

This report is biannual

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

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 2nd semester of the academic year 1436/37 in the light of the Program Mission

No	Targeted outputs During the semester	Activities	The person or body in charge	Implementat ion date	Achievement indices
1.	Making students fully aware of their program through (Know Your Program Campaign) <u>Fifth standard (5.1.7)</u>	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.	Program quality coordinator in collaboration with some staff members and students.	During the First semester of the academic year 1437/1438 AH.	<ul style="list-style-type: none"> - The campaign material - Committee Formation and members signature - Correspondence sent to the administration - Paper copies of the campaign material and students' signatures. - Icons on the Bb showing the material of the campaign - Follow-up report

<p>2. Developing vocational and technical performance of the Program teaching staff.</p> <p><u>Fourth standard (4.6.1, 4.7.1 & 4.7.2)</u></p> <p><u>Ninth standard (9.1.7 & 9.2.6)</u></p>	<p>Course Report & Specification for new staff members</p> <p>Varied workshops to improve teaching staff vocational and technical performance</p>	<p>Development & Quality Deanship in collaboration with the Faculty Deanship.</p>	<p>During the First semester of the academic year 1437/1438 AH.</p>	<ul style="list-style-type: none"> - Workshops' materials - Attendees signatures - Attendees certificates.
<p>3. Increasing the number of female staff members of PhD holders and higher degrees.</p> <p><u>Ninth standard (9.1.8)</u></p>	<p>Appointing new staff members.</p> <p>Allowing non-Saudi instructors to obtain their MAs & 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 their PhDs abroad.</p>	<p>Administration</p>	<p>During the First semester of the academic year 1437/1438 AH.</p>	<ul style="list-style-type: none"> - Appointment contracts & decisions. - Approval decision. - Approval decision.
<p>4. Increasing the percentage of female</p>	<p>Having more PhD holders in the</p>	<p>Administration</p>		<ul style="list-style-type: none"> - Appointment contracts &

representation in the
Department Council.

The second standard (2.3.3)

5. Developing the
students' skills
especially those
pertaining to the usage
of blackboard system &
e-learning.

The fifth standard (5.1.2)

female section.

Holding workshops to train
students on the usage of
blackboard system, especially
fresher students.

Having wireless internet access.

Allowing non-Saudi students to join
the MA program.

Increase the percentage of students
& instructors' participation in
national & international
conferences.

Appointing a psychotherapist and
establishing a clinic and first aid

Development &
Quality Deanship
in collaboration
with the Faculty
Deanship
Administration

During the
First semester
of the
academic
year
1437/1438
AH.

decisions.

-Workshops' materials.
- Attendees signatures.

- Approval decision.
- Names of students
joining MA Program
(if any).

- Names of students &
staff members
participating in
conferences.

- Appointment
decision.
- Clinic establishment

	unit inside the Faculty.		decision.
<p>6. Declaring academic advising/ office hours on the black board to verify the quality of communication between teaching staff and students.</p>	<p>The declaration of academic advising/ office hours within the program on the black board.</p>	<p>Staff members + quality coordinator</p> <p>During the First semester of the academic year 1437/1438 AH.</p>	<p>- Staff members' schedules including office hours declared online.</p>
<p><u>The fourth standard (4.5.3)</u></p>			
<p>7. The adoption and approval of standards to ensure the quality of the e-learning by the Program.</p> <p><u>The fourth standard (4.5.5)</u></p>	<p>- The formation of a committee to prepare a study on e-learning quality standards.</p> <p>- Listing then studying some of e-learning quality standards declared on the WWW in peer colleges and programs.</p>	<p>Faculty deanship in collaboration with Development & Quality Unit</p> <p>During the First semester of the academic year 1437/1438 AH.</p>	<p>- The members of committee list.</p> <p>- Standards' list.</p>

8

Increasing students & staff members' satisfaction with the Program Facilities & learning resources.

The seventh standard (7.1.1) & (7.2.2)

- The adoption of standards for the quality of e-learning in the program and lifting them for approval by the Program Council and college.

Sending a recommendation to the Program administration to fully establish needed facilities & learning resources (language labs & faculty library).

Preparing a pamphlet of Program facilities and learning resources.

Measuring students' & staff members' satisfaction with Program facilities and learning resources through a questionnaire.

Report of assessment results.

Program Coordinator// staff members.

During the First semester of the academic year 1437/1438 AH.

- The adoption of standards decision.

- Correspondence with the recommendation.

- Samples of the Pamphlet.

- Samples of questionnaire.

- Assessment report.

<p>9. Plans should be effectively communicated to all concerned with impacts and requirements for different constituencies made clear.</p> <p><u>The second standard (2.2.5)</u></p>	<p>- 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.</p> <p>Filing the designed system to Program managers for approval.</p> <p>Following the implementation of the designed mechanism.</p>	<p>Program coordinators in collaboration with Program Managers</p>	<p>During the First semester of the academic year 1437/1438 AH.</p>	<ul style="list-style-type: none"> - The designed mechanism. - Correspondence letter. - Follow-up report.
<p>10 Taking necessary action to prepare students for study in higher education environment. Particular attention is given if the language of</p>	<p>Providing an intensive course for preparing 1st level students to adapt to the language of teaching.</p> <p>Filing Proposal to the Program managers for approval.</p>	<p>Program Quality coordinator in collaboration with staff members</p>	<p>During the First semester of the academic year 1437/1438</p>	<ul style="list-style-type: none"> - Course material. - Attendees' signatures. - Correspondence sent to the Program administration.

instruction is English.

**The fourth standard
(4.5.5 & 4.5.6)**

11 Ensuring that Library and resource centers and associated facilities and services are available for sufficient extended hours when required by users in the program.

**The sixth standard
(6.2.1)**

Declaring the course schedule for students.

Assessing students' satisfaction with the course

Deciding the needs of users of visit hours to the library and learning resources.

Filing the suggested needs to the responsible bodies for approval.

Declaring approved visit hours to the students.

Following-up visit records and deciding percentages

Program managers and Library Affairs Deanship// Program Quality coordinators

AH.

During the First semester of the academic year 1437/1438 AH.

- Notification declared to the students.

- Report of assessment results.

- List of suggested needs of users' visit hours.

- Correspondence sent to the Program administration.

- Notification declaring office hours.

- Follow-up report.

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> <p>Filing Proposal to the Program managers for approval.</p> <p>Following-up the implementation of this mechanism.</p>	<p>Program administration in collaboration with staff members</p>	<p>During the First semester of the academic year 1437/1438 AH.</p>	<p>- Mechanism document.</p> <p>Correspondence sent to the Program administration.</p> <p>Follow-up report</p>
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