جامعة المجمعة
Majmaah University

Program Quality Reviewing Report

(Internal Review)

Academic department		Electrical Engineering		Program Name		Electrical Engineering	
Year	2016-17	Semester	Fall	Date	18.10.2016	Time	01:00-01:30

1. Documentation Records

No	Item		Requirement		Observations	Recommendations
NCAAA documents						
1	Program Specifications	■Yes □No	Approved document	■Yes □No	Dates are not uniform everywhere. At some places it is in Hijri and at others in Gregorian	Should be in Uniform. Preferably in Gregorian
2	Course Specifications	■Yes □No	Approved document	■Yes □No		
3	Course Report	■Yes □No	Approved document	■Yes □No	Date of Approval?	
			Analysis and an action plan	□Yes □No	• No direct & indirect assessments (statistical analysis) • No date on cover page	

#				Approved document	☑Yes ☐No		
						• No recommendations	
						• Empty most of the things	
4	Program Annual Report (For last two years)	☑Yes ☐No		Analysis and an action plan	☑Yes ☐No	• Old Format • Improperly arranged • Many empty pages • No proposal • No evaluation/ statistical analysis	Should be properly filled in new format with analysis and proposals
5	Course File (For the last three years)	☑Yes ☐No		Completed as hard and soft copies	☑Yes ☐No	• No Contents • No Partitions • Contents repeated several times • CLOs not up to the marks	• Contents should be pasted on inside cover page • Partitions should be used • Contents should be used only once • Revise CLOs
6	Program SSR	☑Yes ☐No	Approved document		☐Yes ☐No	• NCAAA format not followed • Star analysis	

7	Self-Evaluation Scales for Higher Education Programs	☐Yes ☐No	Approved document	☐Yes ☐No	Empty Folder	
8	Organizational Chart of the program	☐Yes ☐No	Approved document	☐Yes ☐No	Not checked	
NCAAA Requirements						
1	Course Evaluation Survey	☑Yes ☐No	Analysis and an action plan for last 2 years	☐Yes ☑No	Old Report	New Survey should be conducted
2	Program Evaluation Survey	☑Yes ☐No	Analysis and an action plan for last 2 years	☑Yes ☐No		
3	Experience Evaluation Survey	☑Yes ☐No	Analysis and an action plan for last 2 years	☑Yes ☐No		
4	Advisory Board	☑Yes ☐No	At least two meetings with minutes	☑Yes ☐No		
			Critical issues for program as main topic of discussion	☐Yes ☐No	No action plan after the meeting outcome	
5	KPIs and Rubrics for SLO	☑Yes ☐No	Defined and approved for all SLOs	☑Yes ☐No		
6	Program KPIs	☑Yes ☐No	A benchmark	☐Yes ☐No	Internal Bench Mark not defined	
			The measured KPIs for the last two years	☑Yes ☐No		

			and action plan with improvements			
			The KPIs of the current, target and benchmark	■Yes ☐No		
7	The consistency with NQF	■Yes ☐No	A report about the consistency of Program features and learning outcomes with the NQF	■Yes ☐No		
ABET Documents						
1	Faculty vitae	■Yes ☐No	Filled by all faculty members on the approved form	■Yes ☐No		
2	Lab equipment	■Yes ☐No	Filled for all labs on the approved form	■Yes ☐No		
3	Course Syllabus	■Yes ☐No	Filled by all faculty members on the approved form	■Yes ☐No		
4	Faculty Report	☐Yes ☐No	Filled by all Faculty members on the approved form	☐Yes ☐ No	Folder was empty	

5	Documentation and archiving	■Yes ☐No	Organized documentation	■Yes ☐No		
ABET Requirements						
1	Direct assessment of program SLO	■Yes ☐No	Evaluation of all SLO for the first semester	■Yes ☐No		
			Evaluation of all SLO for the second semester	■Yes ☐No		
			Summary of the results and action plan and discussion by the quality committee based on the faculty reports from the first semester	■Yes ☐No		
2	Indirect Assessment of program SLO	☐Yes ☐No	Evaluation of all SLOs using Indirect assessment	☐Yes ☐No	Folder was empty	
3	Exit Review	■Yes ☐No	Evaluation of all SLOs using Exit review	■Yes ☐No	• Only one report of 2014 • Date not mentioned	
College Requirements						

1	Graduates Database	☐Yes ☐No	Updated database	☐Yes ☐No	Not checked	
2	Brochure of Department	☐Yes ☐No	A brochure stating vision, mission, PEO, goals, course structure of department	☐Yes ☐No		
3	Follow-Up Table	☐Yes ☐No	A report	☐Yes ☐No	Empty Folder	
			Recommendations	☐Yes ☐No	Empty Folder	
			An action plan	☐Yes ☐No	Empty Folder	

2. Website Updating Record

Web Checklist						
1	Vision/ Mission and Program Objectives	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
2	Organizational Chart	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
3	Faculty	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
4	Departmental Committees	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
5	Quality Committees	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
6	Course Syllabi	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	

7	Course Reports	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
8	Program Annual Report	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
9	Research/ Projects	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	
10	Alumni	☐Yes ☐No	Updated	☐Yes ☐No	Not checked	

3. Instructor Awareness:

Majmaah University has	Response	Comments
Vision and mission	■ Yes ☐ No	
Training Unit in Deanship for Quality and skills development (What workshops/seminars have you attended)	■ Yes ☐ No	
College of Engineering has		
vision/mission	■ Yes ☐ No	
Undergrad Catalog	■ Yes ☐ No	
Training Unit in the Vice-Deanship for Quality and Development	■ Yes ☐ No	
Academic Accreditation Unit under in the Vice-Deanship for Quality and Development	■ Yes ☐ No	
Department has		
Vision/ Mission	■ Yes ☐ No	
Program Objectives/ Student Learning Outcome (SLO) (what are the SLOs?)	■ Yes ☐ No	

Undergrad Catalog	■ Yes ☐ No	
Board of Advisors	■ Yes ☐ No	
D2L System	■ Yes ☐ No	
Assessment Guide	☐ Yes ■ No	No idea
Lab Equipment Manual for each lab	■ Yes ☐ No	
Quality Committee	■ Yes ☐ No	
Curriculum Development Committee	■ Yes ☐ No	
continuous quality improvement process	■ Yes ☐ No	
A Course has		
Course Learning Outcome (CLO). (What are the CLOs of your course, what are the SLOs assessed in your course)	■ Yes ☐ No	
➤ CLOs are assessed for each course using direct (exams, etc.) and indirect assessment (surveys, etc.).*(How do you do the survey? When do you do the assessments?)*	■ Yes ☐ No	They have idea about CLO and assessment processes
Syllabus that is published and given to student for each course.*(What is included in the syllabus?)*	■ Yes ☐ No	They know what is included in the syllabus
The Instructor		
has academic Advising responsibilities	■ Yes ☐ No	
completes Course Report for each section	■ Yes ☐ No	
updates Course Portfolio	■ Yes ☐ No	

4. Miscellaneous

Different Requirements

1	Instructor's Time Table hanged on the door	■Yes ☐No	Office Hours	■Yes ☐No		
			Contact details			
2	Student Awareness	■Yes ☐No	Do you know the mission of the program?	☐Yes ☐No	4/5 Yes	
			Are you participating in the quality work? (i.e., filling surveys, etc.)	■Yes ☐No		
			Is there a syllabus for the courses?	■Yes ☐No		
			Are you aware of the contents of the course in the syllabus?	☐Yes ☐No	4/5 Yes	
			Is the academic advising useful?	☐Yes ☐No	1/5 Yes	Academic Advisors should take more active part
			Do you receive feedback on your academic work?	☐Yes ☐No	1/5 Yes	The students should be given academic feedback

5. Main Comments of reviewing process:

| 1 | Many Folders were empty |
| 2 | Contents were not arranged properly in the Course Files, even repeated several times |

3	Course Evaluation Survey Report was very old

6. Recommendations
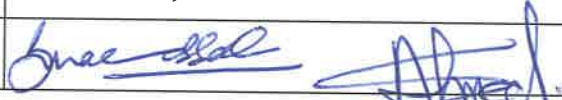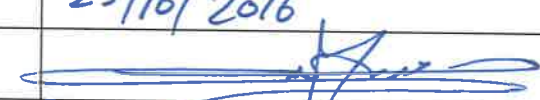
1	Fill all the empty folders with relevant documents
2	Proper arrangement of contents in Course Files
3	Include new Report on Course Evaluation Survey

Reviewing Committee Members:

    1- Dr. Syed M. Abbas

    2- Dr. Sameh S. Ahmed

Report prepared by:	Dr. Syed M. Abbas; Dr. Sameh S. Ahmed	Approved by:	Dr. A. Almuhaisen
Date:	October 20, 2016	Date:	25/10/2016
Signature:		Signature:	

Copy to:
1- Dean of the college
1- Program Coordinator (Head of Department)
2- ADU