

**College of Education
English Language Program
Improvement plan follow-up report**

Improvement plan follow-up report

Initiatives	Actions	Action Responsibility	Planned completion date	Level of achievement	
				Done	Not yet
1. Prepare the evidences and documents for the academic accreditation	Updating programs and courses specifications and reports according to NCAAA templates.	Quality Unit	End of the academic year	√	
2. Get the staff trained for quality and accreditation aspect to improve the level of work in the department	Attending a variety of training program at the program, college and university levels	Accreditation unit Training unit	End of the academic year	√	
3. Develop a Graduation Research Project manual	Approved Graduation Research Project Manual	Research Committee	Third week of the first semester	√	
4. Developing exit exam manual	Approved exit exam manual	Examination Committee	Third week of the first semester	√	

5. Prepare the program self-study	Prepare the program self-study and the evidences	Quality Unit	End of the academic year	√	
6. Developing the criteria of the annual evaluation of faculty members	Revising an Evaluation System	Measurement and Evaluation Committee	Third week of the first semester	√	
7. Faculty development activities	Increase the number of faculty development activities	Training committee	End of the academic year	√	
8. Holding a meeting with staff members to address Research Priorities	Identifying research priorities and research needs	Research committee	Fourth week	√	
9. Establishing a regular updated database of Published Scientific Papers	Collect database of published scientific papers	Research committee	Seventh week	√	
10. Promoting the participation of undergraduate students in scientific research through research projects and graduation projects	Conducting training program for undergraduate students in enhancing their research skills	Research committee	The second week of the second semester	√	
11.Improving community partnership	Visit the community and participate in the Events	Community committee	Third week of the second semester	√	
12. Using Community Services Involvement as one of the criteria for staff members Evaluation	Includes Community Services Involvement as one of the criteria for staff members Evaluation	Head of the department	End of the academic year	√	
13. Appointment of female coordinators at various	Select and appoint female coordinators	Head of the department	Third week of the second semester	√	

levels/committees for smooth functioning of female section					
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يعتمد رئيس القسم ،،،،

الاسم : د. ماجد عبد الله الحربي

التوقيع :



اعتماد الخطة بمجلس القسم

رقم الجلسة: 8

تاريخ الجلسة : 1444/4/10