

---

# College of Education Improvement plan 1444 (English Language Department)

## Improvement Plan (1443-1444 H)

Initiatives	Actions	Action Responsibility	Date		Achievement Indicators	Target Benchmark
			Start	End		
1. Prepare the evidences and documents for the academic accreditation	Updating programs and courses specifications and reports according to NCAAA templates.	Quality Unit	The first week of the first semester	End of the academic year	Number of achieved files	90%
2. Get the staff trained for quality and accreditation aspect to improve the level of work in the department	Attending a variety of training program at the program, college and university levels	Accreditation unit Training unit	The first week of the first semester	End of the academic year	Number of staff joined different training programs	80%
3. Develop a Graduation Research Project manual	Approved Graduation Research Project Manual	Research Committee	The first week of the first semester	Third week of the first semester	Research project manual	100%
4. Developing exit exam manual	Approved exit exam manual	Examination Committee	The first week of the first semester	Third week of the first semester	Exit exam manual	100%
5. Prepare the program self-study	Prepare the program self-study and the evidences	Quality Unit	The second week of the first semester	End of the academic year	Program Self-study Report	100%
6. Developing the criteria of the annual evaluation of faculty members	Revising an Evaluation System	Measurement and Evaluation Committee	The second week of the first semester	Third week of the first semester	Sample of the criteria of the annual evaluation of faculty members	100%

7. Faculty development activities	Increase the number of faculty development activities	Training committee	Throughout the year	End of the academic year	The number of faculty development activities	80%
8. Holding a meeting with staff members to address Research Priorities	Identifying research priorities and research needs	Research committee	Second week	Fourth week	Approved minutes of meetings	100%
9. Establishing a regular updated database of Published Scientific Papers	Collect database of published scientific papers	Research committee	Fifth week	Seventh week	Database	100%
10. Promoting the participation of undergraduate students in scientific research through graduation projects	Conducting training program for undergraduate students in enhancing their research skills	Research committee	The second week of the first semester	The second week of the second semester	Reporting activities for developing research skills of undergraduate students	100%
11.Improving community partnership	Visit the community and participate in Events	Community committee	Third week of the first semester	Third week of the second semester	Approved list of Annual community services	90%
12. Using Community Services Involvement as one of the criteria for staff members Evaluation	Includes Community Services Involvement as one of the criteria for staff members Evaluation	Head of the department	Throughout the year	End of the academic year	Sample of Academic Evaluations	100%
13. Appointment of female coordinators at various levels/committees for smooth functioning of female section	Select and appoint female coordinators	Head of the department	The second week of the first semester	Third week of the second semester	Approved list the program committees	100%

يعتمد رئيس القسم ،،،،

الاسم : د. ماجد عبد الله الحربي

التوقيع : 

اعتماد الخطة بمجلس القسم

رقم الجلسة: 8

تاريخ الجلسة : 1444/4/10