



Kingdom of Saudi Arabia

Ministry of Education

Vice-Rectorship for Development and Quality

Deanship of Development and Quality

Report for Evaluating the Activities Of Quality and Development Unit

College: Preparatory year Deanship

Section:	Male: <input type="checkbox"/>	First Semester	Annual
	Female: <input checked="" type="checkbox"/>	1438/1439	Semester 1 & 2
	Combined: <input type="checkbox"/>	Y= 2017/2018	

Scale:

0= Activity Not Accomplished 1= Activity Accomplished with significant Notes

2= Activity Accomplished with Minor Notes 3=Activity Accomplished and Target Has Been Achieved According to

Activity	Scale				Notes
	0	1	2	3	
First: Plan of The Deanship for Development and Quality					
1- Formation of the Quality and Development Unit in the present year, according to the unified bylaw approved by the Vice-Rectorship for Development and Quality.			2		The Deanship did not receive the Unified Organizational Guide for the Quality and Development Unit from the Deanship of Development and Quality.
2-Implementation plan for the Development and Quality Unit for the Present academic year, for all the activities of the main committees in the Unit.				3	
3-Semester/Annual Report on the Accomplishment of the Development and Quality Unit for the present academic year according to the template approved by the Deanship of Development and Quality.				3	

Activity	Scale				Notes
	0	1	2	3	
Second: The Implementation Plan of the Development and Quality Unit for the Present Year (Including all the activities of the main committees in the Unit)					
Planning and Monitoring Committee					
Brochure on the Deanship vision, the mission, and the goals.				3	
Deanship Guide.				3	
Updated the Organizational Guide of the Deanship.				3	
Annual Report.				3	
Organizational Structure of the Deanship.				3	
Unified Organizational Guide of the Development and Quality Unit.				3	
Brochure to demonstrate the message of the program.				3	

Activity	Scale				Notes
	0	1	2	3	
Questionnaires used in the Quality Assurance Management.				3	
Development and Quality Unit plan, Members of the Development and Quality Unit and Committees.				3	
Updated the Deanship's strategic plan.				3	
A booklet for the results of performance indicators in the Deanship was prepared for 1437-1438H.				3	
Form the consultative Council in the Deanship.				3	
Learning and Teaching Committee					
Program Evaluation System.				3	
Map of the Learning Outcomes of the program.				3	

Activity	Scale				Notes
	0	1	2	3	
Course Specification.				3	
Course Description				3	
Syllabus of the Deanship with simple illustrations of the courses.				3	
Distribute the academic advisors, Academic Advising Report for the first semester				3	
Survey of the number of new and graduate students during the latest semester illustrated in a table.				3	
Complaints, Suggestions System, and their forms.				3	
Student Excellence Board (for excellent students).				3	

Activity	Scale				Notes
	0	1	2	3	
A Report on Using Rubrics in Checking Students' Essay Questions.				3	
Course Reports.				3	
Overall Report on Course Reports.				3	
Updated the Resumes for the Deanship Members.				3	
Academic Accreditation Committee					
<u>NOT APPLIED</u>					
Performance Measurement Committee					
<u>Data analysis for the following Questionnaires:</u>					
Academic Advising				3	
Facilities and Equipment				3	

Activity	Scale				Notes
	0	1	2	3	
Vision and Mission				3	
E-learning Courses				3	
Self-learning Outcomes				3	
Program Management				3	
Program Evaluation Processes				3	
Program Evaluation				3	
Students' Experience				3	
Learning Resources				3	

Activity	Scale				Notes
	0	1	2	3	
Skills' Development Committee					
<u>(17) Training Sessions:</u>					
How to Develop Students' Writing Skills Suaad Abdelaziz				3	1439/1/18 2017/10/8
Remedial Exercises for Developing Students' Writing Skills Suaad Abdelaziz				3	1439/1/18 2017/10/9
Blog Writing Manal Elhami				3	1439/2/9 1439/2/12
Seven Habits of Creative People Ghada Ahmed				3	2017/10/8 1439/1/18

Activity	Scale				Notes
	0	1	2	3	
Ten rules of Ants Ghada Ahmed				3	1439/2/16 2017/11/5
Planning for Success Manal Ali				3	1439-2-16 2017-11-5
How to Adopt in University Life Nagwa Rashed				3	1439/1/27 2017/10/17
Time Management and Achievement of Goals Nagwa Rashed				3	1439/2/18 2017/11/7
Self-development Arwa Rafiq				3	-1439/2/17 2017/11/6

Activity	Scale				Notes
	0	1	2	3	
Microsoft Publisher 2007 Hajar Awad				3	22 -3-1439
Access Hajar Awad				3	26-3-1439
Jiff Programming Language Nahla Kamal				3	23 -3-1439
Extra Ms PowerPoint Huda Mohammed				3	22 -3-1439
Computer Maintenance Wafaa Fraij				3	24 -3-1439
HTML				3	25 -3-1439

Activity	Scale				Notes
	0	1	2	3	
Arig Mohammed					
Microsoft Office Hajar Awad & Huda Mohammed				3	25-3-1439
Communicating with People Through Body Language Arwa Rafiq				3	1439/3/17

Third: The Practices* in Which the Quality Loop Have Been Closed

In All the Academic and Administrative Units of the College

Based on The Plans of The Development and Quality Unit and Its Main Committees



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***Note: Mention in Details**

Programs:

1- Program:-----

2- Program:-----

3- Program:-----



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Academic Advising Unit:

Alumni Office:

Others:



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Fourth: The Practices* in Which the Quality Loop Have Not Been Closed

In All the Academic and Administrative Units of the College

Based on The Plans of The Development and Quality Unit and Its Main Committees

***Note: Mention in Details**

Programs:

1- Program:-----



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Actions Taken By The Development and Quality Unit to Close the Quality Loop:

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2- Program:-----

Actions Taken By The Development and Quality Unit to Close the Quality Loop:



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3- Program:-----

Actions Taken By The Development and Quality Unit to Close the Quality Loop:

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Academic Advising Unit:



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Actions Taken By The Development and Quality Unit to Close the Quality Loop:

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Alumni Office:

Actions Taken By The Development and Quality Unit to Close the Quality Loop:

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Others:



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Actions Taken By The Development and Quality Unit to Close the Quality Loop

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Supervisor of the D&Q Unit

Name: Suaad Ahmed Abdel-Aziz

Signature:

Vice- dean

Name: Dr. Mona El-Bladie

Signature: