

Program Quality Reviewing Report (Internal Review)

Academic department	Electrical Engineering		Program Name	Electrical Engineering
Year	2016-17	Semester	Date	Time
		Fall	18.10.2016	01:00-01:30

1. Documentation Records

No	Item	Requirement		Observations	Recommendations
NCAA documents					
1	Program Specifications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approved document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dates are not uniform everywhere. At some places it is in Hijri and at others in Gregorian Should be in Uniform. Preferably in Gregorian
2	Course Specifications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approved document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Approval?
3	Course Report	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Analysis and an action plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • No direct & indirect assessments (statistical analysis) • No date on cover page

					<ul style="list-style-type: none"> • No recommendations • Empty most of the things 	
		Approved document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
4	Program Annual Report (For last two years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Analysis and an action plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • Old Format • Improperly arranged • Many empty pages • No proposal • No evaluation/ statistical analysis 	Should be properly filled in new format with analysis and proposals	
5	Course File (For the last three years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Completed as hard and soft copies	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • No Contents • No Partitions • Contents repeated several times • CLOs not up to the marks 	<ul style="list-style-type: none"> • Contents should be pasted on inside cover page • Partitions should be used • Contents should be used only once • Revise CLOs 	
6	Program SSR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approved document	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • NCAAAA format not followed • Star analysis 		

7	Self-Evaluation Scales for Higher Education Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved document	<input type="checkbox"/> Yes <input type="checkbox"/> No	Empty Folder	
8	Organizational Chart of the program	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved document	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked	
NCAAA Requirements						
1	Course Evaluation Survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	Analysis and an action plan for last 2 years	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Old Report	New Survey should be conducted
2	Program Evaluation Survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	Analysis and an action plan for last 2 years	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Experience Evaluation Survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	Analysis and an action plan for last 2 years	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	Advisory Board	<input type="checkbox"/> Yes <input type="checkbox"/> No	At least two meetings with minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			Critical issues for program as main topic of discussion	<input type="checkbox"/> Yes <input type="checkbox"/> No	No action plan after the meeting outcome	
5	KPIs and Rubrics for SLO	<input type="checkbox"/> Yes <input type="checkbox"/> No	Defined and approved for all SLOs	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6	Program KPIs	<input type="checkbox"/> Yes <input type="checkbox"/> No	A benchmark	<input type="checkbox"/> Yes <input type="checkbox"/> No	Internal Bench Mark not defined	
			The measured KPIs for the last two years	<input type="checkbox"/> Yes <input type="checkbox"/> No		

			and action plan with improvements			
			The KPIs of the current, target and benchmark	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7	The consistency with NOF	<input type="checkbox"/> Yes <input type="checkbox"/> No	A report about the consistency of Program features and learning outcomes with the NOF	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ABET Documents						
1	Faculty vitae	<input type="checkbox"/> Yes <input type="checkbox"/> No	Filled by all faculty members on the approved form	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Lab equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Filled for all labs on the approved form	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Course Syllabus	<input type="checkbox"/> Yes <input type="checkbox"/> No	Filled by all faculty members on the approved form	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	Faculty Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	Filled by all Faculty members on the approved form	<input type="checkbox"/> Yes <input type="checkbox"/> No	Folder was empty	

5		Documentation and archiving		Organized documentation		Yes <input type="checkbox"/> No <input type="checkbox"/>	
ABET Requirements							
1	Direct assessment of program SLO	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation of all SLO for the first semester	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			Evaluation of all SLO for the second semester	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			Summary of the results and action plan and discussion by the quality committee based on the faculty reports from the first semester	<input type="checkbox"/> Yes <input type="checkbox"/> No			
2	Indirect Assessment of program SLO	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation of all SLOs using Indirect assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Folder was empty		
3	Exit Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation of all SLOs using Exit review	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Only one report of 2014 Date not mentioned 		
College Requirements							

1	Graduates Database	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated database	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked				
2	Brochure of Department	<input type="checkbox"/> Yes <input type="checkbox"/> No	A brochure stating vision, mission, PEO, goals, course structure of department	<input type="checkbox"/> Yes <input type="checkbox"/> No					
							A report	<input type="checkbox"/> Yes <input type="checkbox"/> No	Empty Folder
							Recommendations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Empty Folder
3	Follow-Up Table	<input type="checkbox"/> Yes <input type="checkbox"/> No	An action plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Empty Folder				

2. Website Updating Record

Web Checklist						
1	Vision/ Mission and Program Objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked	
2	Organizational Chart	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked	
3	Faculty	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked	
4	Departmental Committees	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked	
5	Quality Committees	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked	
6	Course Syllabi	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked	

7	Course Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked
8	Program Annual Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked
9	Research/ Projects	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked
10	Alumni	<input type="checkbox"/> Yes <input type="checkbox"/> No	Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not checked

3. Instructor Awareness:

Majmaah University has		Response		Comments
Vision and mission		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Training Unit in Deanship for Quality and skills development (What workshops/seminars have you attended)		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College of Engineering has				
vision/mission		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Undergrad Catalog		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Training Unit in the Vice-Deanship for Quality and Development		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Academic Accreditation Unit under in the Vice-Deanship for Quality and Development		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Department has				
Vision/ Mission		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Program Objectives/ Student Learning Outcome (SLO) (what are the SLOs?)		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Undergrad Catalog	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Board of Advisors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D2L System	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No	No idea
Lab Equipment Manual for each lab	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Quality Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Curriculum Development Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
continuous quality improvement process	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A Course has		
Course Learning Outcome (CLO). (What are the CLOs of your course, what are the SLOs assessed in your course)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
➤ CLOs are assessed for each course using direct (exams, etc.) and indirect assessment (surveys, etc.).(How do you do the survey? When do you do the assessments?)	<input type="checkbox"/> Yes <input type="checkbox"/> No	They have idea about CLO and assessment processes
Syllabus that is published and given to student for each course.(What is included in the syllabus?)	<input type="checkbox"/> Yes <input type="checkbox"/> No	They know what is included in the syllabus
The Instructor		
has academic Advising responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
completes Course Report for each section	<input type="checkbox"/> Yes <input type="checkbox"/> No	
updates Course Portfolio	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Miscellaneous

Different Requirements

1	Instructor's Time Table hanged on the door	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Office Hours Contact details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	4/5 Yes	
			Do you know the mission of the program?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			Are you participating in the quality work? (i.e., filling surveys, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			Is there a syllabus for the courses?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			Are you aware of the contents of the course in the syllabus?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Student Awareness	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is the academic advising useful?	<input type="checkbox"/> Yes <input type="checkbox"/> No	1/5 Yes	Academic Advisors should take more active part
			Do you receive feedback on your academic work?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
					1/5 Yes	The students should be given academic feedback

5. Main Comments of reviewing process:

1	Many Folders were empty
2	Contents were not arranged properly in the Course Files, even repeated several times




3	Course Evaluation Survey Report was very old
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6. Recommendations

1	Fill all the empty folders with relevant documents
2	Proper arrangement of contents in Course Files
3	Include new Report on Course Evaluation Survey

Reviewing Committee Members:

- 1- Dr. Syed M. Abbas
- 2- Dr. Sameh S. Ahmed

Report prepared by:	Dr. Syed M. Abbas; Dr. Sameh S. Ahmed	Approved by:	Dr. A. Almuhrisen
Date:	October 20, 2016	Date:	25/10/2016
Signature:	 	Signature:	

- Copy to:
- 1- Dean of the college
 - 1- Program Coordinator (Head of Department)
 - 2- ADU