

Vice-Rectorship for Development and Quality

Deanship of Development and Quality

Report for Evaluating the Activities Of Quality and Development Unit

Section:

Male:

Female: √

Combined:

First Semester

1438/1439

Y= 2017/2018

Annual

Semester 1 &2

Scale:

0= Activity Not Accomplished 1= Activity Accomplished with significant Notes

2= Activity Accomplished with Minor Notes 3=Activity Accomplished and Target Has Been Achieved According to



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Activity		Scale			Notes
Accordy	0	1	2	3	11000
First: Plan of The Deansh	ip for De	velopn	nent and	d Qualit	у
1- Formation of the Quality and Development Unit in the present year, according to the unified bylaw approved by the Vice-Rectorship for Development and Quality.			2		The Deanship did not receive the Unified Organizational Guide for the Quality and Development Unit from the Deanship of Development and Quality.
2-Implemintation plan for the Development and Quality Unit for the Present academic year, for all the activities of the main committees in the Unit.				3	
3-Semester/Annual Report on the Accomplishment of the Development and Quality Unit for the present academic year according to the template approved by the Deanship of Development and Quality.				3	



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Activity		Sca	ile	Notes				
,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,	0	1	2	3				
Second: The Implementation Plan of the D	Second: The Implementation Plan of the Development and Quality Unit for the Present Year							
(Including all the activities of	(Including all the activities of the main committees in the Unit)							
Planning and Monitoring Committee								
Brochure on the Deanship vision, the mission, and the goals.				3				
Deanship Guide.				3				
Updated the Organizational Guide of the Deanship.				3				
Annual Report.				3				
Organizational Structure of the Deanship.				3				
Unified Organizational Guide of the Development and Quality Unit.				3				
Brochure to demonstrate the message of the program.				3				



Activity		Sca	ale	Notes	
	0	1	2	3	
Questionnaires used in the Quality Assurance Management.				3	
Development and Quality Unit plan, Members of the Development and Quality Unit and Committees.				3	
Updated the Deanship's strategic plan.				3	
A booklet for the results of performance indicators in the Deanship was prepared for 1437-1438H.				3	
Form the consultative Council in the Deanship.				3	
Learning and Teaching Committee					
Program Evaluation System.				3	
Map of the Learning Outcomes of the program.				3	





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Activity		Sca	ıle	Notes	
	0	1	2	3	Notes
Course Specification.				3	
Course Description				3	
Syllabus of the Deanship with simple illustrations of the courses.				3	
Distribute the academic advisors, Academic Advising Report for the first semester				3	
Survey of the number of new and graduate students during the latest semester illustrated in a table.				3	
Complaints, Suggestions System, and their forms.				3	
Student Excellence Board (for excellent students).				3	





Activity		Sca	ale	Notes	
	0	1	2	3	
A Report on Using Rubrics in Checking Students' Essay				3	
Questions.					
Course Reports.				3	
Overall Report on Course Reports.				3	
Updated the Resumes for the Deanship Members.				3	
Academic Acci	reditatio	n Comn	nittee		
NOT APPLIED					
Performance Measurement Committee					
Data analysis for the following Questionnaires:					
Academic Advising				3	
Facilities and Equipment				3	





Activity		Sca	ile	Notes	
	0	1	2	3	
Vision and Mission				3	
E-learning Courses				3	
Self-learning Outcomes				3	
Program Management				3	
Program Evaluation Processes				3	
Program Evaluation				3	
Students' Experience				3	
Learning Resources				3	



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Activity	Scale			Notes		
	0	1	2	3	110103	
Skills' Develo	opment (Commit	tee			
(17) Training Sessions:						
How to Develop Students' Writing Skills				3	1439/1/18	
Suaad Abdelaziz					2017/10/8	
Remedial Exercises for Developing Students' Writing Skills				3	1439/1/18	
Suaad Abdelaziz					2017/10/9	
Blog Writing				3	1439/2/9	
Manal Elhami					1439/2/12	
Seven Habits of Creative People				3	2017/10/8	
Ghada Ahmed					1439/1/18	

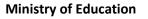


Activity		Sca	le		Notes
	0	1	2	3	
Ten rules of Ants Ghada Ahmed				3	1439/2/16 2017/11/5
Planning for Success				3	1439-2-16
Manal Ali					2017-11-5
How to Adopt in University Life				3	1439/1/27
Nagwa Rashed					2017/10/17
Time Management and Achievement of Goals				3	1439/2/18
Nagwa Rashed					2017/11/7
Self-development				3	-1439/2/17
Arwa Rafiq					2017/11/6



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Activity		Sca	le	Notes	
	0	1	2	3	
Microsoft Publisher 2007 Hajar Awad				3	22 -3-1439
Access Hajar Awad				3	26-3-1439
Jiff Programming Language Nahla Kamal				3	23 -3-1439
Extra Ms PowerPoint Huda Mohammed				3	22 -3-1439
Computer Maintenance Wafaa Fraij				3	24 -3-1439
HTML				3	25 -3-1439





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Activity		Sca	ile	Notes		
	0	1	2	3		
Arig Mohammed						
Microsoft Office				3		
Hajar Awad & Huda Mohammed					25-3-1439	
Communicating with People Through Body Language Arwa Rafiq				3	1439/3/17	

Third: The Practices* in Which the Quality Loop <u>Have Been Closed</u>

In All the Academic and Administrative Units of the College

Based on The Plans of The Development and Quality Unit and Its Main Committees

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*Note: Mention in Details **Programs:** 1- Program:-----2- Program:-----

3- Program:-----





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- 	
Academic Advising Unit:	
Alumni Office:	

Others:



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Fourth: The Practices* in Which the Quality Loop <u>Have Not Been Closed</u>

In All the Academic and Administrative Units of the College

Based on The Plans of The Development and Quality Unit and Its Main Committees

Programs:

1- Program:-----

*Note: Mention in Details



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Actions Taken By The Development and Quality Unit to Close the Quality Loop:

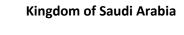
2- Program:-----

Actions Taken By The Development and Quality Unit to Close the Quality Loop:



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	Deanship of Development and Quality	
3- Program:		
Actions Taken By The Development and Quality Unit to Close the Quality Loop:		
		
Academic Advising Unit:		

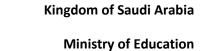




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Actions Taken By The Development and Quality Unit to Close the Quality Loop: **Alumni Office:** Actions Taken By The Development and Quality Unit to Close the Quality Loop: Others:





Actions Taken By The Development and Quality Unit to Close the Quality Loop		
Supervisor of the D&Q Unit	Vice- dean	
Name: Suaad Ahmed Abdel-Aziz	Name: Dr. Mona El-Bladie	
Signature:	Signature:	