

*This report is biannual*

**Follow-up report of the Biannual Plan to  
Improve the Quality of English Program Performance  
Semester: I of the academic year 1437/1438 AH  
College of Science & Arts  
English Program**

**Follow-up report of the Improvement Plan of English Program Performance Quality for the first semester of the academic year 1437/38 to avoid the negative points mentioned in the 2<sup>nd</sup> semester of the academic year 1436/37 in the light of the Program Mission**

No	<u>Target outputs During the semester</u>	<u>Achieved</u>	<u>Not Achieved</u>	<u>The activities carried out</u>	<u>The proportion of the outputs (guest) target output</u>	<u>Assessment of performance</u> Unsatisfactory (less than 60%) Pleasant (60-80%) Good (> 80%)	<u>The practices of the required improvement</u>
1.	Making students fully aware of their program through (Know Your Program Campaign)  <b><u>Fifth standard (5.1.7)</u></b>	✓ ✓ ✓ ✓ ✓ ✓		Designing a campaign program to make students fully aware of their Program. Forming a committee to implement the Program plan. Sending Proposal to the administration. Preparing paper copies of the Program material to be distributed on the students. Uploading the Program material on the blackboard system. Following up the implementation of the campaign.	100%	Good	
2.	Developing	✓		Course Report & Specification for new	100%	Good	-

<p>vocational and technical performance of the Program teaching staff.</p> <p><b><u>Fourth standard (4.6.1, 4.7.1 &amp; 4.7.2)</u></b></p> <p><b><u>Ninth standard (9.1.7 &amp; 9.2.6)</u></b></p>	✓		<p>staff members</p> <p>Varied workshops to improve teaching staff vocational and technical performance</p>			
<p>3. Increasing the number of female staff members of PhD holders and higher degrees.</p> <p><b><u>Ninth standard (9.1.8)</u></b></p>	✓		<p>Appointing new staff members.</p> <p>Allowing non-Saudi instructors to obtain their MAs &amp; PhDs inside the university or any other university inside Saudi Arabia to increase the number of PhD holders.</p> <p>Dispatching more Saudi instructors to obtain</p>	33.33%	Unsatisfactory	<p>- Sending the program's needs of staff members to the administration</p> <p>- Sending proposal to the administration</p> <p>-</p>

4.	<p>Increasing the percentage of female representation in the Department Council.</p> <p><b><u>The second standard (2.3.3)</u></b></p>	√*		<p>their PhDs abroad.</p> <p>Having more PhD holders in the female section.</p>	50%	Unsatisfactory	<p>- Sending the program's needs of PhD holders in the female section to the administration as one staff member only was appointed.</p>
5.	<p>Developing the students' skills especially those pertaining to the usage of blackboard system &amp; e-learning.</p> <p><b><u>The fifth standard (5.1.2)</u></b></p>	√	√	<p>Holding workshops to train students on the usage of blackboard system, especially fresher students.</p> <p>Having wireless internet access.</p> <p>Allowing non-Saudi students to join the MA Program.</p> <p>Increase the percentage of students &amp; instructors' participation in national &amp; international conferences.</p>	25%	Unsatisfactory	<p>- Resending the proposals to the administration.</p>

		✓	Appointing a psychotherapist and establishing a clinic and first aid unit inside the Faculty.			
6.	Declaring academic advising/ office hours on the black board to verify the quality of communication between teaching staff and students.	✓	The declaration of academic advising/ office hours within the program on the black board.	100%	Good	-
<b><u>The fourth standard (4.5.3)</u></b>						
7.	The adoption and approval of standards to ensure the quality of the e-learning by the Program.	✓	- The formation of a committee to prepare a study on e-learning quality standards.	0%	Unsatisfactory	
		✓	- Listing then studying some of e-learning quality standards declared on the WWW in peer colleges and			-

	<p><b>The fourth standard (4.5.5)</b></p>	✓	<p>programs.</p> <ul style="list-style-type: none"> <li>- The adoption of standards for the quality of e-learning in the program and lifting them for approval by the Program Council and college.</li> </ul>			-
8	<p><b>Increasing students &amp; staff members' satisfaction with the Program Facilities &amp; learning resources.</b></p> <p><b>The seventh standard (7.1.1) &amp; (7.2.2)</b></p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>√*</p>	<p>Sending a recommendation to the Program administration to fully establish needed facilities &amp; learning resources (language labs &amp; faculty library).</p> <p>Preparing a pamphlet of Program facilities and learning resources.</p> <p>Measuring students' &amp; staff members' satisfaction with Program facilities and learning resources through a questionnaire.</p> <p>Report of assessment results.</p>	100%	Good	<p>- It is worth mentioning that not all facilities are provided, so the report results were not satisfactory</p>

9.	Plans should be effectively communicated to all concerned with impacts and requirements for different constituencies made clear.	√	- Designing a mechanism for communication with the outside community and informing it of the latest developments in the program, comprising the channels of communication with the consultative committee.	0%		-
		√	Filing the designed system to Program managers for approval.			-
		√	Following the implementation of the designed mechanism.			-
<b><u>The second standard (2.2.5)</u></b>						
10	Taking necessary action to prepare students for study in higher education environment. Particular attention is given if the language of	√	Providing an intensive course for preparing 1st level students to adapt to the language of teaching.	50 %	Unsatisfactory	-
		√	Filing Proposal to the Program managers for approval.			-
		√*	Declaring the course schedule for students.			-

11	instruction is English.	✓	Assessing students' satisfaction with the course			-
	<u>The fourth standard (4.5.5 &amp; 4.5.6)</u>					
	Ensuring that Library and resource centers and associated facilities and services are available for sufficient extended hours when required by users in the program.	✓	Deciding the needs of users of visit hours to the library and learning resources.	0%	Unsatisfactory	-
		✓	Filing the suggested needs to the responsible bodies for approval.			-
		✓	Declaring approved visit hours to the students.			-
	<u>The sixth standard (6.2.1)</u>	✓	Following-up visit records and deciding percentages			-

12	<p>Program managers should anticipate issues and opportunities and exercise initiative in response.</p> <p><u>The second standard (2.1.3)</u></p>	✓	<p>Developing a mechanism for allowing staff members present their opinions and suggestions about the perception and expectation of potential issues and opportunities, and work on taking appropriate initiatives.</p>	0%	Unsatisfactory	-
		✓	<p>Filing Proposal to the Program managers for approval.</p>			
		✓	<p>Following-up the implementation of this mechanism.</p>			

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