

The Uniform System for the Quality of the Procedures of Programs and Courses Specifications in Najran University Academic Programs

Their Excellency Deans of Colleges,
Supervisor General, Girls Colleges,

According to the NCAAA External Reviewers' reports and recommendations in the light of the institutional developmental evaluation (No. 26, 27, 29 and 30) and the Rector's approval of the improvement plans for the University institutional accreditation, you are kindly requested to make the following operating procedures in cooperation with the academic programs' Heads and Coordinators in your colleges:

1. Forming committees in the academic programs in cooperation with colleges' strategic planning committees to review the program's mission with the possibility of being restricted only to the educational aspect without the scientific research and community service aspects.
2. Linking the program mission and objectives to the program Learning Outcomes,
3. The research activities and community services should be involved in the missions of departments and colleges, not in the programs' missions,
4. Forming the internal review committees in the academic programs.
5. Reviewing all program specifications by internal review committees - in light of the program modified mission - to be consistent with the NCAAA form, ensuring that the programs' Learning Outcomes are written by using action verbs and stated as measurable competences in the Learning

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Outcomes domains that cope with the program and are no more than 14 Learning Outcomes, ensuring that they are complete, consistent and accurate.

6. Reviewing all course specifications by the Internal review committees to be consistent with the NCAAA form, making sure that the programs' Learning Outcomes are written by using action verbs and stated as measurable competences in the Learning Outcomes domains that cope with the course content and are no more than 8 Learning Outcomes, ensuring that they are complete, consistent and accurate,
7. Reviewing the program and course specifications and writing reports on review processes by the college Technical Support provider,
8. Reviewing program and course specifications by External Reviewers who must be an expert in development and quality programs which did not accomplish this process (in terms of program review)
9. Benefiting from reports of revision and evaluation of program specification in all stages of revision by the program Coordinator,
10. Benefiting from reports of course specification revision in all stages of revision by Course Instructor under the supervision of the program Coordinator,
11. Discussing reports of revision and modified specifications in the Departments' Councils and in the meetings of the Advisory Committees.
12. Sending the program specifications and all review reports to Teaching and Learning Unit at the Deanship of Development and Quality for evaluation.
13. Tackling the minor and major changes in the program according to the University system and NCAAA criteria (in case of major changes, the program must be accredited by Vice-Rectorship for Academic Affairs).
14. Preparing a "program File" which includes the program current files and its modified ones; all processes inside the Program File must be documented in the Program File.
15. Continuing to conduct training programs for the Teaching Staff, specially the novice ones, in all academic programs, such as "Program Specification and "Course Specifications",

16.Preparing an action plan in every program to accomplish all processes of revision and modification under the supervision of the college Technical Support Provider at the Deanship of Development and Quality, by Jumada I 21st, 1437/ March 1st, 2016.

Vice-Rector of Development and Quality
Dr. Yahya Al-Hefdhhy