:00) CTL FTLs SADS Activities meeting Business School General Management Scientific Committee meeting (09:00-11:00)
10	Wed	UMC meeting (10:00-17:00) Business School People's Management Scientific Committee meeting (09:00-11:00) Business School Exco meeting (09:00-11:00)
11	Thu	
12	Fri	
15	Mon	SteerCo for TL Projects (14:00-16:00) CC Departmental meeting First Examination opportunity commences on 15 November until 8 December 2021 Induction Programme for Academics: Campus programme from 15 to 19 November 2021 (MC, PC, VC) CTL
16	Tue	Induction Programme for Academics: Campus programme from 15 to 19 November 2021 (MC, PC, VC) CTL
17	Wed	Induction Programme for Academics: Campus programme from 15 to 19 November 2021 (MC, PC, VC) CTL
18	Thu	Council meeting (09:00-16:30) CTL UCDG meeting Induction Programme for Academics: Campus programme from 15 to 19 November 2021 (MC, PC, VC) CTL
19	Fri	Induction Programme for Academics: Campus programme from 15 to 19 November 2021 (MC, PC, VC) CTL The final quantitative performance appraisals (with ratings) due and loaded on NextCloud by 19 November 2021
22	Mon	Agenda closes for UMC meeting of 1 Dec

		Business School Advisory Board meeting (10:00-13:00) CC Departmental meeting
23	Tue	RCTL Agreements meeting (10:00-11:30) CHE Accreditation Committee meeting Group Check in (CTLF all 3 campuses) (14:00-16:00)
24	Wed	CHE Accreditation Committee meeting CTL FTLS Directorate meeting Business School Exco (09:00-11:00)
25	Thu	FEdu TLC meeting Business School TLC meeting (09:00-11:00)
26	Fri	
29	Mon	CC Departmental meeting
30	Tue	CTLF Operational Team meeting (OPS) (15:00-16:00)
December 2021		
1	Wed	UMC meeting (10:00-17:00) Start discussing and finalising 2022 performance agreements
2	Thu	UMC meeting (10:00-13:00, C1 134)
3	Fri	CTLF Management meeting (09:00-11:00)
6	Mon	PQM Clearance Committee meeting CC Departmental meeting
7	Tue	
8	Wed	Business School Exco meeting (09:00-11:00)
9	Thu	University recess commences on 9 December
10	Fri	
13	Mon	Second examination opportunity commences until 23 December CC Departmental meeting
14	Tue	
15	Wed	All examination opportunity 1 marks finalised on system
16	Thu	Public holiday: Day of reconciliation
17 - 23	Fri - Thu	
24	Fri	NWU closes for December holiday