

This report is biannual

The Biannual Plan to Improve the Quality of English Program Performance

Semester: II of the academic year 1437/1438 AH

College of Science & Arts

English Program

Improvement Plan of English Program Performance Quality for the Second semester of the academic year 1437/38 to avoid the negative points mentioned in the 1st semester of the academic year 1437/38 in the light of the Program Mission

No	Targeted outputs During the semester	Activities	The person or body in charge	Implementati on date	Achievement indices
1.	<p>Creativity and innovation combined with clear guidelines and accountability processes are actively encouraged.</p> <p><u>Third standard 3.1.1</u></p>	<ul style="list-style-type: none"> - Setting clear and accredited policies and guidelines for rewards and penalties, with the aim of encouraging creativity and innovation. - Accrediting these policies and guidelines. - Forming a committee to follow-p the performance of teaching staff and report for administration. - Report of the procedures taken regarding rewards & penalties 	The Program/ College Administration	During the <u>Second</u> semester of the academic year 1437/1438 AH.	<ul style="list-style-type: none"> - List of guidelines & policies. - Correspondences & notifications announcing them. - Committee formation. - Follow-up report.
2.	Procedures have been developed to ensure that	Designing and accrediting a system stipulates the	Program quality coordinator in	Jumada 1 st	- The accredited system.

students are protected against subsequent punitive action or discrimination following consideration of a grievance or appeal.

Fourth standard (5-1)

procedures to be taken against any member taking a punitive action against students in case of complaints.

Accrediting the suggested system.

Announcing the accredited system to both staff members and students.

Forming a committee to follow-up the implementation of the system and writing a report thereof.

collaboration with some staff members and students.

the Second
semester of the
academic year
1437/1438 AH.

- Related correspondences.
- Samples of system announcement.
- Committee formation & follow-up report.

3. Developing vocational and technical performance of the Program teaching staff.

Fourth standard (4.6.1, 4.7.1 & 4.7.2)

Ninth standard (9.1.7 & 9.2.6)

Program Report & Specification
Academic Advising

Writing Improvement Plans & collective reports

Learning Outcomes Measurement

KOIs for evaluating Researches

Development & Quality Deanship in collaboration with the College Deanship.

N.B.:

It is a continuous process implemented each

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

- Workshops' materials
- Attendees signatures
- Attendees' certificates.

		Research Supervision		<u>semester.</u>	
		Skills of writing Research Papers Plans			
		Staff members evaluation			
		Other training courses			
4.	Increasing the number of female staff members of PhD holders and higher degrees. <u>Ninth standard (9.1.8)</u>	Appointing new staff members. Allowing non-Saudi instructors to obtain their MAs & PhDs inside the university or any other universities inside Saudi Arabia to increase the number of PhD holders. Dispatching more Saudi instructors to obtain their PhDs abroad.	Administration	Jumada 1 st the <u>Second</u> semester of the academic year 1437/1438 AH.	<ul style="list-style-type: none"> - Appointment contracts & decisions. - Approval decision.
5.	Increasing the percentage of female representation in the	Having more PhD holders in the female section.	Administration	Jumada 1 st the <u>Second</u> semester of the academic year	<ul style="list-style-type: none"> - Appointment contracts & decisions.

Department Council.

The second standard (2.3.3)

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

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

Development & Quality Deanship in collaboration with the Faculty Deanship

1437/1438 AH.

Jumada 1st the **Second** semester of the academic year 1437/1438 AH.

-Workshops' materials.
- Attendees signatures.

The fifth standard (5.1.2)

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

Administration

N.B.:
It is a continuous process implemented each semester.

- Names of students & staff members participating in conferences.

Establishing a clinic and first aid unit inside the Faculty.

Faculty deanship in collaboration with Development & Quality Unit

During the **Second** semester of the academic year

- Clinic establishment decision.

7. The adoption and approval of standards to ensure the quality of the e-learning by the

- The formation of a committee to prepare a study on e-learning quality standards.
- Listing then studying some of

- The members of committee list.
- Standards' list.

Program.

**The fourth standard
(4.5.5)**

e-learning quality standards
declared on the WWW in peer
colleges and programs.

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

1437/1438 AH.

- The adoption of
standards decision.

8

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

Establishing the college library.

Improving and maintaining
multimedia tools in classrooms.

Having wireless internet access.

Administration

Jumada 1st the
Second
semester of the
academic year
1437/1438 AH.

- Recommendations
were sent to the
College
Administration.

**The seventh standard
(7.1.1) & (7.2.2)**

9.

Plans should be
effectively
communicated to all
concerned with impacts
and requirements for

- Designing a mechanism for
communication with the
outside community and
informing it of the latest
developments in the program,

Program
coordinators in
collaboration with
Program Managers

During the
Second
semester of the
academic year

- The designed
mechanism.

different constituencies made clear.

The second standard (2.2.5)

comprising the channels of communication with the consultative committee.

Filing the designed system to Program managers for approval.

Following the implementation of the designed mechanism.

1437/1438 AH.

- Correspondence letter.

- Follow-up report.

10

'Taking necessary action to prepare students for study in higher education environment. Particular attention is given if the language of instruction is English.

The fourth standard (4.5.5 & 4.5.6)

Providing an intensive course for preparing 1st level students to adapt to the language of teaching.

Filing Proposal to the Program managers for approval.

Declaring the course schedule for students.

Assessing students' satisfaction with the course

Program Quality coordinator in collaboration with staff members

Jumada 1st the **Second** semester of the academic year 1437/1438 AH.

N.B.:

It is a continuous process implemented each semester.

- Course material.
- Attendees' signatures.

- Correspondence sent to the Program administration.

- Notification declared to the students.
- Report of assessment results.

<p>11</p> <p>Ensuring that Library and resource centers and associated facilities and services are available for sufficient extended hours when required by users in the program.</p>	<p>Deciding the needs of users of visit hours to the library and learning resources.</p>	<p>Program managers and Library Affairs Deanship// Program Quality coordinators</p>	<p>During the <u>Second</u> semester of the academic year 1437/1438 AH.</p>	<ul style="list-style-type: none"> - List of suggested needs of users' visit hours. - Correspondence sent to the Program administration.
<p><u>The sixth standard (6.2.1)</u></p>	<p>Declaring approved visit hours to the students.</p> <p>Following-up visit records and deciding percentages</p>			<ul style="list-style-type: none"> - Notification declaring office hours. - Follow-up report.
<p>12</p> <p>Program managers should anticipate issues and opportunities and exercise initiative in response.</p> <p><u>The second standard</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>Program administration in collaboration with staff members</p>	<p>During the <u>Second</u> semester of the academic year 1437/1438 AH.</p>	<ul style="list-style-type: none"> - Mechanism document.

(2.1.3)

Filing Proposal to the
Program managers for
approval.

Following-up the
implementation of this
mechanism.

Correspondence sent to the
Program administration.

Follow-up report

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