

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

No	Target outputs During the semester	Achieved	Not Achieved	The activities carried out	The proportion of the outputs (guest) target output	Assessment of performance Unsatisfactory (less than 60%) Pleasant (60-80%) Good (> 80%)	The practices of the required improvement
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.	100%	Good	
2.	Developing vocational and	✓		Course Report & Specification for new staff members	100%	Good	-

	<p>technical performance of the Program teaching staff.</p> <p><u>Fourth standard</u> <u>(4.6.1, 4.7.1 & 4.7.2)</u></p> <p><u>Ninth standard</u> <u>(9.1.7 & 9.2.6)</u></p>	✓	<p>Varied workshops to improve teaching staff vocational and technical performance</p>			
3.	<p>Increasing the number of female staff members of PhD holders and higher degrees.</p> <p><u>Ninth standard</u> <u>(9.1.8)</u></p>	✓	<p>Appointing new staff members.</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>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>			-

4,	<p>Increasing the percentage of female representation in the Department Council.</p> <p><u>The second standard (2.3.3)</u></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 & e-learning.</p> <p><u>The fifth standard (5.1.2)</u></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 & instructors' participation in national & international conferences.</p> <p>Appointing a psychotherapist and establishing a clinic and first aid unit inside</p>	25%	Unsatisfactory	<p>- Resending the proposals to the administration.</p>

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

	standard (4.5.5)	✓	- The adoption of standards for the quality of e-learning in the program and lifting them for approval by the Program Council and college.			-
8.	Increasing students & staff members' satisfaction with the Program Facilities & learning resources. <u>The seventh standard (7.1.1) & (7.2.2)</u>	✓ ✓ ✓ ✓*	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.	100%	Good	- It is worth mentioning that not all facilities are provided, so the report results were not satisfactory
9.	Plans should be effectively communicated to all concerned with	✓	- Designing a mechanism for communication with the outside community and informing it of the latest developments in the program,	0%		-

10	impacts and requirements for different constituencies made clear.		comprising the channels of communication with the consultative committee.			
	<u>The second standard (2.2.5)</u>	√	Filing the designed system to Program managers for approval.			-
		√	Following the implementation of the designed mechanism.			-
	Taking necessary action to prepare students for study in higher education environment. Particular attention is given if the language of instruction is English.	√	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.			-
	<u>The fourth standard (4.5.5 &</u>	√	Assessing students' satisfaction with the course			-

	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. <u>The sixth standard (6.2.1)</u>	✓		Deciding the needs of users of visit hours to the library and learning resources.	0%	Unsatisfactory	-
12	Program managers should anticipate issues and opportunities and exercise initiative in response.	✓		Filing the suggested needs to the responsible bodies for approval. Declaring approved visit hours to the students. Following-up visit records and deciding percentages 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.	0%	Unsatisfactory	-

**The second
standard (2.1.3)**

Filing Proposal to the Program
managers for approval.

Following-up the implementation of this
mechanism.

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