

## The Annual Plan of Quality and development Unit for the First Term 1439-1440h

Time by months					Outcome/activity	Committee
°	4	3	2	1		
					1- Implement a questionnaire to measure the degree of awareness of stakeholders (students – teaching staff and administrator’s staff – external stakeholders) related program mission.	<b>Planning and Follow - Up Committee</b>
					2. Updating the matrix of performance indicators for the program objectives (as required)	
					3 - Distribution of brochures and publications the mission and explain the goals and objectives for the program students	
					4 – Prepare the file of the first standard according the practices of the National Center for Academic Accreditation NCAAA.	
					5- Report on the expected risks in the program for the academic year 1440/1439 H according to the template approved from the University Agency and approved from the Council of the Department then sent to the Vice-President and head of the Standing Committee of crises and risks at the University.	
					6. Updating the performance indicators of the program (as required), in addition to all the performance indicators of the program and approved by the Scientific Department Council.	
					7 – Communicate with Dean of the Deanship of Quality and Development to correspond with external reference comparison to obtain performance indicators for the year 1438/1439 e	

					according to the template adopted by the Planning and Follow-up Unit.	
					8- Preparing a report and presenting it to the scientific department council regarding the results of monitoring the performance indicators of the program and comparing it to the academic year 1439/1438.	
					9. Issuing a booklet on the results of monitoring performance indicators (male / female / general average) and comparing the results internally and externally then after its results were approved by the Scientific Department Council for 1438/1437 and 1439/1438 H	
					10 - Prepare the file of the second standard according to the practices of the Education Evaluation authority	
					11. Update (as required) the measurement tools used in the program and classify them to include the central measurement tools and measurement tools for the program / college.	
					12- Report of the Program Coordinator on the completion of the practices of the quality support plan 1439/1438 H according to the revision reports of the documentation on the website of the Deanship of Quality and Development.	
					13-Program Improvement Plan 1440/1439 h.	
					14 - Template Completion of the institutional visit accreditation according to the model adopted by the Academic Accreditation Unit.	

					15-Preparing the file documents of the third standard according to the practices of NCAAA.	
					1- Academic advising schedule of the program (number of students and academic advisor) during the current semester. - Schedule of office hours for teaching staff of the program. - A report from the program coordinator stating that the academic guidance and the office hours are carried out according to the schedules. (sent to the University Agency of Educational Affairs)	<b>Teaching and learning committee</b>
					2- The report of the academic advising of the first semester of 1440/1439	
					3- Report on students who failed (what was submitted to them to compensate them) during the last semester.	
					4-Report on the students evaluate for academic advising services (through a questionnaire)	
					5. prepare a meeting for college advisory committee	
					6 - Report on the completion rates of students and progress from level to level and completion rates of students for the program at first semester 1440/1439 h.	
					7 - Report on the students evaluation of the courses and teaching performance at the first semester 1440/1439 h	
					8. Evaluate report related the quality of the test papers from a peer staff or the examination committee in the program.	

					9- Report on the revision of a random sample of students' answers papers	
					١٠- A report on the use of Rubrics correcting the students' work, the essay questions and the student projects in the program as a whole for the first semester 1440/1439	
					١١- Report on the preparation of new students to study the program for the first semester 1440/1439 h	
					١٢ - Follow-up report on the program related improvement plan at the first semester 1440/1439 h according to the model of teaching and learning unit	
					١٣- Report on the effectiveness of field training sites and presented to the Scientific Section Council at the first semester 1440/1439 h.	
					١٤- A announcement related the updating courses that have been developed according to research.	
					١٥- The decision form of the team preparing the annual report of the program for the second semester 1439/1438 h and attached to the work plan of the team.	
					16- Report of the Program Coordinator related to the review of the program specification.	
					١٧- Report of the Program Coordinator on the review of the courses specification and the field experience	
					١٨- Prepare the file documents of the fourth standard according to practices of the National Center of Academic Accreditation NCAAA.	

Time by months					Outcome/activity	Committee
5	4	3	2	1		
					1- Make a workshop for the ethical rules related using the personal computers and smart phones announced within the college governing announced.	Performance Measurement Committee
					٢- Prepare the file documents of the fifth standard based on the practices of the National Center for Academic Accreditation NCAAA.	
					٣- List of books and references of the program available in the library for the year 1440/1439 h.	
					4- Discussion of the statistics of the Deanship Library Affairs related the frequency of the students of the program for the two academic semesters 1438/1439 H.	
					5-The annual report of the program on the needs of books, references and periodicals to meet the requirements of the courses and scientific research, which provides the Deanship of Library Affairs 1441/1440 h.	
					6-Preparing the file documents of the sixth standard according to the practices of the NCAAA.	
					7- Comparison of the facilities and laboratories in the program if they have not been done in the past year.	
					8-Report on the implementation of the five-year plan of the program and the requirements of the program , laboratories and equipment (if not completed last year)	

					9-prepare the file documents of the seventh standard according to the practices of the National Center of Academic Accreditation NCAAA.	
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Time by months					Outcome/activity	Committee
5	4	3	2	1		
					1- Preparing the file documents of the eighth standard according to the practices of the NCAAA.	<b>Skills Development Committee</b>
					2- Updating the curriculum vitae of teaching staff in Arabic and English and submitting on the faculty website.	
					3. Submit a report from the program to the Quality and Development Unit on the preparation of new teaching staff	
					4 - Preparing the file documents of the ninth standard according to the practices of the NCAAA.	

Time by months					Outcome/activity	Committee
5	4	3	2	1		
					1-The annual plan for scientific research for the academic year 1440/1439h	<b>Academic Accreditation Committee</b>
					٢-Prepare the file documents of the tenth standard accordance to the practices of the National Center for Academic Accreditation NCAAA.	
					3-The annual plan for community participation for the academic year 1440/1439 h	
					4-The decision to reconfigure the Advisory Council of the College and clarify the participation of one of the beneficiaries in the program in the formation 1440/1439 h.	
					5- Prepare the file documents of the eleventh standard according to the practices of the National Center for Academic Accreditation NCAAA.	

The Head of Quality Unit and Dean of Nursing Faculty

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