



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 checked="" type="checkbox"/>	First Semester	Annual
	Female: <input type="checkbox"/>	1438/1439	Semester 1
	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 the Plan

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.			√		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-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.				√	

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.				√	
Deanship Guide.				√	
Updated the Organizational Guide of the Deanship.				√	
Annual Report.				√	
Unified Organizational Guide of the Development and Quality Unit.				√	
Brochure to demonstrate the message of the program.				√	
Questionnaires used in the Quality Assurance Management.				√	

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

Activity	Scale				Notes
	0	1	2	3	
the courses.					
Distribute the academic advisors, Academic Advising Report for the first semester				√	
Survey of the number of new and graduate students during the latest semester illustrated in a table.				√	
Complaints, Suggestions System, and their forms.				√	
Student Excellence Board (for excellent students).				√	
A Report on Using Rubrics in Checking Students' Essay Questions.				√	
Course Reports.				√	
Overall Report on Course Reports.				√	
Updated the Resumes for the Deanship Members.				√	

Activity	Scale				Notes
	0	1	2	3	
Academic Accreditation Committee					
<u>NOT APPLIED</u>				√	
Performance Measurement Committee					
<u>Data analysis for the following Questionnaires:</u>					
Academic Advising				√	
Facilities and Equipment				√	
Vision and Mission				√	
Skills' Development Committee					
<u>(1) Training Session:</u>					
Applications of Cloud Computing in Education				√	2/4/1439H
Mr. Ahmed sayed					20/12/2017 G



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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

***Note: Mention in Details**

- Brochure on the Deanship vision, the mission, and the goals.
- Deanship Guide.
- Annual Report.
- Organizational Structure of the Deanship.
- Unified Organizational Guide of the Development and Quality Unit.
- Brochure to demonstrate the message of the program.

- Questionnaires used in the Quality Assurance Management.
- Development and Quality Unit plan, Members of the Development and Quality Unit and Committees.
- Updated the Deanship's strategic plan.
- A booklet for the results of performance indicators in the Deanship was prepared for 1437-1438H.
- Form the consultative Council in the Deanship.
- Program Evaluation System.
- Map of the Learning Outcomes of the program.
- Course Specification.
- Course Description
- Syllabus of the Deanship with simple illustrations of the courses.
- Distribute the academic advisors, Academic Advising Report for the first semester
- Survey of the number of new and graduate students during the latest semester illustrated in a table .
- Facilities and Equipment Questionnaire.



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- Vision and Mission Questionnaire.
- Complaints, Suggestions System, and their forms .
- A Report on Using Rubrics in Checking Students' Essay Questions.
- Course Reports .
- Overall Report on Course Reports.
- Updated the Resumes for the Deanship Members

Academic Advising Unit:

- Student Excellence Board for excellent students
- Academic Advising questionnaire.

Alumni Office:



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Others:

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**

Not Exist.



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:-----



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

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Academic Advising Unit:

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:

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

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Deanship of Development and Quality

Supervisor of the D&Q Unit

Name: Dr. Alhadi Alamir

Signature:

Dean

Name: Prof. Dr. Mansour Alotaibi

Signature: