



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:	First Semester	Annual
	Female:	1438/1439	Semester 1
	Combined: /	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	
<b>First: Plan of The Deanship for Development and Quality</b>					
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	
<b>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)</b>					
<b>Planning and Monitoring Committee</b>					
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.				√	
<b>Learning and Teaching Committee</b>					
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	
<b>Academic Accreditation Committee</b>					
<b><u>NOT APPLIED</u></b>				√	
<b>Performance Measurement Committee</b>					
<b><u>Data analysis for the following Questionnaires:</u></b>					
<b>Academic Advising</b>				√	
<b>Facilities and Equipment</b>				√	
<b>Vision and Mission</b>				√	
<b>E-learning Courses</b>				√	
<b>Self-learning Outcomes</b>				√	
<b>Program Management</b>				√	
<b>Program Evaluation Processes</b>				√	

Activity	Scale				Notes
	0	1	2	3	
Program Evaluation				√	
Students' Experience				√	
Learning Resources				√	
<b>Skills' Development Committee</b>					
<b><u>(18) Training Sessions:</u></b>					
<b>How to Develop Students' Writing Skills</b> <b>Suaad Abdelaziz</b>				√	<b>1439/1/18</b> <b>2017/10/8</b>
<b>Remedial Exercises for Developing Students' Writing Skills</b> <b>Suaad Abdelaziz</b>				√	<b>1439/1/18</b> <b>2017/10/9</b>
<b>Blog Writing</b> <b>Manal Elhami</b>				√	<b>1439/2/9</b> <b>1439/2/12</b>

Activity	Scale				Notes
	0	1	2	3	
<b>Seven Habits of Creative People</b> <b>Ghada Ahmed</b>				√	<b>2017/10/8</b> <b>1439/1/18</b>
<b>Ten rules of Ants</b> <b>Ghada Ahmed</b>				√	<b>1439/2/16</b> <b>2017/11/5</b>
<b>Planning for Success</b> <b>Manal Ali</b>				√	<b>1439-2-16</b> <b>2017-11-5</b>
<b>How to Adopt in University Life</b> <b>Nagwa Rashed</b>				√	<b>1439/1/27</b> <b>2017/10/17</b>
<b>Time Management and Achievement of Goals</b> <b>Nagwa Rashed</b>				√	<b>1439/2/18</b> <b>2017/11/7</b>
<b>Self-development</b>				√	<b>-1439/2/17</b>



Activity	Scale				Notes
	0	1	2	3	
Arwa Rafiq					2017/11/6
Applications of Cloud Computing in Education Mr. Ahmed sayed				√	2/4/1439H 20/12/2017 G
Microsoft Publisher 2007 Hajar Awad				√	22 -3-1439
Access Hajar Awad				√	26-3-1439
Jiff Programming Language Nahla Kamal				√	23 -3-1439
Extra Ms PowerPoint Huda Mohammed				√	22 -3-1439
Computer Maintenance				√	24 -3-1439

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

**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**

- 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.
- 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.

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**Alumni Office:**

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**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**

**Not Exist.**

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

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**2- Program:-----**

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***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:**

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

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**Alumni Office:**

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***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: Dr. Alhadi Alamir**

**Signature:**

**Dean**

**Name: Prof. Dr. Mansour Alotaibi**

**Signature:**