

Five-Year Program Development Plan

| | WHAT | HOW | WHO | WHEN | DOCUMENTATION |
|-------------------|--|---|--|---|---|
| Planning | <i>Curriculum</i> | <ul style="list-style-type: none"> Forming specialist committees Planning to obtain feedback from faculty, students and stakeholders | <ul style="list-style-type: none"> Deputy Dean for Student Affairs Department Chair Curriculum Committee Faculty members | A five-year curriculum plan Start date: 1/1/2017 End Date: 31/12/2021 | <ul style="list-style-type: none"> Program Strategic Plan Committees' reports Surveys & questionnaires analysis results Hard & soft records and files |
| | <i>Faculty</i> | <ul style="list-style-type: none"> Forming specialist committees Planning to obtain feedback from faculty members on professional development activities | <ul style="list-style-type: none"> Deputy Dean for Quality and Development Deanship of e-Learning Department Chair Faculty members | Term-based activities Start date: 1/1/2017 | <ul style="list-style-type: none"> Program Strategic Plan Hard & soft records and files |
| | <i>Student Assessment and Services</i> | <ul style="list-style-type: none"> Forming specialist committees Planning to review learning outcomes, assessment instruments, and assessment procedures Planning to review student services and updating surveys and questionnaires | <ul style="list-style-type: none"> Department Chair Assessment Committee Specialist Student Committees Faculty members | Round-year planning Start date: 1/1/2017 | <ul style="list-style-type: none"> Program Strategic Plan Committees' reports Surveys & questionnaires analysis results Hard & soft records and files |
| Evaluation | <i>Curriculum</i> | <ul style="list-style-type: none"> Administering surveys, questionnaires, and interviews for faculty, students and stakeholders Monitoring and making regular checks on course reports | <ul style="list-style-type: none"> Deputy Dean for Quality and Development Curriculum Committee Level Coordinators | A five-year curriculum plan Start date: 1/1/2017 End Date: 31/12/2021 | <ul style="list-style-type: none"> Evaluation results Written reports Meetings' minutes Recommendation documents |
| | <i>Faculty</i> | <ul style="list-style-type: none"> Faculty satisfaction survey Faculty performance survey Student evaluation of faculty | <ul style="list-style-type: none"> Department Chair | Round-year planning Start date: 1/1/2017 | <ul style="list-style-type: none"> Evaluation results Written reports Meetings' minutes Recommendation documents |

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| | <i>Student Assessment and Services</i> | <ul style="list-style-type: none"> • Student satisfaction results • Student performance results • Direct interviews • Graduate employability ratio | <ul style="list-style-type: none"> • Department Chair • Specialist committees | <p>Round-year planning</p> <p>Start date: 1/1/2017</p> | <ul style="list-style-type: none"> • Evaluation results • Written reports • Meetings' minutes • Recommendation documents |
| Implementation | <i>Curriculum</i> | <ul style="list-style-type: none"> • Program action plan to implement the results of monitoring | <ul style="list-style-type: none"> • Deputy Dean for Student Affairs • Department Chair • Curriculum Committee • Faculty Staff Members | <p>A five-year curriculum plan</p> <p>Start date: 1/1/2017 End Date: 31/12/2021</p> | <ul style="list-style-type: none"> • Program action plan • Committees' decisions and reports • Bylaws and regulations |
| | <i>Faculty</i> | <ul style="list-style-type: none"> • Program action plan to recruit outstanding faculty • Organizing training courses (technical and educational, workshops & seminars) | <ul style="list-style-type: none"> • Department Chair • Recruitment Committee | <p>Round-year planning</p> <p>Start date: 1/1/2017</p> | <ul style="list-style-type: none"> • Program action plan • Committees' reports and meetings' minutes • Survey statistics • Bylaws and regulations |
| | <i>Student Assessment and Services</i> | <ul style="list-style-type: none"> • Program action plan to implement changes to student assessment • Program action plan to suggest changes to the Institution about student services | <ul style="list-style-type: none"> • Department Chair • Faculty members • Deputy Dean for Student Affairs | <p>Round-year planning</p> <p>Start date: 1/1/2017</p> | <ul style="list-style-type: none"> • Program action plan • Committees' decisions and meetings' minutes • Student Evaluation reports • Faculty reports |
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