



Report for Evaluating the Activities Of Quality and Development Unit

College: **Pharmacy**

Section:

Male:

First Semester Y = 1438 /1349

Female:

Combined:

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



Activity	Scale				Notes
	0	1	2	3	
First: Plan of The Deanship for Development and Quality					
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.				√	Send through Correspondence tracking system (CTS) document number 14385
2-Implementation plan for the Development and Quality Unit for the Present academic year, for all the activities of the main committees in the Unit.				√	
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.				√	
Second: The Implementation Plan of the Development and Quality Unit for the Present Year (Including all the activities of the main committees in the Unit)					



Activity	Scale				Notes
	0	1	2	3	
Planning and Monitoring Committee					
Enhance the concept of strategic planning and follow-up implementation of the strategic plan and achieve the strategic objectives of the college			√		
Updating the college and program mission				√	
Follow up the implementation of the development projects of the strategic plan of the university		√			
An internal audit of quality systems and rehabilitation of internal auditors in the college and follow-up performance of internal quality system program and provide consultations				√	
Follow up the improvement plans for all academic and administrative units based on the performance indicators.			√		
Learning and Teaching Committee					
Follow up the development and improvement teaching and learning requirements.			√		



Activity	Scale				Notes
	0	1	2	3	
Follow up the development and improvement of academic support and guidance and student services and prepare annual reports.				√	
Review study plans, descriptions and reports of the program, comprehensive reports on course reports for the academic program.				√	
Follow up the implementation of plans to improve the performance quality of the program and college periodic evaluation			√		
Follow-up the preparation of reports of program quality indicators and program learning outcome indicators			√		
Follow-up the annual reports for rates of student progress			√		
Academic Accreditation Committee					
Spread the culture of accreditation in the community of the college.				√	
Follow-up of the academic accreditation standards for the program and technical support			√		
Performance Measurement Committee					



Activity	Scale				Notes
	0	1	2	3	
Prepare questionnaires for internal assessments and measure performance indicators				√	
Evaluation of the examination paper and writing reports on the quality of tests				√	
Skills' Development Committee					
Establishing a database, preparing the annual training plan, measuring the training impact and producing feedback reports			√		
Follow-up reports of student activities				√	

Third: The practices* in which the quality loop have been closed

In all the academic and administrative units of the college

Based on the plans of the development and quality unit and its main committees

***Note: Mention in details**



Program:

1- Pharmaceutical sciences program

1. Updating the program mission according to the directions of the National commission Accreditation Agency was done
2. Program intended learning outcomes specified after consideration of relevant academic and professional advice.
3. Goals and objectives for the development of the program are reviewed periodically and modified if necessary in response to results achieved and changing circumstances.
4. Proposals for program developments were done.
5. The administrative structure of the program was completed according to the approved organizational structure of the university agency for development and quality
6. The content and strategies of each course was set out in course specifications, are coordinated with other courses and followed in practice to ensure effective progressive development of learning for the total program in all the domains of learning.
7. Students fully informed about course requirements in advance through course descriptions that include knowledge and skills to be developed, work requirements and assessment processes.
8. Learning outcomes for the most of the program courses was measured each semester.
9. The courses' reports of the program were regularly conducted.
10. Quality indicators that include learning outcome measures were identified and used for all courses and the program as a whole.
11. Student's evaluations provide data for the program.
12. Teaching staff are available at sufficient scheduled times for consultation and advice to students.
13. Reports provided to program administrators on the delivery of each course and these include details if any planned content cannot be deal with and any difficulties found in using the planned strategies.
14. Program administrators ensure that when the action is needed, it will be taken in an effective and timely manner.



15. Quality evaluations and reports provided an overview for the performance of the total program as a whole, as well as components within it, including all courses.
16. Training workshops were held for all faculty members in most quality activities in the program as well as teaching strategies and academic guidance
17. Updating the key performance indicators of the program according to the updated model of the National Commission for Academic Accreditation 2017.
18. Updating the publications of the program to be submitted on the college website.
19. Preparation of the program report on the updated model of the National Commission for Academic Accreditation.
20. Forming a committee to review the exam papers for all courses of the program on a model proposed by the Development and Quality Unit of the college.
21. Revision of all courses' specification each semester in the departments for updating the knowledge.

2- Academic Advising Unit:

1. Orientation of the new students enrolling in the program to provide them with the necessary information about the university stage and the system of study as well as introducing students to their academic advisors explaining their duties towards students.
2. Guiding students in the program regarding the necessary subjects, skills and complete program ILOs as well as following-up students who fail and guide them academically.
3. Conducting periodic meetings with students for academic advising.
4. Follow up the courses' registration for all students via the academic advisors.
5. A survey of students about academic advising process.
6. Preparing periodic report about the academic advising process



3- Alumni Office:

- a. Alumni unit was established in the college.
- b. A database of graduates was built and all graduates complete the graduate card form.
- c. All graduate complete the requested questionnaire.

Others:

Fourth: The practices* in which the quality loop have not been closed

In all the academic and administrative units of the college

Based on the Plans of the development and quality unit and Its main committees

***Note: Mention in details**

Programs:

1- Pharmaceutical sciences program

- a. Benchmarks for comparing program KPIs with other institutions were established, achieved, conducted but not reported and no actions was taken on the reports.
- b. Program learning outcomes were regularly measured and conducted but not reported.
- c. The courses reports containing all action plans needed were conducted, but are poorly followed up by the departments and program administration.



- d. The requirements of the program (books, instruments, chemicals and glass wares) are conducted to the dean but not followed up.

Actions taken by the development and quality unit to close the quality loop:

- The development and quality unit formed an internal review committee to make a plan for follow up this issue.
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- Program administration informed the departments to follow up the action plans of the courses delivered by the departments .

Academic advising unit:

- Preparation of the improvement plan according to the unit's reports and results of the students' surveys about their opinion on academic advising.
- Honoring outstanding and talented students

Actions taken by the development and quality unit to close the quality loop:

- A talented and distinguished students have been published in the college as honors board.
- The registration unit was separated from the academic advising unit to be responsible for preparing the improvement plan and follow-up.

Alumni office:

- No clear mechanism or discipline for communication with the various recruitment institutions such as (Health Affairs Directorate - Health Centers - Hospitals - Dispensaries) to obtain the needs of these institutions and announce them.
- Official email and university account of graduates closed immediately after graduation.



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

- a. Preparation of training courses for graduates and inviting the various recruitment institutions.

Coordinator of Q& D unit

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Dean

Dr. Saad A. Al-Kahtani