

Teaching and Learning System



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Introduction

In the light of the strategic objectives of NU Vice-Rectorship for Development and Quality, which aim at developing teaching and learning policies at the University, the pivotal role played by the Teaching and Learning Unit at the Deanship of Development and Quality underlies its importance in providing technical support for all the academic programs. The Unit aims at improving and developing the educational process and meeting the teaching and learning standards as approved by the national and international accreditation bodies. Accordingly, a system for managing the teaching and learning process is required, complying with NU mission and strategic objectives.

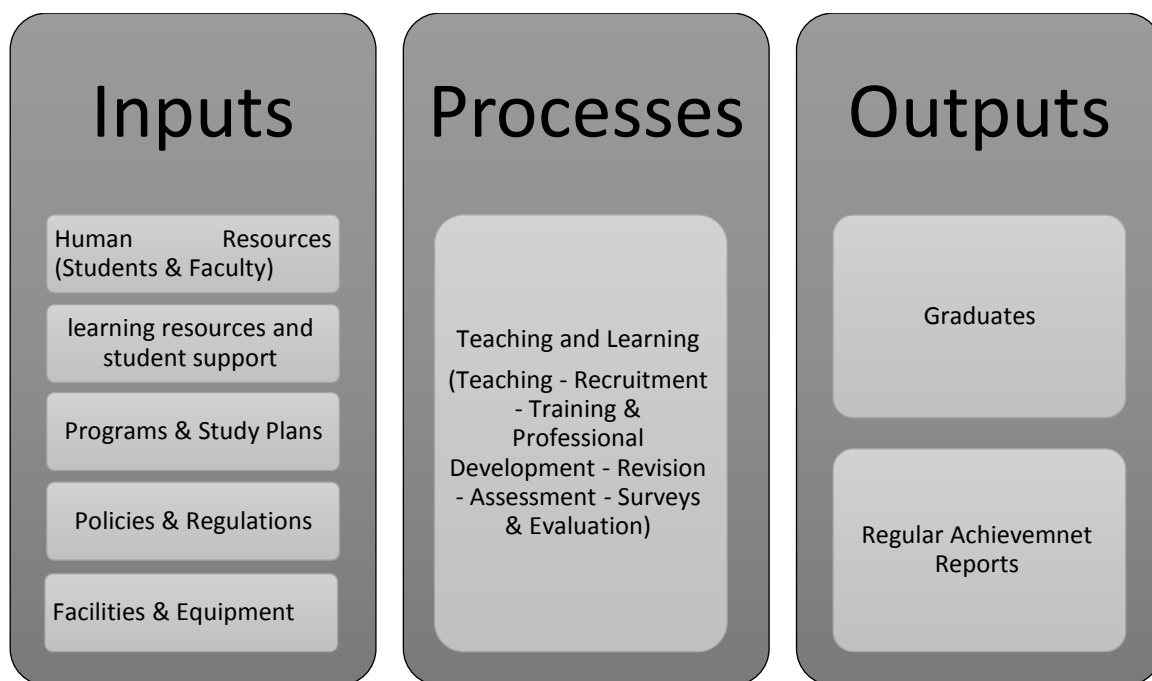
Teaching and Learning Objectives

Objectives of the teaching and learning system are as follows:

- Managing quality assurance of teaching and learning processes at NU.
- Following-up and providing the required consultancies for the implementation of teaching and learning policies and strategies in accordance with the requirements of building knowledge.
- Setting-up mechanisms to increase and improve the efficiency of academic advising and self-development among faculty members.
- Reviewing and assessing the quality of study plans preparation at the framework of the various academic programs development in the light of quality requirements, market needs and creative thinking encouragement.
- Following-up and coordinating with quality units at various colleges with regard to meeting the requirements of the standard of teaching and learning.
- Contributing to setting up policies of teaching methods development and systems of students and faculty assessment, which support the university orientation toward student-based education.
- Developing and improving the teaching and learning facilities and equipment, such as libraries, laboratories, teaching rooms and internet rooms at all colleges.

Teaching and Learning Components

The system of teaching and learning consists of three basic phases, including eight main components, as follows:



Teaching and Learning Procedures

S	Components	Activities	Executives	Implementation Timeline	Requirements	Procedures	Templates
1	Human Resources (Students & Faculty)	A Preparing fresh students to university study	Deanship of Admissions and Registration	At the beginning of each semester	A central mechanism for preparing fresh students	<ul style="list-style-type: none"> - Preparing an approved central mechanism for preparing fresh students - Affording a hard and a soft copy of the mechanism for all colleges and programs. - Reporting mechanism implementation by programs and colleges. - Preparing a consolidated report about the implementation of mechanism by the Deanship of Admission and Registration, submitting it to the Teaching and Learning Unit and providing feedback to colleges and programs. - Preparing a feedback report by the Teaching and Learning Unit on the consolidated report of the Deanship of Admissions and Registration and submitting it to the Vice-Rector for Development and Quality. 	The mechanism templates
		B Implementation of faculty recruitment plan	Human Resources Management (Deanship of Faculty Affairs)	Before the beginning of each academic year.	Faculty recruitment plan	<ul style="list-style-type: none"> - Specifying the programs needs of faculty members. - Preparing a plan approved by the concerned vice-rector to recruit faculty members. - Procedures of internal and external contracting. - Preparing a consolidated report about the extent of implementing the recruitment plan and difficulties (if any) and submitting it to the Teaching and Learning Unit. - Preparing a report by the Teaching and Learning Unit on the consolidated report and submitting the recommendations of quality control to the Vice-Rector for Development and Quality. 	Not available
		C New faculty members orientation	Skills Development Unit	The beginning of each academic year.	A central orientation program for new faculty members	<ul style="list-style-type: none"> - Preparing an approved central program for the orientation of new faculty members. - Affording hard and soft copies of the program for all colleges and academic programs. - Preparing reports on the implementation of the orientation program by academic programs and colleges. - Preparing a consolidated report on the implementation of the orientation program by the Skills Development Unit and providing feedback to the colleges and programs and submitting them to the Teaching and Learning 	<ul style="list-style-type: none"> - Attendance template at each program. - Template of faculty assessment of the program

S	Component s	Activities	Executives	Implementa tion Timeline	Requirements	Procedures	Templates
						<ul style="list-style-type: none"> Unit. - Preparing a report by the Teaching and Learning Unit on the consolidated report and submitting the recommendations of quality control to the Vice-Rector for Development and Quality. 	
		D Periodic assessment of faculty members	The Vice-Rector for Postgraduate Studies and Scientific Research	The last month of the academic year.	Application of a standardized and approved system for faculty members assessment at NU	<ul style="list-style-type: none"> - Affording a standardized system of faculty assessment in hard and soft copies for all colleges and academic programs. - Preparing reports on the implementation of the system of faculty assessment by colleges. - Preparing a consolidated report on the implementation of the system by the Vice-Rectorship for Postgraduate Studies and Scientific Research and providing feedback to colleges and programs. - Preparing a report by the Teaching and Learning Unit on the consolidated report and submitting the recommendations of quality control to the Vice-Rector for Development and Quality. 	Approved templates of the standardized system of faculty assessment. In addition, a template sent from each college to the Teaching and Learning Unit that includes the number of faculty who have been assessed in each program, the number of distinguished faculty and the number of undistinguished faculty as well as the taken actions.
		E Assessment of creativity and innovation initiatives among faculty members and students at NU	Deanship of Scientific Research	The last month of the academic year.	An approved mechanism for evaluating creativity and innovation initiatives among faculty members and students at NU by specific criteria	<ul style="list-style-type: none"> - Affording the approved document of the standards of distinguished performance, creativity and innovation assessment among faculty and students at NU in hard and soft copies for all colleges. - Affording the approved mechanism to follow up the activation of the standards of distinguished performance, creativity and innovation assessment among faculty and students at NU in hard and soft copies for all colleges. - Preparing reports on the implementation of the mechanism by colleges. - Preparing a consolidated report on the implementation of the mechanism by the Vice-Rectorship for Scientific Research and providing feedback to colleges and programs. - Preparing a report by the Teaching and Learning Unit on the consolidated report and submitting the recommendations of quality control to the Vice-Rector for Development and Quality. 	Templates of the mechanism
2	Learning resources and student support	A Following up the implementation of the central system for academic advising	Central Unit for Academic advising	By the end of each semester	Application of the central system for academic advising	<ul style="list-style-type: none"> - Affording the central system for academic advising in hard and soft copies for academic programs. - Setting up a central system for academic advising annually. - Preparing semester reports on academic advising by colleges and sending them to the central unit for academic advising . - Preparing a consolidated report on the implementation of the system by the central unit for academic advising and providing feedback to the colleges and programs. - Preparing a report by the Teaching and Learning Unit on the consolidated report and submitting the recommendations of quality control to the Vice-Rector for Development and Quality. 	Templates according to the mechanism

S	Component s	Activities	Executives	Implementa tion Timeline	Requirements	Procedures	Templates
		B E-Learning quality assessment	Deanship of E-Learning and Distance Education	By the end of each semester	Preparing the standards of e-learning quality assessment and accreditation. Preparing an approved mechanism for e-learning quality assessment and accreditation	<ul style="list-style-type: none"> - Affording the standards of e-learning quality assessment in hard and soft copies for colleges. - Affording the mechanism of e-learning quality assessment in hard and soft copies for colleges. - Preparing reports on e-learning quality assessment by all colleges. - Preparing a consolidated report on the implementation of the mechanism by Deanship of e-learning and providing feedback to the colleges and submitting it to the Teaching and Learning Unit. - Preparing a report by the Teaching and Learning Unit on the consolidated report and submitting the recommendations of quality control to the Vice-Rector for Development and Quality. 	Templates according to the mechanism
		C Following up and assessing how the educational resources can achieve learning outcomes	Deanship of Libraries Affairs	Annually, by the end of the academic year.	A central mechanism to follow up and assess the adequacy of teaching and learning resources	<ul style="list-style-type: none"> - Affording the central mechanism to follow up and assess the adequacy of teaching and learning resources in hard and soft copies for all colleges and academic programs. - Preparing annual reports on the assessment of teaching and learning resources adequacy by all colleges and sending them to Deanship of Libraries Affairs. - Preparing a consolidated report on the assessment of teaching and learning resources adequacy by the Deanship of Libraries Affairs and providing feedback to the colleges and programs. - Taking the executive procedures by the Deanship of Library Affairs to provide the needs of learning resources and notifying the vice-rectorship for development and quality (Teaching and Learning Unit). 	Templates according to the mechanism
		D Disseminating the standardized handbooks for learning resources and student support	Deanship of Admission and Registration. Deanship of Student Affairs Deanship of Library Affairs. Central Unit for Academic advising . Colleges	At the beginning of each academic year.	-Student Handbook (Deanship of Admission and Registration) - Academic advising Handbook (Central Unit for Academic advising). - Supporting Services Handbook (Deanship of Student Affairs). - Academic programs guides.	<ul style="list-style-type: none"> - Uploading the handbooks on the University website. - Affording the handbooks in hard copies. - Reviewing and updating handbooks by the issuer at the beginning of each academic year. After updating, they shall be re-uploaded on the website. 	-

S	Component s	Activities	Executives	Implementa tion Timeline	Requirements	Procedures	Templates
3	Programs and Study Plans	A Periodic "annual and comprehensive" review of programs and courses in the light of the requirements of Education Evaluation Commission (EEC) and the approved bylaws of the university through a standardized central system.	Teaching and Learning Unit	Each semester for courses - Each semester /year for Programs - overall Programs e valuation every five Years	A mechanism for annual and comprehensive programs and courses evaluation	<ul style="list-style-type: none"> - Uploading the mechanism for annual comprehensive programs and courses evaluation on the university website and printing it in paper. - Preparing periodic reports by university programs and colleges. - Submitting a comprehensive report on the mechanisms utilized to evaluate the program to the vice-rector for Educational Affairs and to the Teaching and Learning Unit. - Preparing the report of the Teaching and Learning Unit and providing feedback to the faculties through the Vice-Rector for Development and Quality. 	<p>A template of the course report.</p> <p>A template of the field experience report.</p> <p>A template of the program report.</p> <p>A template of the comprehensive courses report.</p> <p>Polls on program evaluative, student experience and recruitment agencies and employers.</p> <p>Template of the external evaluator of the program.</p> <p>Template of self-evaluation scale.</p>
		B Completing the template of following up the program improvement plan	Teaching and Learning Unit	By the end of each semester	program improvement plan	<ul style="list-style-type: none"> - Preparing the program improvement plan by program management. - Submitting the improvement plan to the department council accreditation. - Commitment to implement the improvement plan according to the schedule. - Completing the template of following-up the program improvement plan. - Preparing the feedback report by the Teaching and Learning Unit. 	The template of program improvement plan Follow-up
		C Evaluation of new or modified study plans Proposals.	Teaching and Learning Unit Committee of study plans and curriculum	In case of developing new programs or modifying the existing ones	Controls of presenting proposals for new programs or modifying the existing programs. A mechanism for reviewing new or modified programs. Program specification mechanism at NU	<ul style="list-style-type: none"> - Affording soft copies of the mechanisms at all colleges. - Submitting new or modified program proposals to the Teaching and Learning Unit. - Preparing the evaluation reports by the Teaching and Learning Unit. - Submitting the reports to the Committee of Study Plans and Curriculum. - Submitting the reports to the University Council for Accreditation. 	<p>Program specification template</p> <p>Study plan template</p> <p>Field experience description template</p> <p>Template of Teaching and Learning Unit to evaluate program description.</p> <p>Template of Teaching and Learning Unit to evaluate the study plan.</p> <p>External evaluator template</p>
		D Testing assessment	College deans	According to study and tests regulation	Student assessment system encompassing : Test preparation controls. Mechanisms of test paper evaluation. Verification of student achievement levels	<ul style="list-style-type: none"> - The report of the Development and Quality Unit on the implementation of the testing assessment shall be submitted to the Teaching and Learning Unit. - Submitting the feedback report by the Teaching and Learning Unit to colleges. 	According to the system templates
		E Forming	College	First month	Applying the	<ul style="list-style-type: none"> - Forming advisory committees by colleges / 	-

S	Component s	Activities	Executives	Implementa tion Timeline	Requirements	Procedures	Templates
		advisory committees for colleges /programs	deans	of the academic year	standardized regulation of the Formation of Advisory Boards at Colleges.	<ul style="list-style-type: none"> programs. - Holding a meeting once a year at least. - Preparing a report containing the meeting minutes and recommendations sent to the vice-rectorship for educational affairs and to the Teaching and Learning Unit. - Submitting the report of the Teaching and Learning Unit on the effectiveness of the advisory committees in the faculties to the Vice-Rector for Development and Quality. 	
		D Internal and external benchmarking for program quality KPIs	College deans	Readiness of benchmarking reports at the Seventh month of each academic year	Mechanism of Internal and external benchmarking for program quality KPIs	<ul style="list-style-type: none"> - Notifying the colleges, through the vicerector for development and quality, at the local, regional and international universities with which the university has concluded KPIs exchange agreements. - Preparing the internal and external benchmarking report by the programs and submitting it to the Dean of the College. - Preparing a consolidated report with recommendations by each college and submitting it to the vice-rector for educational affairs to prepare the programs benchmarking report and take the required improvement actions. - Submitting the consolidated report to the Teaching and Learning Unit. - Preparing a general report on the benchmarking for programs KPIs by the Teaching and Learning Unit and submitting it to the Vice-Rector for Development and Quality. 	-
		E Selecting the external evaluator of the program.	Academic Programs	By the Program opening/ every five Years	A document of approved determinants to select the external evaluator of the program by the Teaching and Learning Unit.	<ul style="list-style-type: none"> - Affording the document of approved determinants to select the external evaluator in hard and soft copies for all colleges and academic programs. - Selecting the external evaluator according to his CV. - Preparing a program report on the use of the observations of the external evaluator. - Submitting the report to the Teaching and Learning Unit. 	The approved template of the report of the external evaluator of programs
		F Corrective actions in response to the recommendations set out in the courses and programs reports.	College deans	By the end of the academic year	Mechanism of Corrective actions in response to the recommendations set out in the courses and programs reports by the Teaching and Learning Unit.	<ul style="list-style-type: none"> - Affording the mechanism of Corrective actions in hard and soft copies for all colleges and academic programs. - Preparing annual program reports on courses and programs amendments. - Preparing the consolidated report by the Development and Quality Unit on the amendments and submitting it to the Teaching and Learning Unit. - Preparing feedback report by the Teaching and Learning Unit. 	-
		G Evaluating the effectiveness of teaching strategies utilized in achieving different learning outcomes and following up on their implementation.	Academic Programs	By the end of the academic year	Mechanism of evaluating the effectiveness of teaching strategies utilized in achieving learning outcomes by the Teaching and Learning Unit.	<ul style="list-style-type: none"> - Affording NU mechanism for evaluating the effectiveness of teaching strategies utilized in achieving learning outcomes in hard and soft copies for all colleges and academic programs. - Preparing annual program reports on evaluating the effectiveness of teaching strategies utilized in achieving learning outcomes. - Preparing the consolidated report by the Development and Quality Unit and submitting it to the Teaching and Learning Unit. - Preparing feedback report by the Teaching and Learning Unit on the annual consolidated reports of the colleges. 	-
		H Evaluating the effectiveness	Field Training Coordinator	By the end of each semester.	A poll on student assessment of	<ul style="list-style-type: none"> - Affording the polls in hard and soft copies for all colleges and academic programs. 	Poll template

S	Component s	Activities	Executives	Implementa tion Timeline	Requirements	Procedures	Templates
		<p>ss of field experience activities of the program</p>	for each program		field experience effectiveness prepared by the measurement and evaluation unit.	<ul style="list-style-type: none"> - Preparing semester reports by programs and submitting the to the development and quality unit. - Preparing the consolidated annual report by the Development and Quality Unit and submitting it to the Teaching and Learning Unit. - Preparing feedback report by the Teaching and Learning Unit. 	
		I Annual report for the preparatory year	Deanship of Preparatory Year	By the end of the academic year		<ul style="list-style-type: none"> - Preparing the annual report of the preparatory year, with improvement recommendations. - Submitting the report to the Vice-Rector for Educational Affairs and to the Teaching and Learning Unit. - Preparing a Feedback report by the Learning and Learning Unit and submitting it to the Vice-Rector for Development and Quality. 	-
		J Preparing and disseminating the required handbooks to ensure the quality of the educational process in programs and colleges	Colleges and programs	At the beginning of each academic year.	Providing the financial support to print the handbooks	<ul style="list-style-type: none"> - Forming committees to prepare and review handbooks in faculties - The program handbook includes graduates' specifications and professional practice requirements. - The student handbook includes all the services provided to the student and their places. - Field experience handbook includes the determinants of selecting the training sites. - The handbook of preparing the program file, the course file and the faculty member file (Teaching and Learning Unit). - The handbook of preparing study plans (Committee of study plans and curriculum). 	-
4	Policies, regulations and operational systems	Periodic evaluation of policies, regulations and operational systems of the teaching and learning process at the program, college and university levels.	The standing committee to review policies, regulations and internal procedures	By the end of each academic year	Compilation of all policies, regulations and systems in paper and electronic form	<ul style="list-style-type: none"> - Submitting Policies, regulations and systems by the Vice-Rector for Development and Quality to the standing committee to review policies, regulations and internal procedures, including: <ul style="list-style-type: none"> ✓ Admission and registration policies. ✓ Study and tests regulation. ✓ Faculty Members Evaluation System. ✓ System of annual and periodic programs review. ✓ System of Evaluating English language Skills among students. ✓ Faculty recruitment blog. ✓ New policies, regulations and systems related to the educational process 	-
5	Facilities and equipment	A Regular evaluation of teaching and learning facilities and equipment at programs and colleges	College deans	The last month of each academic year	Student poll – faculty poll - report template – technical committee formed of the program.	<ul style="list-style-type: none"> - Conducting students and faculty poll. - Forming a technical committee of the program. - Analyzing opinion polls and reporting. - Preparing the Technical Committee report. - Preparing a comprehensive report on the evaluation of facilities and equipment with recommendations and requirements (if any). - Submitting the report to the Vice-Rector for Educational Affairs and to the Teaching and Learning Unit 	<ul style="list-style-type: none"> - Polls template. - Template of the technical committee report
6	Teaching and learning processes	a Monitoring the indicators of courses and programs learning outcomes	Colleges / Programs	Quarterly for courses and annually for programs.	<ul style="list-style-type: none"> - The document of courses learning outcomes indicators. - The document of program learning outcomes indicators. - a Plan of 	<ul style="list-style-type: none"> - Preparing monitoring reports of learning outcomes indicators at the course and program levels by the program management. - Preparing a consolidated report for the programs of each college by the Development and Quality Unit and submitting it to the Teaching and Learning Unit. - Preparing a feedback report for the Teaching and Learning Unit on the consolidated reports of the colleges. 	-

S	Component s	Activities	Executives	Implementa tion Timeline	Requirements	Procedures	Templates
					measuring the learning outcomes of programs.		
		B Preparing annual reports on the central system of managing students records, progress and completion rates	Admission and Registration Deanship	By the end of each semester.	A central system for managing students records, progress and completion rates.	<ul style="list-style-type: none"> - Monitoring student achievement rates. - Preparing quarterly reports on student progress and completion rates of courses and programs at the level of all university programs. - Preparing a consolidated report by the Deanship of Admission and Registration and submitting feedback to the colleges on student progress and completion rates of courses and programs. - Calculate student completion rates in the minimum duration for each program. - Preparing a feedback report by the Teaching and Learning Unit. 	-
		C Preparing the program file, course file and faculty file (Portfolio)	Academic programs/ development and quality units	Annually	The document of program file components - Course file - Faculty file.	<ul style="list-style-type: none"> - Preparing the document by the Teaching and Learning Unit and distributing it in soft and hard copies to the colleges. - Preparing quarterly reports by development and quality units on the completion extent of the said files. - Preparing a feedback report by the Teaching and Learning Unit. 	-
		D Following up the procedures and controls of: 1. Informing students about program and courses requirements in the first lecture. 2. Verifying students' completion of assignments by themselves 3. Providing feedback to students about their progress rates.	College Deans	At the beginning of each semester for (1) - during the academic year for (2 and 3)	Procedures and controls document	<ul style="list-style-type: none"> - Preparing the document by the Teaching and Learning Unit and distributing it in soft and hard copies to the colleges. - Preparing quarterly reports by development and quality units on the application extent of the Procedures and controls by the academic programs and submitting them to the Teaching and Learning Unit. - Preparing a feedback report by the Teaching and Learning Unit. 	-
7	Graduates	a Graduates assessment of programs from which they have graduated	The Central Unit for Graduates	Annually (6 months after graduation)	Graduates poll	<ul style="list-style-type: none"> - Conducting graduates poll and preparing an analysis report on its results. - Submitting the report to the colleges and to the Teaching and Learning Unit. 	Poll template
		B Analyzing graduates recruitment data and monitoring recruitment performance	The Central Unit for Graduates	Annually (6 months after graduation)	Graduates poll including employment data	<ul style="list-style-type: none"> - Conducting graduates poll and preparing an analysis report on its results. - Submitting the report to the colleges and to the Teaching and Learning Unit. 	Poll template

S	Component s	Activities	Executives	Implementa tion Timeline	Requirements	Procedures	Templates
		ce indicators					
	C	Employers assessment of the graduates	The Central Unit for Graduates	Annually (6 months after graduation)	Employers Poll	<ul style="list-style-type: none"> - Conducting employers poll and preparing an analysis report on its results. - Submitting the report to the colleges and to the Teaching and Learning Unit. 	Poll template

Procedures of the Teaching and Learning Unit

- 5.1 Preparing the annual plan for the Teaching and Learning Unit, including KPIs required for achievement follow-up, to be approved by the Deanship of Development and Quality and included within colleges and supportive Deanships quality support plan.
- 5.2 Holding a preparatory meeting for technical support officials to clarify the terms of the annual plan in order to unify the mechanisms, systems, orders and tools required for the plan implementation.
- 5.3 Following up the implementation of the annual plan of the unit in coordination with the Planning and Following-up Unit.
- 5.4 Receiving the reports prepared by the Planning and Following- up Unit on the quarterly achievement rate of the Teaching and Learning Unit annual plan by the concerned authorities.
- 5.5 Holding a quarterly meeting of technical support officials to discuss the achievement reports received from the Planning and Follow-up Unit with regard to the plan of the Teaching and Learning Unit to ensure performance integration and consistency.
- 5.6 Preparing the annual comprehensive report on the achievement of the plan of the Teaching and Learning Unit, explaining the KPIs achievement rates as well as the strengths and weaknesses to take them into consideration while preparing the unit's future plan.

Responsibilities of Teaching and Learning Officials

The roles and responsibilities of the teaching and learning officials can be defined as following:

S.	Official	Responsibilities
1	The Vice-Rector for Educational Affairs	Supervising the teaching and learning affairs and academic performance constraints, figuring out the appropriate solutions and following-up their implementation.
2	The Dean of Development and Quality	<ol style="list-style-type: none"> 1. Approving the annual plan for the Teaching and Learning Unit. 2. Approving the templates and handbooks of the teaching and learning system. 3. Approving the reports of the Teaching and Learning Unit before being submitted to the official councils.

S.	Official	Responsibilities
		4. Contacting with the Colleges Deans regarding feedback reports prepared by the Teaching and Learning Unit.
3	Deans of Colleges / Supportive Deanships	Implementing the tasks assigned to them within the teaching and learning system.
4	Head of the Teaching and Learning Unit	<ol style="list-style-type: none"> 1. Preparing the annual plan and standardized templates of the Teaching and Learning Unit and submit them for approval by the Dean of Development and Quality. 2. Submitting the annual plan to the Planning and Following-up Unit to be included within the plan of Colleges and Supportive Deanships quality support. 3. Communicating and coordinating with the head of the Planning and Following-up Unit about the implementation of the annual plan in accordance with the set time frame. 4. Holding discussion with technical support officials about good practices, obstacles and improvement suggestions set out in the periodic reports of the annual plan achievement. 5. Preparing the annual report on the achievement of the Teaching and Learning Unit, explaining KPIs achievement rate and submitting it to the Council of the Deanship of Development and Quality. 6. Proposing the annual plan for the Teaching and Learning Unit for the following year, reviewing and developing the standardized templates of the unit.
5	Head of the Planning and Following-up Unit	<ol style="list-style-type: none"> 1. Reviewing the annual plan of the Teaching and Learning Unit and including it in the annual plan to support quality at colleges. 2. Providing feedback reports to the Teaching and Learning Unit about the implementation of the annual plan.
6	Head of the Skills Development Unit	<ol style="list-style-type: none"> 1. Preparing the new faculty orientation program on the level of the university. 2. Implementing the new faculty orientation program on the level of the university. 3. Evaluating the effectiveness of the programs of faculty skills development through a standardized mechanism
7	Technical support official	<ol style="list-style-type: none"> 1. Providing the required technical support for meeting the requirements of the plan of the Teaching and Learning Unit set out in the quality support plan and quarterly and annually review of reports on the achievements of development and quality units of the annual plan for approval before they are submitted to the head of the Planning and Follow-up Unit. 2. Providing the required technical support for meeting the requirements of the Executive Committee of teaching and learning associated to the Vice-Rectorship for Educational Affairs and Following-up its implementation. 3. Training the officials of the fourth standard at the university programs on how to meet the practices of the standard in the light of the requirements of the program. 4. Providing ongoing follow-up and support to the officials about implementation and encourage them on innovation and presenting distinguished templates for the documents of implementation.
8	Development and Quality Units	Implementing the tasks assigned to them within the system.
9	The Central Unit for Academic advising	Implementing the tasks assigned to them within the system.

Communication Mechanism between the Learning and Teaching Unit and Technical Support Officials

The communication between the Teaching and Learning Unit and the technical support officials is done according to the following:

- The Head of the Teaching and Learning Unit holds periodic meetings (preparatory, quarterly and closing) throughout the academic year. Technical support officials are gathered to unify their work, attitudes and tools mechanisms with

regard to the teaching and learning system to ensure integration and consistency in their performance.

- Upon the approval / update / edit / change of any template of the teaching and learning templates, a meeting is held to inform technical support officials about it.

7. Teaching and Learning KPIs

Objective	KPIs	Measurement tools	Status quo	Target rate 1438/1439
Managing quality assurance of teaching and learning processes at NU.	The percentage of academic programs that have activated the standardized mechanisms and procedures of the Teaching and Learning Unit.	Poll	New	70%
	The percentage of development and quality units supervisors and academic programs coordinators satisfaction with the standardized mechanisms and procedures that have been prepared by the Teaching and Learning Unit	Poll	New	70%
	Providing 80% of the feedback reports prepared by the Teaching and Learning Unit within one month of their preparation	Statistical statement	New	80%
Following-up and providing the required consultancies for the implementation of teaching and learning policies and strategies in accordance with the requirements of building knowledge.	Student evaluation of courses quality and teaching performance.	Poll	77.2	80%
	The rate of courses evaluated by students	Statistical statement	100%	100%
	The rate of programs that have evaluated their learning outcomes according to their plans	A statistical statement extracted from the received reports	30%	50 %
Setting-up mechanisms to increase and improve the efficiency of academic advising and self-development among faculty members.	Student satisfaction with academic advising .	Poll	70%	75%
	The rate of faculty members at academic programs who are participants of the professional development activities.	A statistical statement of Skills Development Unit	30 %	40 %
Reviewing and assessing the quality of study plans preparation at the framework of the various academic programs development in the light of quality requirements, market needs and creative thinking encouragement.	The rate of new and improved study plans that have been reviewed by the Teaching and Learning Unit.	Statistical statement	10%	10%
	The rate of developed programs specifications that have been reviewed by the Teaching and Learning Unit.	Statistical statement	10%	10%
	The number of feedback reports prepared annually by the Teaching and Learning Unit	Statistical statement	New	15
Following-up and coordinating with quality units at various colleges with regard to meeting the requirements of the standard of teaching and learning.	The rate of programs that annually conduct the self-evaluation scale of the teaching and learning standard.	Statistical statement	New	70%
	The rate of programs and practices which meet the requirements of the teaching and learning standard.	Reports of Periodic assessment	New	70% of Program achievement

Objective	KPIs	Measurement tools	Status quo	Target rate 1438/1439
Contributing to setting up policies of teaching methods development and systems of students and faculty assessment, which support the university orientation toward student-based education.	Students overall assessment of learning experiences quality (student experience assessment, final-levels students).	Poll	70%	72%
	Student satisfaction with fairness and objectivity of the tests.	Poll	70%	75 %
	The rate of the programs which conduct annual evaluation of faculty members according to the standardized system	Statistical statement	New	60%
	The rat of faculty members who have received professional development in the field of teaching and learning.	A statistical statement of Skills Development Unit	30%	40 %
	Student satisfaction with teaching strategies (within student assessment of the quality of courses and teaching performance).	Poll	New	60%
Developing and improving the teaching and learning facilities and equipment, such as libraries, laboratories, teaching rooms and internet rooms at all colleges.	Student satisfaction with teaching rooms and laboratories.	Poll	New	70%
	Students and faculty assessment of library services.	Poll	68%	70%