Program Development Process (Approval and Changes)
And
Program Evaluation and Review Process

At Najran University

I-Program Development Process (Approval and Changes)

Programs are planned as coherent packages of learning experiences in which all courses contribute in planned ways to the intended learning outcomes for the program.

1- Preparation of specification for all the programs at Najran University, including teaching and assessment strategies, based on NCAAA template.

2- Preparation of course specifications for all the programs at Najran University, including teaching and assessment strategies, based on NCAAA template.

3- All the programs must provide students with the knowledge and skills they need in accordance with the mission of the university.

4- Faculty members must be trained on the modern teaching strategies, effective teaching skills, exam systems, students' assessment, and measurement of learning outcomes.

5- The amendment of programs or establishment of new ones is always related to the society needs, the job market requirements, and the developments in the majors and also in response to improvement plans.

6- Establishment of new programs also requires provision of financial and human resources, an informational survey of similar programs, and it should be in compliance with the national qualifications framework.

7- A comprehensive review for the programs must be done every five years.

8- The process of establishment of new programs' study plans or amendment of the current programs' study plan is done according to steps shown in chart No. 1.
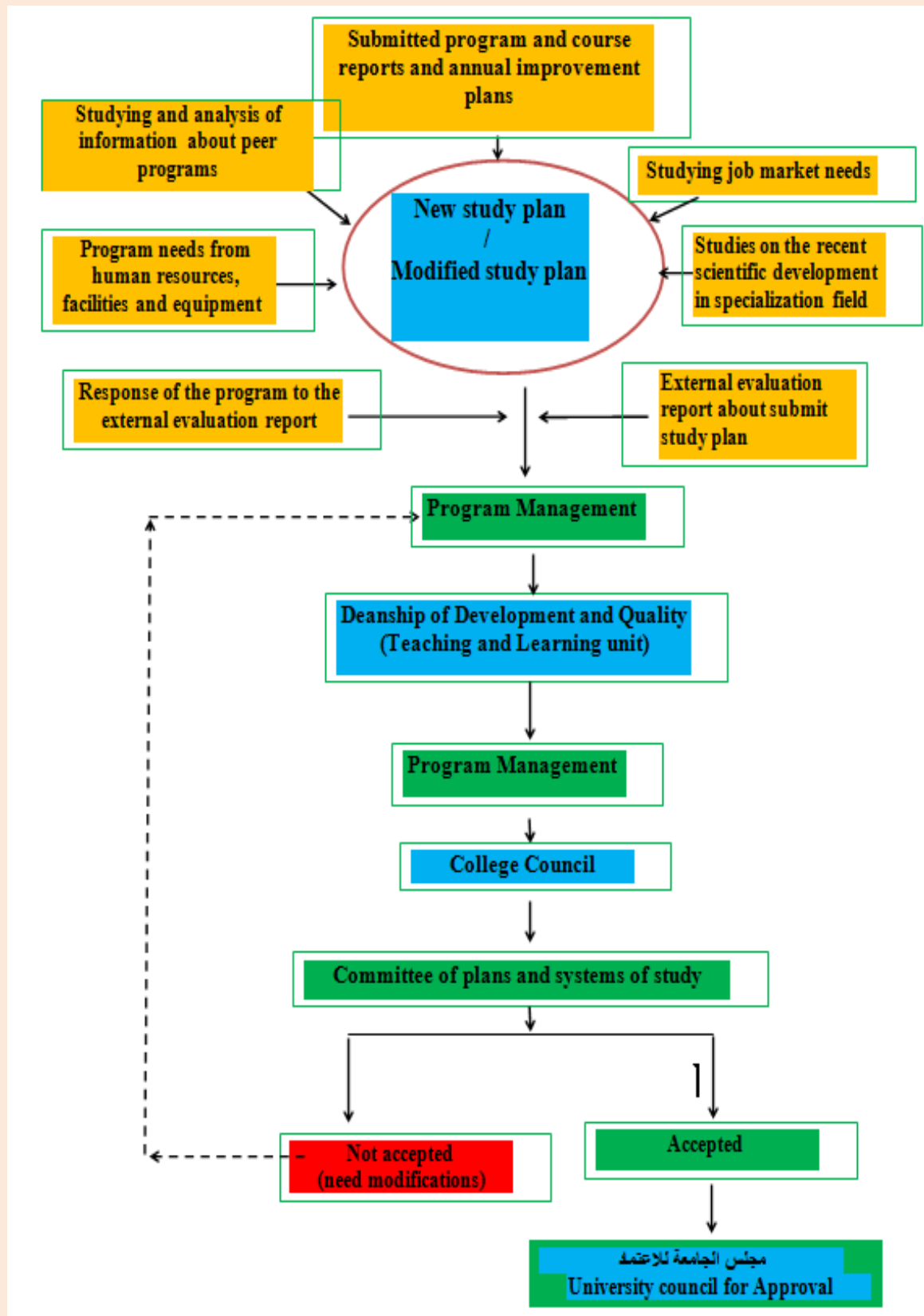
Chart No. 1. Steps for establishment of new programs or amendment of the current programs at Najran University

The committee of study plans and academic system has to verify that all the new or amended study plans are in compliance with the university mission and the program goals. They should also be in line with the national qualifications framework and the requirements of the teaching and learning standard of NCAAA.

II- Program Evaluation and Review Process

- Evaluation and review of programs is a trend that NU always maintains in all its programs (Diagram 2.) in order to check the points of strength and weaknesses in those programs and whether they meet students' needs, society requirements, and be in compliance with the state of the art in scientific disciplines.

- Advisory committees are established for professional programs to monitor and advise on content and quality of programs.

First: The Internal Mechanism for Evaluation and Review (Annual)

 Programs and courses are evaluated, and reports are submitted at the end of each term.

Programs evaluation at NU includes the following:

- Semester courses reports and comprehensive reports for the entire course reports.

- Annual evaluation of programs (Program Rweports).

- Students' evaluation of courses and teaching performance.

- Review of advisory committees (The opinion of academic experts and professionals in programs evaluation).

- Survey of students' opinion on program evaluation for final levels

- Survey of student experience for final levels.

- Survey of Alumni's opinion.

- Survey of employers.

The surveys of opinion and the discussions of faculty members at the departmental councils are used as tools for evaluating and reviewing programs and for continuous improvement. Based on that evaluation, improvement plans are designed and implemented.
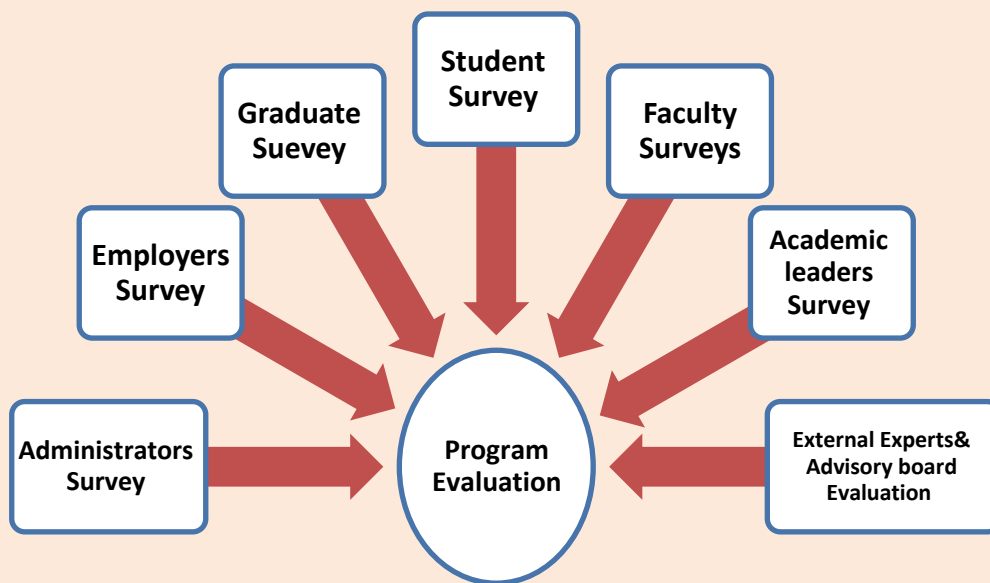

Diagram 2. : Program Evaluation Elements at Najran University

Second: The Evaluation and External Review Mechanism
(conducted every five years)

- The report of the program's external evaluator is made according to the template prepared by the teaching and learning unit (An eminent professor in a similar program from outside the university, who has contributions in quality and experience in the specialty, is chosen in order to evaluate course and program specification, study plans, and the program's report).

  - An external evaluators and international experts could be invited and hosted by NU in order to evaluate programs.

- All the NU programs are subject to review by committees from the concerned departments. This type of review is done in the light of accreditation standards set up by the National Commission for Academic Accreditation and Assessment and requirements of other international accreditation bodies.

- The results of those processes are the development of program learning outcomes, teaching strategies, assessment methods, and also improvement of academic counselling and the program's facilities and equipment.

Najran University emphasized the review and assessment of programs as a strategic trend so that the academic programs would reach international levels in the framework of Islamic values.

- There are program quality indicators in all the NU programs. These indicators include all the accreditation eleven standards. They are prepared centrally at the teaching and learning unit and distributed to all the university programs.

- The programs must compare their performance indicators with similar programs inside the university and benchmarked them similar national and international programs.

- The programs must prepare performance indicators for the intended learning outcomes for the programs and courses.

- Course completion and program progression and completion rates must be calculated by Programs concerned.

- Appropriate actions are taken to make improvements for courses and programs depends on the results of evaluation reports.