

تقرير المقرر (CR) T5. COURSE REPORT

A separate Course Report (CR) should be submitted for every course and for each section or campus location where the course is taught, even if the course is taught by the same person. Each CR is to be completed by the course instructor at the end of each course and given to the program coordinator.

ينبغي رفع تقرير مقرر منفصل لكل مقرر ولكل شعبة أو موقع أو فرع يدرس به المقرر، حتى لو كان المقرر يدرس بواسطة نفس الشخص. كل تقرير مقرر يجب أن يستوفي بواسطة استاذ المقرر في نهاية تدريس المقرر ويسلم الى منسق البرنامج.

A combined, comprehensive CR should be prepared by the course coordinator and the separate location reports are to be attached.

يجب على منسق المقرر أن يعد تقرير مقرر شامل موحد يرفق به التقارير المنفصلة لكل موقع.

تقرير المقرر Course Report

For guidance on the completion of this template refer to the NCAAA handbooks.

للإرشادات حول تعبئة هذا النموذج يمكن الرجوع لكتيبات المركز الوطني للتقويم والاعتماد الأكاديمي.

Institution المؤسسة: Najran University	Date of CR تاريخ كتابة تقرير المقرر: 24-8-1438
College/ Department القسم / البرنامج: Nursing College / nursing Department	

A. Course Identification and General Information التعريف بالمقرر ومعلومات عامة عنه:

1. Course title اسم المقرر Nursing administration		Code # الرمز 453-ADM-4	
Section # الشعبة 96			
2. Name of course instructor اسم القائم بالتدريس Wafaa Taha Ibrahim Elgzar		Location الموقع/مكان/ شعبة/ تقديم المقرر Najran university campus (Medical colleges for girls).	
3. Year and semester to which this report applies العام الجامعي و الفصل الدراسي الذي أعد عنه هذا التقرير 2 nd semester 1437- 1438H			
4. Number of students starting the course? عدد الذين بدأوا المقرر		Students completing the course? عدد الذين اتموا المقرر	
6		6	
5. Course components (actual total contact hours and credits per semester): مكونات المقرر (اجمالي الساعات الفعلية والساعات المعتمدة للفصل الدراسي)			
	Lecture المحاضرات	Tutorial مجموعات صغيرة	Laboratory/ Studio المعمل/استوديو
Contact Hours الساعات الفعلية	30		90
Credit الساعات المعتمدة	2 h		2h
			Other: أخرى
			120
			4h

B. Course Delivery تقديم المقرر

1. Coverage of Planned Program تغطية البرنامج المخطط			
Topics Covered الموضوعات التي تم تغطيتها	Planned Contact Hours ساعات التدريس كما هو مخطط	Actual Contact Hours ساعات التدريس الفعلية	Reason for Variations if there is a difference of more than 25% of the hours planned أسباب الاختلاف إذا تعدت نسبة الاختلاف ٢٥% من عدد الساعات المخططة

			مسبقاً
<u>A-Theoretical part: (30 hours)</u> -Introduction to administration process -Differences between management and administration -Administration theories	4h	4h	
<u>Planning :</u> -Introduction to planning concept -Policies and procedures -Decision making -Budget	6h	6h	No variations
<u>Organizing :</u> -Principles of organizing and management levels -Organizational structure -Job description -Delegation	6h	6h	
<u>Staffing :</u> - Patient care delivery system - Scheduling system - Process of selection, interview and orientation of personnel ,staff development activities	4h	4h	
<u>Directing:</u> -Communication -Leadership -Motivation	6h	6h	
<u>Controlling:</u> -Total quality management -Performance appraisal	4h	4h	
<u>B-Practical part : (90 hours)</u> - Theoretical back ground about different managerial levels and functions with its application - Discussion of different formats of recording and reporting	12	12	

Staff nurses activities : Nursing care plan Nursing notes Kardex	24	24	
First line nurse manager roles: Assignment sheet - Shift report	24	24	
Top level management roles: - Nursing director report - Nursing supervisor report - Infection control nurse report - Job description report - Discussion with head nurse about scheduling principles	30	30	

<p>2. Consequences of Non Coverage of Topics عواقب عدم تغطية مواضيع المقرر</p> <p>For any topics where the topic was not taught or practically delivered, comment on how significant you believe the lack of coverage is for the course learning outcomes or for later courses in the program. Suggest possible compensating action.</p> <p>لأي موضوع لم يتم تغطيته أو لم يغطي عمليا علق من وجهة نظرك على مدى تأثير هذا القصور في التغطية على مخرجات تعلم المقرر أو على غيره من المقررات التالية له في البرنامج، اقترح اجراءات تعويضية مناسبة.</p>		
Topics (if any) not Fully Covered الموضوعات التي لم تغطي بالكامل (إن وجدت)	Effectuated Learning Outcomes مخرجات التعلم التي تأثرت	Possible Compensating Action ما يمكن اتخاذه من خطوات تعويضية ممكنة
Non		

3. Course learning outcome assessment : قياس مخرجات تعلم المقرر

List course learning outcomes قائمة بمخرجات تعلم المقرر	List methods of assessment for each LO طريقة التقييم لكل مخرج تعلم	Summary analysis of assessment results for each LO ملخص تحليل نتائج التقييم لكل مخرج تعلم
List course learning outcomes	List methods of assessment	Summary analysis of assessment results

i. Knowledge			
1	Study concepts and related issues of nursing administration	written exam	66.66%
2	Identify management process, theories and its related issues	written exam	83.33%
ii- Cognitive			
1	Effectively utilize decision-making process and techniques in different situations.	written exam	66.66
2	Differentiate between roles and duties of nurse manager in different management levels	written exam	33.33
iii- Interpersonal Skills and Responsibility			
1	Collaborate actively and develop team work skills	Class participation (Observation using check list)	100%
2	To use the library, computers & all information resources including internet effectively for self study & completing assignments & attending classes on time	Presentation (Observational checklist)	100%
iv. Communication, Information Technology and Numerical Skills			
1	Communicate professionally with the health team members, including managers at all levels	Presentation (Observational checklist)	100%
2	Document skill fully following the legal principles of documentation	Documentation of nursing sheets	100%

Summarize any actions you recommend for improving teaching strategies as a result of evaluations in table 3 above.

وضح بإيجاز أي إجراءات توصي بها لتحسين استراتيجيات التدريس بناء على نتائج التقييم المذكورة في الجدول ٣ أعلاه.

- Add more office hours to help student in discussion and analyzing of different content materials.
- Encourage and help students to search on different web sites by giving them more assignment
- Attend more workshops that are related to recent teaching strategies.
- .Make one minute evaluation for the unit in the class to measure response of the student..

4. Effectiveness of Planned Teaching Strategies for Intended Learning Outcomes set out in the Course Specification. (Refer to planned teaching strategies in Course Specification and description of Domains of Learning Outcomes in the National Qualifications Framework)

فعالية استراتيجيات التدريس المخطط لها لتحقيق مخرجات التعلم المستهدفة كما وردت بتوصيف المقرر (انظر إلى استراتيجيات التدريس المخطط لها في توصيف المقرر الدراسي ووصف مخرجات التعلم لمجالات التعلم المختلفة في الإطار الوطني للمؤهلات)

<p>List Teaching Methods set out in Course Specification</p> <p>اكتب قائمة بأساليب التدريس المحددة في توصيف المقرر الدراسي</p>	<p>Were they Effective?</p> <p>هل كانت فعالة؟</p>		<p>Difficulties Experienced (if any) in Using the Strategy and Suggested Action to Deal with Those Difficulties.</p> <p>الصعوبات التي واجهتك (إن وجدت) أثناء تطبيق الاستراتيجيات والخطوات المقترحة للتعامل مع تلك الصعوبات</p>
<p>List Teaching Methods set out in Course Specification</p>	<p>Were these Effective?</p>		<p>Difficulties Experienced (if any) in Using the Strategy and Suggested Action to Deal with Those Difficulties.</p>
	<p>No</p> <p>لا</p>	<p>Yes</p> <p>نعم</p>	
<p>- Lectures.</p>		√	
<p>- Group discussion</p>	√		<p>Some students did not like to participate in the group discussion so they are pushed by the teacher to participate. More motivation is needed to encourage the students in class participation></p> <p>The lecture time was so limited for discussion especially after the king order by making the exam early before Ramadan.</p>
<p>- Presentation</p>		√	
<p>- Practical rotation shifts</p>		√	

Note: In order to analyze the assessment of student achievement for each course learning outcome, student performance results can be measured and assessed using a KPI, a rubric, or some grading system that aligns student work, exam scores, or other demonstration of successful learning.

ملحوظة: من أجل تحليل تقييم انجاز الطلبة لكل مخرج تعلم بالمقرر، يمكن قياس وتقييم أداء الطلبة باستخدام مؤشرات الأداء (KPI)، وسلم التقدير اللفظي المتدرج (Rubric)، أو أنظمة تقييم متدرج أخرى تربط بين أعمال الطلبة ودرجات الاختبارات، أو غيرها من طرق التحقق من التعلم الناجح.

C. Results النتائج

1. Distribution of Grades توزيع الدرجات

Letter Grade رمز التقدير	Number of Students عدد الطلبة	Student Percentage نسبة الطلبة	Analysis of Distribution of Grades تحليل توزيع الدرجات
A	0	0	
B	1	16.7%	
C	2	33.3%	
D	3	50%	
F	0	0	
Denied Entry محروم	0	0	
In Progress مستمر	6	100%	
Incomplete غير مكتمل	0	0	
Pass ناجح	6	100	
Fail راسب	0	0	
Withdrawn منسحب	0	0	

2. Analyze special factors (if any) affecting the results النتائج التي أثرت على النتائج (إن وجدت) التي أثرت على النتائج:
This table shows that all the students passed this course, this is because these were level 8 (The last semester) where most of students were equipped with enough knowledge and basic skills. so it is expected that most of them to pass the course. Furthermore the practical courses is easier to the student to pass than the only theoretical one. But 50% of the student passed only with D.

3. Variations from planned student assessment processes (if any) (see Course Specifications).

الاختلافات عن عمليات تقويم الطلبة المخططة (إن وجدت) (أنظر توصيف المقرر الدراسي)

Non

Variations (if any) from planned assessment schedule (see Course Specification)

التباين (إن وجد) عن جدول التقويم المحدد مسبقاً (أنظر توصيف المقرر الدراسي)

Variation الاختلاف	Reason السبب
No variations	

a. Variations (if any) from planned assessment processes in Domains of Learning (see Course Specification) الاختلافات (إن وجدت) عن عمليات التقويم المحددة مسبقاً في مجالات التعلم (انظر توصيف المقرر الدراسي)	
Variation الاختلاف	Reason السبب
No variations	

4. Student Grade Achievement Verification (eg. cross-check of grade validity by independent evaluator). التحقق من درجات (انجاز) الطلبة (مثال: التحقق من صحة تصحيح عينة من أوراق الطلبة من قبل مقيم مستقل)	
Method(s) of Verification طريقة (طرق) التحقق	Conclusion النتيجة
<ul style="list-style-type: none"> - Re-check of grades validity by peer evaluator for the theory papers. - For practical exams usually done by committee that consists of 2 persons (course coordinator + one clinical instructors from the collage) 	<ul style="list-style-type: none"> - No errors had been reported as the exam was in form of MCQs. - For practical we use to record the students' marks after discussing their marks with the exam committee to obtain the average agreed marks.

D. Resources and Facilities المرافق والمصادر

1. Difficulties in access to resources or facilities (if any) صعوبة الوصول إلى المصادر أو المرافق (إن وجدت) The references in the library is not enough The internet access is not always available.	2. Consequences of any difficulties experienced for student learning in the course. عواقب الصعوبات التي واجهها الطالب على تعلمه في هذا المقرر. <ul style="list-style-type: none"> - The students cannot found enough references in the library well so their scientific background was limited. - The student cannot use the internet to prepare their seminars or to use the electronic library.
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E. Administrative Issues مسائل إدارية

1 Organizational or administrative difficulties encountered (if any) صعوبات تنظيمية أو إدارية (إن وجدت) Non	2. Consequences of any difficulties experienced for student learning in the course. عواقب هذه الصعوبات على تعلم الطلبة في هذا المقرر. Non
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F. Course Evaluation **تقييم المقرر الدراسي**

1. Student evaluation of the course (Attach summary of survey results) very good 4.2 تقييم الطالب للمقرر الدراسي (أرفق ملخص نتائج الاستطلاع)
a. List the most important recommendations for improvement and strengths <ul style="list-style-type: none"> - Evaluation process and requirement was clear for the students - The main ideas and required skills were clear for the students. - The teacher was available for help through office hours. Most important criticisms: <ul style="list-style-type: none"> - difficulty of the terminology
b. Response of instructor or course team to this evaluation <ul style="list-style-type: none"> - plan for new teaching strategies that allow for more involvement of the student in the learning process - Increase the office hours allowed for the course - Add more homework
2. Other Evaluation (e.g. by head of department, peer observations, accreditation review, other stakeholders) تقييمات أخرى (مثال: من رئيس القسم، ملاحظات زميل، مراجعة جهة اعتماد، آراء من المستفيدين الآخرين). Non
a. List the most important recommendations for improvement and strengths
b. Response of instructor or course team to this evaluation

G. Planning for Improvement التخطيط للتطوير

1. Progress on actions proposed for improving the course in previous course reports (if any). التقدم في انجاز اجراءات تحسين المقرر المقترحة بالتقارير السابقة للمقرر "ان وجدت".			
Actions recommended from the most recent course report(s) الاجراءات الموصى بها في أحدث تقرير أو تقارير سابقة عن المقرر الدراسي	Actions Taken الاجراءات التي اتخذت	Action Results النتائج المترتبة على الاجراء المتخذ	Action Analysis تحليل الإجراء
a-follow up the preparations of the computer lab with internet access	-Direct official letter for the college administration to prepare the computer lab. -Follow up the preparations of the computer lab.	Computer lab established but with limited number of computers	Done
b- Follow up the preparations of the library to support the course.	-Direct official letter for the college administration to prepare the library. -Follow up the preparations of the computer lab.	Library established but with limited number of references.	Done
c. Involve the student in active learning process.	-Add more office hours to help the student learning process. -Assign more homework. use new teaching strategies as concept map and self-learning. -Ask students to prepare the difficult subject before the time of lectures.	No enough time to discuss homework	Done
d- Modify the teaching strategies especially that one related to ILOs which are not achieved	-Attends workshops related to teaching strategies.	Not available from the training center	Not done

2. List what other actions have been taken to improve the course (based on previous CR, surveys, independent opinion, or course evaluation).

اذكر الإجراءات الأخرى التي اتخذت لتحسين المقرر (اعتماداً على التقرير السابق للمقرر – الاستبيانات- آراء مستقلة أو تقييم المقرر).

- Seminars prepared and presented by the students.
- Non evaluated quiz was done at the beginning of each lecture.
- New teaching strategies was used as concept map.
- More homework was assigned.

3. Action Plan for Improvement for Next Semester/Year الخطة التنفيذية للتحسين للفصل/العام الدراسي القادم

Actions Recommended for further improvement الإجراءات الموصى بها لمزيد من التحسين	Intended Action Points (should be measurable) أنشطة العمل المستهدفة (يجب أن تكون قابلة للقياس)	Start Date تاريخ البدء	Completion Date تاريخ الانتهاء	Person Responsible مسئول التنفيذ
a-follow up the preparations of the computer lab with sufficient numbers of computers.	-Direct official letter for the college administration to prepare the computer lab with sufficient numbers of computers..	2 nd week	4 th week	Administration
b- Follow up the preparations of the library with sufficient references.	-Direct official letter for the college administration with the needed references. -	2 nd week	5 th week	Administration
c. Involve the student in active learning process.	-Add more office hours to help the student learning process. -Assign more homework. use new teaching strategies as concept map and self-learning. -Ask students to prepare the difficult subject before the time of lectures.	All the semester		Course Coordinator.
d- Modify the teaching strategies especially that one related to ILOs which are not achieved	-Attends workshops related to teaching strategies.	All the semester		Course Coordinator

Name of Course Instructor اسم استاذ المقرر Dr. Wafaa Taha Ibrahim Elgzar

Signature
اتمام التقرير



التوقيع

10/9/20/1438H

_ Date Report Completed تاريخ

Program Coordinator منسق البرنامج Nahid Kalil Elfeki

Signature التوقيع: _____ Date Received تاريخ الاستلام: _____