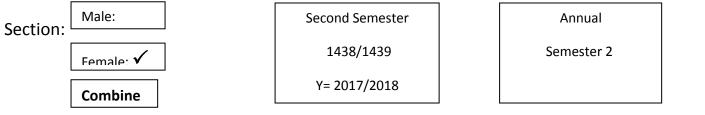**Kingdom of Saudi Arabia**

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:

Female: ✓

Combine

Second Semester
1438/1439
Y= 2017/2018

Annual
Semester 2

Scale:

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

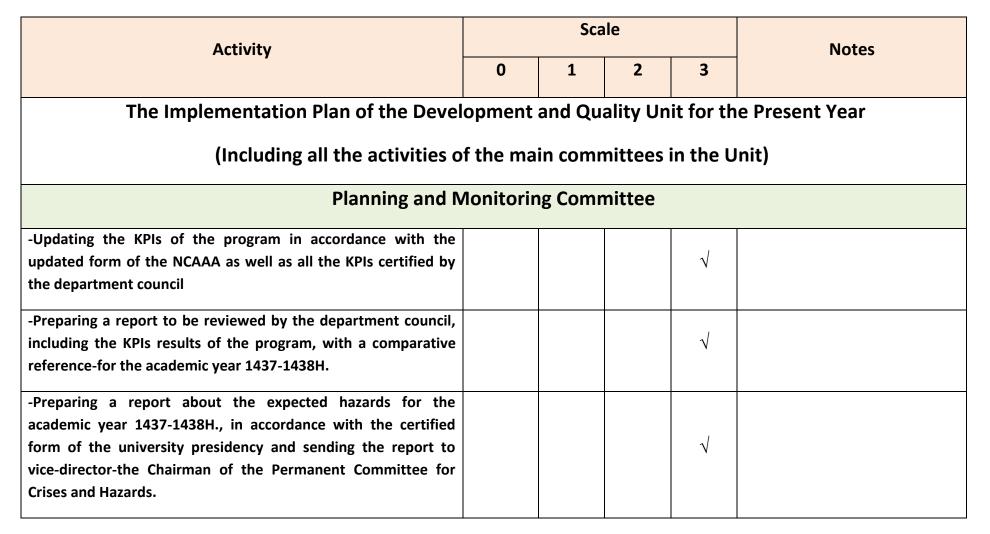 2= Activity Accomplished with Minor Notes   3=Activity Accomplished and Target Has Been Achieved According to the Plan

Activity	Scale				Notes
	0	1	2	3	
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					
-Updating the KPIs of the program in accordance with the updated form of the NCAAA as well as all the KPIs certified by the department council				√	
-Preparing a report to be reviewed by the department council, including the KPIs results of the program, with a comparative reference-for the academic year 1437-1438H.				√	
-Preparing a report about the expected hazards for the academic year 1437-1438H., in accordance with the certified form of the university presidency and sending the report to vice-director-the Chairman of the Permanent Committee for Crises and Hazards.				√	

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Activity	Scale				Notes
	0	**1**	**2**	**3**	
-Preparing a report about the initiatives fulfilled to overcome the expected hazards and sending it to the vice-director-The Chairman of the Permanent committee for Crises and Hazards-after being certified by the department council.				√	
Preparing a booklet for the results of performance indicators in the Deanship for 1437-1438H.the internal and external referential comparison have been certified upon the approval of the results from the Scientific Board in 1437-1438 and 1438-1439.				√	
Prepare the questionnaires on the level of satisfaction in faculty members on the leadership and the program management for the year 1438-1439, and reports on the analysis of the results have been submitted to the concerned boards.				√	
Presenting the results of the student evaluation of the performance of faculty members for 1438-1439, first and second semesters, and the reports of the analysis of the results have been submitted **on the concerned boards.**				√	

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Activity	Scale				Notes
	0	1	2	3	
Preparing the annual report for the quality system for 1438-1439 and submitting it to the Scientific Board.				√	
Preparing a report by the Quality Coordinator in the department on the evidence documenting improvements in the quality system and the development of the measuring tools used in assessment procedures for 1438-1439.				√	
Announce the organizational structure for students using different methods.				√	
Preparing the reports of faculty members assessments and submitting them to the faculty members according to the system approved by the university Deanship of Higher Education and Scientific Research 1438-1439				√	
Preparing and submitting a report for the results of Performance Indicators and their internal referential comparison for 1438-1439				√	
Preparing the documents of the second standard based on the practices of the education assessment board.				√	

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Activity	Scale				Notes
	0	**1**	**2**	**3**	
Annual report of the Head of the Department regarding the ethical commitment.				√	
Forming the Deanship Board 1438-1439				√	
A statement from the Dean on the application of the faculty members' assessment system.				√	
A report on the number of discipline cases for faculty members.				√	
A five-scale questionnaire was designed to measure the awareness level of the stakeholders of the vision and objectives.				√	
Calculating the percentage of the courses the students evaluated during the year.				√	
Calculating the percentage of the decisions made in accordance with the vision of the deanship.				√	
Calculating the percentage of the female section representation in the department boards.				√	

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Activity	Scale				Notes
	0	1	2	3	
Calculating the percentage of female's representation in the quality committees in the Deanship				√	
Updating the vision publications with the explanation of goals and objectives.				√	
Review the performance indicators of the vision and its objectives.				√	
Prepare the annual report on the quality's performance in the program 1438/1439.				√	
Prepare reports about the efficiency of the learning outcomes measurement program and the priorities for improvement.				√	
Make a list of the scientific research conducted by the faculty members related to quality.				√	
Prepare the documents of the sixth standard in accordance with the practices of the Education Evaluation Board				√	
Prepare the annual report of the program about its needs of books, references and periodicals to meet the requirements of				√	

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Activity	Scale				Notes
	0	**1**	**2**	**3**	
courses and scientific research, which are provided to the Deanship of Library Affairs 1438-1439.					
Discuss the statistics of the Deanship of Library Affairs about the frequency of the students entering the library for the two semesters 1438/1439.				√	
Comparison of facilities, equipment and laboratories in the program.				√	
Make a Report about the faculty members and students' opinions on the adequacy and efficiency of security and safety procedures on facilities and laboratories.				√	
Prepare the documents of the seventh standard according to the practices of the Education Evaluation Board.				√	
Prepare the documents of the eighth standard according to the practices of the Education Evaluation Board.				√	
Prepare the documents of the ninth standard according to the practices of the Education Evaluation Board				√	

Template Quality – N – Planning – 6

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Deanship of Development and Quality

Activity	Scale				Notes
	0	**1**	**2**	**3**	
Make a report about the annual orientation program for new faculty members at the program level.				√	
Update the data and the names of faculty members and those with professional experience in their field to benefit from them in providing functional guidance.				√	
Update the CV and uploaded on the website.				√	
The five-year plan to complete the equipment and supplies in the computer labs in the Preparatory Year Deanship starting from the academic year 1438-1439 AH until the year 1442-1443				√	
Annual budget report and protests from human resources and maintenance				√	
Measuring the efficiency of laboratories and equipment by the views of faculty and students 1438-1439h				√	
Learning and Teaching Committee					

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Activity	Scale				Notes
	0	1	2	3	
Report on student evaluation of courses and teaching performance 1438/1439.				√	
Report on the mechanisms of students' evaluation of the program (types of tests and assessments used and their timing) 1438/1439 H.				√	
A report on the review of the test papers by a peer member of the program, the coordinator of the course or the examination committee of the program.				√	
A report on the review of the correction of a random sample of students' answers papers and the work of students by a faculty member from a parallel program in another educational institution or at least from another faculty member of the program as a first stage for the year 1438/1439 H				√	
A Report on the use of the Rubrics in checking the works of students ,essay questions , and projects in the academic year 1438/1439 H.				√	

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Activity	Scale				Notes
	0	1	2	3	
A report on the preparation of the new students to study the program includes the preparation of the language of teaching the program (if the language used is English 1438/1439 H).				√	
A report on the scientific activities in which the faculty members participated in the field of their specialization (scientific conferences and seminars inside and outside the (university 1438/1439).				√	
Monitoring Report of the Program Improvement Plan 1438/1439 H.				√	
Prepare a statement of the courses that have been developed according to the reports of the courses and the research of the faculty.				√	
Preparing the evaluation report of faculty members according to the common system for the year 1438/1439 H.				√	
Preparing the annual report of the program.				√	
List of learning outcomes of the preparatory year courses.				√	

Template Quality – N – Planning – 6

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Activity	Scale				Notes
	0	**1**	**2**	**3**	
A Folded explaining the evaluation program of the preparatory year.				√	
The study plan of the Deanship with a simple explanation of the courses.				√	
Statistics of the number of students in the new program and the last semester.				√	
A Folded explaining the evaluation system of the preparatory year program.				√	
Prepare the documents of the fourth standard according to the practices of the Education Evaluation Board				√	
Formation of the Disciplinary Committee 1438/1439					
Print and publish the ethical rules announced within the college that govern students' use of personal computers and smart phones.				√	
Annual Report of the Academic Advising Program in the first and second semester 1438/1439.				√	

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Activity	Scale				Notes
	0	1	2	3	
A report about slow students. (Remedial Classes for weak students)				√	
Prepare the documents of the fifth standard according to the practices of the Education Evaluation Board.				√	
The number and percentage of faculty members involved in conducting research / listening / arbitration committees at scientific conferences at the local, regional, and global level each for the total number of faculty members in the Deanship for the year 1438/1439 according to the approved model from the Deanship of Development and Quality.				√	
Number and percentage of faculty members who have a master's degree from each of Saudi government universities, private Saudi universities, regional universities, European universities, American universities, Asian universities, Australian universities, or any other universities for the year 1439- 1438 according to the approved form of the Deanship of Development and Quality.				√	
Preparing the documents of the tenth standard according to the practices of the Education Evaluation Board.				√	
Annual Report of Community Participation Plan 1438/1439.				√	

Template Quality – N – Planning – 6

Activity	Scale				Notes
	0	1	2	3	
Preparing the documents of the eleventh standard according to the practices of the Education Evaluation Board.				√	
Academic Accreditation Committee					
NOT APPLIED				√	
Performance Measurement Committee **Data analysis for the following Questionnaires:**					
Survey on faculties' satisfaction of graduated students in the preparatory year program.				√	
Survey on Stakeholders evaluation for the organizational guide of functional policies in the Preparatory Year Deanship , Najran University for the academic year 1439/1438				√	
Survey on Faculty Members satisfaction of the program leadership and administration 1438/1439.				√	
Survey on Stakeholders evaluation of the digital library.				√	

Activity	Scale				Notes
	0	1	2	3	
Survey on the adequacy and efficiency of facilities and equipments in the Deanship of the preparatory year 1438 - 1439				√	
Survey on stakeholders ' vision, mission, goals and objectives of the preparatory year program				√	
Skills' Development Committee **(33) Training Sessions**					
1- Suaad Ahmed Abdel-Aziz Paragraph Writing				√	8/2/2018
2- Suaad Ahmed Abdel-Aziz Stages of the Process Writing Approach				√	13/2/2018
3- Najwa Rashid Self-Industry and change for success				√	18/5/1439 22/5/1439 H

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Activity	Scale				Notes
	0	1	2	3	
4 -Najwa Rashid: Tests are Art, Worry, or Success				√	2/6/1439-6/6/1439H
5-Ghada Ahmad: Know your Personality				√	13/3/2018
6- Manal Jaroon: Skill Planning for Success				√	13/3/2018
7-Arwa Arnaoot : Self Development				√	12/3/2018
8-Sulaima Mohammad : How to Calculate the Quarterly and Cumulative Rate				√	25/7/1439H
9- Makiyah Abhar: Knowledge of basic practices to avoid -9 common mistakes				√	23/7/1439H
10-Heba Nasser : How to use the calculator?				√	20/2/2018

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Activity	Scale				Notes
	0	**1**	**2**	**3**	
11-Arwa Al-Najem Basics of Mathematics				√	3/6/1439H
12- Shaza Abd Alwahab : How to use the calculator?				√	22/2/2018
13-Wafaa Ali Nasser: Writing paragraph				√	20-2-2018
14-Malak Ibrahim AL- Zamanan: How to Prepare Yourself for Exams				√	After 1st midterm exams
15-ShaziaBano How to write a Paraphrasing				√	18-2-2018
16-ShaziaBano: How to improve your English communication skill				√	15/2/2018
17-HumairaSafdar: Conditional Sentences				√	15/2/2018
18-Latafat Bashir Tahir Shah: Model verbs of obligation and prohibition				√	19-02-2018

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Activity	Scale				Notes
	0	**1**	**2**	**3**	
-19-Aroub Atmeh: Phrasal Verbs				√	**15/2/2018**
20-Alia Abu Sahyoun The Difference between Active and Passive				√	**11/2/2018**
21-Manal Elhamy: 1-Rules for Paragraph Writing				√	**21-5-1439H.**
22-Manal Elhamy: 2-Capitalization & Punctuation				√	**22-5-1439H**
23-Manal Elhamy3-Commonly Confusing Words in English				√	**22-5-1439H**
24-Muna Abu Murra: English Language Skills in the Classroom				√	**9-7-1438**
25-Shabeena Basheer: Writing Letters, Emails, Blogs				√	**26-3-2018**
26-Huda Alhazeem: Mobile Network				√	**5-7-1439**
27- Wafa frage : Front page				√	**10 -7-1439**

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Activity	Scale				Notes
	0	1	2	3	
28- Nahla Kmal Al Deen :Online search skills				√	5/7/1439
29- Hajar Mohamed: computer maintenance				√	9/7/1439
30- Areeg Mohammed: Designing web pages using HTML language				√	11 -7-1439
31- Abeer Algahtany : Design Interactive Gaming.				√	11 -7-1439
32-Najwa Rashed :The quality of human relations and raising the productivity of the educational institution				√	1-7-1439
33-Najwa Rashid : Teaching strategies				√	10-7-1439

Third: The Practices* in Which the Quality Loop <u>Have Been Closed</u>

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

Academic Advising Unit:

Alumni Office:

-------------N A--

Others:

Fourth: The Practices* in Which the Quality Loop <u>Have Not Been Closed</u>

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

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Vice-Rectorship for Development and Quality

Deanship of Development and Quality

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

A committee is being considered to identify all practices that have not been closed to prepare a plan to improve and complete the remaining stages of quality

Supervisor of the D&Q Unit   **Vice- dean**

Name: Suaad Ahmed Abdel-Aziz   **Name: D. Mona Al-Beladie**

Signature: **Signature:**