



## Annual Program Report

<b>Program Name:</b>	<b>English Language</b>
<b>Qualification Level:</b>	<b>Bachelor</b>
<b>Department:</b>	<b>Department of English Language</b>
<b>College:</b>	<b>College of Sciences and Humanities at AlGhat</b>
<b>Institution:</b>	<b>Majmaah University</b>
<b>Academic Year:</b>	<b>1439/1440</b>
<b>Main Location:</b>	<b>Alghat College</b>
<b>Branches offering the Program:</b>	<ul style="list-style-type: none"><li>• AlGhat College, Male Branch.</li><li>• AlGhat College, Female Branch</li></ul>

## Table of Contents

<b>A. Implementation of Previous Action Plan .....</b>	<b>3</b>
<b>B. Program Statistics .....</b>	<b>3</b>
1. Students Statistics (in the year concerned).....	3
2 . Cohort Analysis of Current Graduate Batch .....	3
3. Analysis of Program Statistics .....	4
<b>C. Program Learning Outcomes Assessment .....</b>	<b>5</b>
1. Program Learning Outcomes Assessment Results. ....	5
2. Analysis of Program Learning Outcomes Assessment .....	5
<b>D. Summary of Course Reports .....</b>	<b>6</b>
1. Teaching of Planned Courses / Units.....	6
2. Courses with Variations .....	6
3. Result Analysis of Course Reports .....	6
<b>E. Program Activities .....</b>	<b>7</b>
1. Student Counseling and Support .....	7
2. Professional Development Activities for Faculty and Other Staff .....	7
3. Research and Innovation .....	8
4. Community Partnership .....	8
5. Analysis of Program Activities .....	8
<b>F. Program Evaluation .....</b>	<b>10</b>
1. Evaluation of Courses .....	10
2. Students Evaluation of Program Quality .....	10
3. Other Evaluations .....	11
4. Key Performance Indicators (KPIs).....	12
5. Analysis of Program Evaluation.....	14
<b>G. Difficulties and Challenges Faced Program Management .....</b>	<b>15</b>
<b>H. Program Improvement Plan .....</b>	<b>15</b>
<b>I. Report Approving Authority .....</b>	<b>16</b>
<b>J. Attachments :.....</b>	<b>16</b>

## A. Implementation of Previous Action Plan

Considering the recommendations of previous year annual report, list the planned actions and their status.

Planned Actions	Responsibility of Action	Planned Completion Date	Level of Completion		If Not Completed	
			Completed	Not Completed	Reasons	Proposed Actions
1. Running the preparatory year Program	The department	1439/1440	completed			
2. Reporting results for the courses reports	The department	1439/1440	completed			
3. Activating the English Club and the Writing Center	The department	1439/1440	completed			
4. Creating a plan for the professional development training workshops for the faculty members	The department	1439/1440	completed			
5. Pursuing the new study plan in the program	The department	1439/1440	completed			

## B. Program Statistics

### 1. Students Statistics (in the year concerned)

No.	Item	Results
1	Number of students who started the program	91
2	Number of students who graduated	29
3	Number of students who completed major tracks within the program (if applicable)	
	a.	
	b.	
	c.	
4	a. Number of students who completed the program in the minimal time	
5	a. Percentage of students who completed the program in the minimal time (Completion rate)	
6	Number of students who completed an intermediate award specified as an early exit point (if any)	
7	Percentage of students who completed an intermediate award specified as an early exit point (if any)	
<p><b>Comment on any special or unusual factors that might have affected the completion rates:</b>  <b>The reason can be attributed to the low level of the students in the English language as well as the lack of interest of the students to study a foreign language.</b></p>		

### 2. Cohort Analysis of Current Graduate Batch

Student Categories		Total cohort enrollment	Withdrawn	Retained till year end	Not passed	Passed	Passing rate
Years							
Three Years Ago <sup>36-37</sup>	M	53		29		79.54%	
	F	12		10			
	<b>Total</b>	63		39			
Two Years Ago <sup>37-38</sup>	M	39		14	17.5%	82.5%	82.5%
	F	11		21	17.25%	82.75%	82.75%
	<b>Total</b>	50		35			
Last Year <sup>39-38</sup>	M	52		9		84.5%	15.5%
	F	20		17		95%	5%

	<b>Total</b>	72		26			
<b>Current Year</b>	M	65		16		86%	14%
	F	26		13		93.8%	6.2%
	<b>Total</b>	91		29			
<b>Comments on the results:</b>							

\* add more rows for further years ( if needed )

\*\* attach separate cohort analysis report for each branch

### 3. Analysis of Program Statistics

(including strengths, areas for improvement, and priorities for improvement)

#### Strengths :

- Activating the academic guidance.
- The department has a clear role in serving the community
- Participation of some female students in research projects and achieving advanced positions, including the first place in researches of "serving Community" at the conference " The Role of Scientific Research in Serving Society" held at Hotat Sudair.
- Satisfaction of students about the assistance provided by the faculty members.
- The numbers of students are suitable for the numbers of the faculty members.
- The number of cohort enrollment of the former two Years was bigger than the last three years.
- we can see that the current year has less number of the enrolled students compared to others, this is because of the filtering of students in the PYP.
- The increase of the graduating students who employed in the same subject field.
- 

#### Areas for Improvement:

- The department should figure out the reasons behind the low level of enrollment compared to the previous early years.
- Continuing the initiative of the Preparatory Year Program in order to develop the students' level of English and select only students who are predicted to succeed and continue their studies in English.
- Holding workshops to the students in the early stages of the program to inform them about their future opportunities in the job market.
- Holding training programs in the main campus to give students a clear picture about job market needs

#### Priorities for Improvement:

- Providing students with proper facilities to improve their English such as holding workshops and group discussions in English Club & Writing Center.
- Increasing the level of the community services of the department.
- The need to arrange meetings to decide on how the study plan of the program could be adapted to suit the needs of such institutions.
- Regular meetings should be planned in order to follow up program graduates in their work places within these institutions. This would indicate what is useful for graduates and what can help in the development of the study plan.
- Postgraduate studies should be offered in the program to foster students' knowledge which makes it more compatible with NQF. Postgraduate studies will certainly

increase students' competence which, in turn, will give students a chance to find jobs that suit their specialties.

## C. Program Learning Outcomes Assessment

### 1. Program Learning Outcomes Assessment Results.

#	Program Learning Outcomes	Assessment Methods (Direct and Indirect)	Performance Target	Results
<b>Knowledge</b>				
K1	Ability to distinguish different types of essays through four essentials: unity, support, development, and coherence	Different types of the Exams	a.1	I
K2	To identify / explain the formal features of literary works, as well as the cultural and historical contexts that inform them	Presentations , and the researches	a.2	R
K3	To improve skills in reading, writing, listening and speaking in English	Orally exams	a.3	R
K4	To increase knowledge of English vocabulary and grammar	Different types of the exams	a.4	R
<b>Skills</b>				
S1	To make written and oral critiques of readings at a proficient level	Write different paragraphs and essays	b.1	E
S2	To write well-organized literary, analytical essays.	Exams	b.2	I
S3	To apply different critical approaches to the study of texts	Exams , Quizzes	b.3	R
<b>Competence</b>				
C1	To function effectively on teams to accomplish a common goal	Organization and Responsibilities	c.1	R
C2	Recognition of the need for and an ability to engage in continuing professional development	Interactions & workshops	c.2	R
C3	To communicate effectively with a range of audiences	Preparing Documents and Presentation Materials	d.1	R
<b>Comments on the Program Learning Outcome Assessment results.</b>				
There is a great degree of satisfaction from program learning outcome assessment results, hoping to reach a higher degree of satisfaction in the coming years of the new study plan.				

\* Include the results of measured learning outcomes during the year of the report according to the program plan for measuring learning outcomes

\*\* Attach a separate report on the program learning outcomes assessment results for male and female sections and for each branch (if any)

### 2. Analysis of Program Learning Outcomes Assessment

(including strengths, Areas for Improvement, and priorities for improvement)

<b>Strengths :</b>
<ul style="list-style-type: none"> <li>- The department reached a considerable degree of understanding the shortcomings of the program.</li> <li>- The department tries to provide the various facilities to accomplish the different learning outcomes.</li> </ul>
<b>Areas for Improvement:</b>
<ul style="list-style-type: none"> <li>- Working on modifying the program and paying attention to the courses that give the students the opportunity to improve their skills.</li> </ul>
<b>Priorities for Improvement:</b>
<ul style="list-style-type: none"> <li>- Increasing the role of the phonetics lab to train students in listening and speaking skills.</li> <li>- Encouraging the students to participate in the activities of the English Club &amp; Writing Center to enhance the cognitive skills of them.</li> </ul>

## D. Summary of Course Reports

### 1. Teaching of Planned Courses / Units

List the courses / units that were planned and not taught during the academic year, indicating the reasons and compensating actions.

Course	Units/Topics	Reasons	Compensating Actions
212 Translation	Translation	Due to the low number of the students enrolled in the course	Students were advised to find alternative course

### 2. Courses with Variations

List courses with marked variations in results that are stated in the course reports, including: (completion rate, grade distribution, student results, etc.), and giving reasons for these variations and actions taken for improvement.

Course Name & Code	variation	Reasons for variation	Actions taken
ENG 328 Phonetics	100% high success rate for the course	The registered students in this course are 5, two of them only completed the course and attended the exam. Both of them passed.	No action taken
ENG 443 Modern Drama	100% high success rate for the course	The students registered in this course are graduated students. And they could pass in the exam	No action taken
ENG 432 Modern Poetry	100% high success rate for the course	There were three registered students, two of them completed the course and attended the exam. Both of them passed.	No action taken

### 3. Result Analysis of Course Reports

(including strengths, Areas for Improvement:, and priorities for improvement)

<b>Strengths :</b>
--------------------

- The department interacts positively with the various results of the report
<b>Areas for Improvement:</b>
- The department should pay attention to the gap between the theoretical objectives of the courses and the rehearsal application.
<b>Priorities for Improvement:</b>
- The department needs to use the phonetics lab in teaching the rehearsal sides of the courses.

## E. Program Activities

### 1. Student Counseling and Support

Activities Implemented	Brief Description *
Addition and deletion	Help the students to add and delete course
Help Handicap students	Writing letters to university in order to support them
General counseling	Solve students social problems
<b>Comment on Student Counseling and Support **</b>	
Students feel free to ask about solving their academic and social problems	

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

### 2. Professional Development Activities for Faculty and Other Staff

Activities Implemented	Brief Description *
Smart board workshop	It handles the techniques of using the smart board in teaching. 10 members
Communication skills	It deals with the communication skills of the faculty staff. 6 members
Blackboard system (BB)	Using the blackboard system in the teaching process. 9 members
A workshop to introduce the functions and management of scientific societies	It improves the scientific skills of the staff members. 6 members
Analysis of the first phase tools of the D2L system and (Bb)	Using the blackboard system in the teaching process and D2L system. 9 members
Measuring performance indicators of the program.	Enhancing the various skills of the staff members. 6 members
Measurement of learning outcomes.	Enhancing the various skills of the staff members. 8 members
Prepare and implement an optimization plan	Enhancing the various skills of the staff members. 8 members
Saudi Digital Library	Enhancing the various skills of the staff members. 6 members
<b>Comment on Professional Development Activities for Faculty and Other Staff **</b>	
The activities are to improve and develop the various skills of the faculty members so as to	

improve the educational process in a positive way.

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

### 3. Research and Innovation

Activities Implemented	Brief Description *
The Biography of Shakespeare Reflected in his Play Hamlet	International Journal of Science and Research (IJSR) volume 7 issue 3, Narch 2018
An Investigation into University EFL learners' Perception of Native versus Non- native English Teachers.	Asian EFL Journal
The Influence of Sex and Field of Study Differences in Attitudes of Saudi Non English Major Students with Regard to Learning English at Majmaah University	Majmaah University Journal
<b>Comment on Research and Innovation **</b>	
There is a need to increase the rate of publishing researches of the faculty members in various specializations.	

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

### 4. Community Partnership

Activities Implemented	Brief Description *
AlGhat Market	An open market for the community of AlGhat held in AlGhat Heritage Village with varied goods and entertaining sections including children activities.
<b>Comment on Community Partnership **</b>	
The department needs to increase the community partnership.	

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

### 5. Analysis of Program Activities

(including strengths, Areas for Improvement:, and priorities for improvement)

<p><b>Strengths :</b></p> <ul style="list-style-type: none"> <li>- Faculty members attended IT trainings and various workshops held in the department to be able to use develop their teaching skills.</li> <li>- There is a considerable degree of interaction between the students and the faculty members specially in respect to the academic counseling and support.</li> </ul>
--



**Areas for Improvement:**

- There is a need to increase the community partnership.
- 

**Priorities for Improvement:**

- The department needs to increase the training programs for the faculty staff in order to promote their skills in teaching.

## F. Program Evaluation

### 1. Evaluation of Courses

Course Code	Course Title	Student Evaluation ( Yes-No)	Other Evaluations (specify)	Developmental Recommendations
Eng.181	Introduction to literary term	√	Evaluation Via Questionnaire	The students need to apply the various literary terms on different branches of literature.
Eng.328	Phonetics	√	Evaluation Via Questionnaire	The students need more practices in the phonetics lab.
Eng.344	Shakespeare	√	Evaluation Via Questionnaire	The students need to learn how to compare Shakespeare's plays with other western and Arabic dramatists.
Eng.411	Translation 2	√	Evaluation Via Questionnaire	The students need more practices in different fields of translation such as medicine, law, and commerce. In addition, they need to learn interpretation.
Eng.423	English Morphology and Syntax	√	Evaluation Via Questionnaire	The students need to learn a rehearsal side of their theoretical study.
Eng.461	Literary Criticism 2	√	Evaluation Via Questionnaire	The students need to learn how to apply the theories of criticism they study in the course.

### 2. Students Evaluation of Program Quality

Evaluation Date :	Number of Participants:
Students Feedback	Program Response
<b>Strengths:</b> <ul style="list-style-type: none"> <li>• Willingness of faculty members for guidance and advice is quite apparent.</li> <li>• Experience and competence of faculty members in the department are clear in their great knowledge of the content of the courses they teach and enthusiasm for work.</li> <li>• <b>The faculty members are interested in the progress of their students.</b></li> </ul>	The department is going on enhancing the positive sides of its program.
<b>Areas for Improvement::</b> <ul style="list-style-type: none"> <li>• Library resources are inappropriate and are not available whenever students need them.</li> <li>• The halls' facilities (for lectures, laboratories</li> </ul>	The department is studying the various ways and solutions that will lead to the solution of such problems.

<ul style="list-style-type: none"> <li>and lessons) were characterized by lack of quality as well as computer equipment is insufficient and meet the needs of students.</li> </ul>	
<p><b>Suggestions for improvement:</b></p> <ul style="list-style-type: none"> <li>• Providing an appropriate equipment for extracurricular activities (including sports and leisure facilities).</li> <li>• Providing proper facilities for religious services.</li> </ul>	The department is studying the various ways and solutions that will lead to the solution of such problems.

\* Attach report on the students evaluation of program quality

### 3. Other Evaluations

(e.g. Evaluations by independent reviewer, program advisory committee, and stakeholders (e.g., faculty members, alumni, and employers)

Evaluation method :	Date:	Number of Participants :
<b>Summary of Evaluator Review</b>		<b>Program Response</b>
<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
<p><b>Points for Improvements::</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
<p><b>Suggestions for improvement</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		

\* Attach independent reviewer's report and stakeholders' survey reports ( if any)

#### 4. Key Performance Indicators (KPIs)

List the results of the program key performance indicators (including the key performance indicators required by the National Center for Academic Accreditation and evaluation)

No	KPI	Target Benchmark	Actual Value	Internal Benchmark	Analysis	New Target Benchmark
1	Assess the knowledge of stakeholders operative message and objectives of the program				3.92	4.5
2	Assess administrators and faculty members to guide policy body and the organizational structure and job description program				4.15	4.5
3	Overall Rating for students to quality learning experiences in the organization (the average student estimates on an annual scale appreciation of the five points of the final year students)	4.5	4.51	4.5	3.46	4.75
4	The proportion of courses in which the evaluation of students conducted during the year	65%	61.53%	80%	100%	85%
5	The ratio of students to faculty staff ( full-time or equivalent)	1:22	1:8	1:22	1:20	1:22
6	Overall students assess of the quality of courses (average student estimates the estimated five-point scale for overall assessment of the decisions)	4.5	4.48	4.5	2.67	4.75
7	Percentage of faculty members who hold qualifications PhD certified	75%	33.5%	75%	28.02%	85%
8	The proportion of students entering programs who have successfully completed the first year	90%		90%	43.83%	95%
9	The proportion of students entering in undergraduate programs who have completed the minimum period	95%		95%	69.95%	95%
10	The proportion of students entering in graduate programs who have completed on time					
11	The proportion of graduates from undergraduate programs who are in a period of 6 months of graduation : A. employed B. enrolled	90%	59.99% 8.25% 31.7%	90%		100%

	in the study C. did not look for the employment or study					
12	Students evaluation of the professional and academic counseling (average estimates of how appropriate psychological and vocational guidance on an annual estimated five-point scale for students in the final year )	4	4.37	4.25	3.89	4.5
13	Assess of the beneficiaries of the services of the library and media center.	85%	66.78%	4.25	3.54	85%
14	Assess of the beneficiaries to Services of Digital Library .	75%		4	3.69	85%
15	Annual IT spending proportion to the number of students					
16	Assess of the beneficiaries to the IT services ( availability – safety -technical support - software and hardware )	85%	77.63%	4.25	5.46	90%
17	Assess of the beneficiaries to the e-learning services.	85%	71.82%	4.25	3.61	90%
18	Proportion of teaching staff leaving the institution in the past year for reasons other than age retirement	5%	16.7%	5%	12.82%	5%
19	Proportion of teaching staff participating in professional development activities during the past year	85%	87.5%	90%	92.05	90%
20	Number of refereed publications in the previous three years per full time members of teaching staff	7	4	12	-	12
21	Number of citations in refereed journals per full time equivalent teaching staff	-	-	-	-	-
22	Proportion of full time members of teaching staff with at least one refereed publication during the previous year.	75%	41.51%	75%	42.63%	85%
23	Number of papers or reports presented at academic conferences during the past year per full time member of teaching staff.	4	2	10	-	5
24	Research income from external sources in the	-	-	-	-	--

	past year as a proportion of the number of full time teaching staff members					
25	Number of community education programs provided.	7	6	15	-	12

**Comments on the Program KPIs and Benchmarks results :**

**Strengths:**

- KPI of Overall Rating for students to quality learning experiences in the organization reflects a considerable satisfaction of the students in the learning experience.
- The actual value of the overall students assess of the quality of courses is getting nearer to the target benchmark; the thing that reflects a touchable development in the courses so as to promote to fulfill the needs of the students.
- The actual value of the students evaluation of the professional and academic counseling is higher than the target benchmark; this show the atmosphere of cooperation between the faculty members and the students as well as the commitment of the department to solve the problems of the students.
- Proportion of teaching staff participating in professional development activities during the past year is quite apparent.

**Areas for Improvement:**

- There is a need to increase the IT services in order to go with the needs of its beneficiaries.
- There is a need to increase the e- learning services.
- The provided community education programs need to be increased to go with the target benchmark and to reach the new benchmark of the coming year.

**Priorities for Improvement:**

- The department is in a bad need to increase the faculty members who hold certified PhD qualifications.
- There is a need to increase the number of refereed publications.
- There is a need to increase the Number of papers or reports presented at academic conferences.

## 5. Analysis of Program Evaluation

(including strengths, Areas for Improvement:, and priorities for improvement)

**Strengths :**

- Willingness of faculty members for guidance and advice is quite apparent.
- Experience and competence of faculty members in the department are clear in their great knowledge of the content of the courses they teach and enthusiasm for work.
- The faculty members are interested in the progress of their students.

**Areas for Improvement:**

- Library resources are inappropriate and are not available whenever students need them.
- The halls' facilities (for lectures, laboratories and lessons) were characterized by lack of quality as well as computer equipment is insufficient and meet the needs of students.

<b>Priorities for Improvement:</b> <ul style="list-style-type: none"> <li>• Providing an appropriate equipment for extracurricular activities (including sports and leisure facilities).</li> <li>• Providing proper facilities for religious services.</li> </ul>

### G. Difficulties and Challenges Faced Program Management

Difficulties and Challenges	Implications on the Program	Actions Taken
The weakness of the students in the English language	The weakness of the quality of students	Continuing the preparatory year program Raising the role of the English club and writing center
The low motivation of the registered students especially those who were forcefully registered due to their low grades.	The withdrawal and fail of some registered students	The study in the preparatory year program is to filter the registered students.
Working on developing the new Study Plan, besides the overload of teaching and administration.	The lack of useful courses in the current plan which consequently affects the quality of graduating students	Resuming the new study plan gradually from level one (term by term) is to fulfill the needs of the students and the work market as well.
Inadequate staff	The lack of specialized staff prevents students from getting useful knowledge, The increase of load of the current staff which affects the quality of teaching. The majority of the faculty members are still pursuing their higher degrees abroad	The department tries to appoint more teaching staff but the official procedures are to last for so long period of time.

\*Internal and external difficulties and challenges

### H. Program Improvement Plan

No.	Priorities for Improvement	Actions	Action Responsibility	Date		Achievement Indicators	Target Benchmark
				Start	End		
1	Modifying the courses to improve the various language skills of the students.	A new study plan is being used in the department	The department	1440	1441	The improvement is going on	80%
2	Presenting the	We did ask	The	1440	1441	The	65%

	study plan to specialized external consultants and reviewers.	an external reviewer and he gave us his feedback	department			improvement is going on	
3	Activating a phonics lab to train students in listening and speaking skills	There is already a phonetics lab in the college	The department	1440	1441	The improvement is going on	80%
4	Encouraging the students to interact with the English club activities	Many activities are held in the English club	The department	1440	1441	The improvement is going on	70%

### I. Report Approving Authority

Council / Committee	
Reference No.	
Date	

### J. Attachments :

- A separate cohort analysis report for male and female sections and for each branch
- A report on the program learning outcomes assessment results for male and female sections and for each branch (if any)
- A report on the students evaluation of program quality
- Independent reviewer's report and other survey reports (if any)