

Performance and Achievement Report 2023/2024

Introduction

The Quality and Academic Accreditation Committee is responsible for spreading the culture of quality among the staff members in the department through a set of activities that the committee undertakes to implement. The committee is also considered the link between the college's quality unit and the department members, as it defines and distributes quality tasks and follows up on the implementation of the quality plan prepared based on the program operational plan.

Goals and tasks

- 1- Implementation of the objectives of the accredited quality systems of all academic activities in the department.
- 2- The Coordination with the Quality and Academic Accreditation Unit and the College Development and Quality Agency.
- 3- Holding seminars and workshops to spread and consolidate the culture of academic accreditation in the department.
- 4- Follow up the preparation of program descriptions and decisions and review them periodically.
- 5- Follow up the preparation of self-study report and operational plan of the department.
- 6- Providing the college administration with an integrated vision of the level of performance in the field of academic accreditation in the department

The main tasks of the committee in the academic year 2023/2024

	Task	Semester	Week
1	Completion of Quality work from last year 2022/2023 - Courses reports - Courses Files - CLOs-PLOs assessment report - Annual program report - Surveys analysis reports - KPI report - Operational plan achievement report (with evidences) - Improvement action plan for the program - Self-study report for the program	1	1 to 4
2	Preparing a schedule of academic accreditation activities for each staff member.	1, 2	1

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3	Prepare courses specifications and program specification on the NCAAA new templates 2023.	2	1
4	Create a set of files on Google Drive to collect files from the staff members according to the specified schedule.	1	1
5	Prepare a report to reply for Notations & Recommendations for Program send by NCAAA.	1	9
6	Prepare for online virtual verification visit schedule and preparation for final NCAAA visit.	1	11
7	Usual quality works for academic year 2023/2024.	Along the year	
8	Organizing workshops and lectures to spread the culture of quality and academic accreditation.	Along the year	
9	Regular and periodic meetings organized by head of department with staff to clarify any regulations, tasks, practices regarding quality.	Along the year	

Task (1)

	Task	Achievement%	Expected completion date
1	Courses reports	100%	-
2	Courses Files	100%	-
3	CLOs-PLOs assessment report	100%	-
4	Operational plan achievement report (with evidences)	95%	7/1/2024
5	Annual program report	80%	12/1/2024
6	Surveys analysis reports	80%	12/1/2024
7	KPI report	75%	12/1/2024
8	Improvement action plan for the program	70%	25/1/2024
9	Self-study report for the program	75%	1/2/2024

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Task (2)

Preparing a schedule of academic accreditation activities for each staff member by Preparing a proposal to distribute members to the various department committees, as well as a proposal to form committees to prepare standards of self-study report and submit them to the department council for approval.

1- ME Program committees

اللجنة	رئيس اللجنة	أعضاء اللجنة	اللجنة	رئيس اللجنة	أعضاء اللجنة
الأنشطة الطلابية	د. بالاني فيل	د. السيد ابراهيم د. محمد علي	التخطيط الاستراتيجي	د. بالاني فيل	د. حسن خياط د. عادل البلوي
البحث العلمي والابتكار	د. محمد أسفار	د. بالاني فيل د. محمد علي	التحليل الاحصائي	د. بالاني فيل	د. محمد علي د. بالاني فيل
التدريب التعاوني	د. بالاني فيل	د. حسن خياط د. محمد علي	الندوات وورش العمل	د. بالاني فيل	د. يوسف القرشي د. منصور الروقي
المعامل والمختبرات	د. محمد أسفار	د. يوسف القرشي د. محمد علي	الاعتماد الأكاديمي	د. السيد ابراهيم	جميع أعضاء هيئة التدريس بالقسم
الخطط الدراسية	د. محمد علي	د. يوسف القرشي د. هيثم الصواط	إعداد المعايير الأكاديمية	د. السيد ابراهيم	د. محمد علي د. بالاني فيل د. محمد أسفار
الشؤون الدراسية والاختبارات	د. محمد علي	د. هيثم الصواط د. السيد ابراهيم	خدمة المجتمع	د. السيد ابراهيم	د. منصور الروقي د. محمد علي
الإرشاد الأكاديمي	د. السيد ابراهيم	د. منصور الروقي د. بالاني فيل	الإعلان والموقع الإلكتروني	د. هيثم الصواط	د. محمد علي د. السيد ابراهيم
تطوير استراتيجيات التعلم	د. السيد ابراهيم	د. منصور الروقي د. حسن خياط	الأعداد	د. السيد ابراهيم	د. يوسف القرشي د. محمد علي
شؤون أعضاء هيئة التدريس ومن في حكمهم	د. هيثم الصواط	د. محمد علي د. السيد ابراهيم			

2- Program Academic Criteria (NCAAA)

	Criterion	Coordinator	Coordinator assistant
C1	Program Management and Quality Assurance	Dr/ El Sayed	
C2	Teaching and Learning	Dr/ Moh Ali	Dr/ M. Asfar -Dr/ Palani
C3	Students	Dr/ Moh Ali	
C4	Teaching Staff	Dr/ M. Asfar	
C5	Learning Resources, Facilities, And Equipment	Dr/ Palani	

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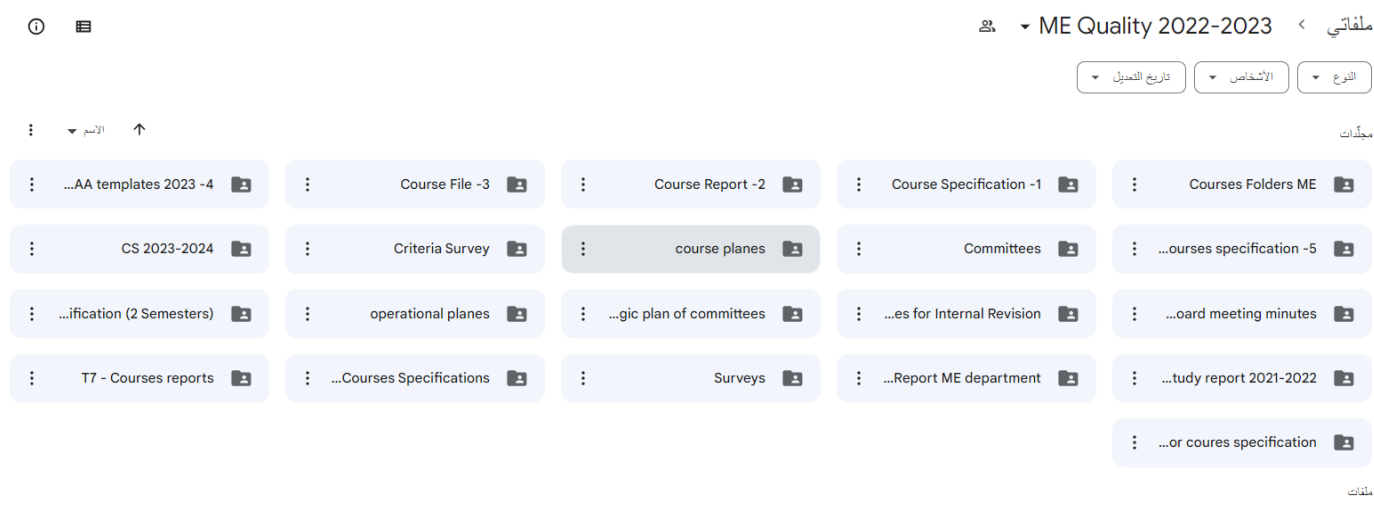
3- Annual Quality tasks

	Task	Coordinator	Coordinator assistant
1	Collect and revise Courses reports	Dr/ Hytham	Dr/ El Sayed
2	Receive and check Courses Files	Dr/ Palani	Dr/ El Sayed
3	CLOs-PLOs assessment report	Dr/ El Sayed	Dr/ Mansour
4	Annual program report	Dr/ El Sayed	Dr/Yousef
5	Surveys analysis reports	Dr/ Moh Ali	Dr/ El Sayed, Dr/ M. Asfar
6	KPI report	Dr/ Palani	All Staff related to committees
7	Operational plan achievement report (with evidences)	Dr/ Moh Ali	All Staff related to committees
8	Improvement action plan for the program	Dr/ El Sayed	Dr/ Hytham – Dr Hassan
9	Self-study report for the program	Dr/ El Sayed	All Staff related to committees

Task (4)

Create a set of files on Google Drive to collect files from the staff members according to the specified schedule

<https://drive.google.com/drive/folders/1Uvdti95kC8Vr5oOjYjf5cuBu4iXCO5de?usp=sharing>



The screenshot shows a Google Drive interface for a folder named "ME Quality 2022-2023". The interface includes a search bar, navigation icons, and a list of files and folders. The files and folders are organized into a grid view. The files and folders listed are:

- ...AA templates 2023 -4
- Course File -3
- Course Report -2
- Course Specification -1
- Courses Folders ME
- CS 2023-2024
- Criteria Survey
- course planes
- Committees
- ...ourses specification -5
- ...ification (2 Semesters)
- operational planes
- ...gic plan of committees
- ...es for Internal Revision
- ...oard meeting minutes
- T7 - Courses reports
- ...Courses Specifications
- Surveys
- ...Report ME department
- ...tudy report 2021-2022
- ...or courses specification

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Task (5)

In 9th July 2023, the program received T9.P Notations – Eligibility Document Review from NCAAA containing suggested recommendations for improvement for documents submitted for accreditation eligibility. The deadline for finalizing and submit modification and report was 25th October 2023.

Actions taken for achieving the task

- 1- A meeting was organized for all staff to review the report and distribute the subtasks with restricted deadlines



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National Center for Academic Accreditation & evaluation
(NCAAA)

T9.P. Notations & Recommendations for Program – Eligibility
Document Review

	Comment	Topic	Time	Responsible	Notations
General Notations & Recommendations					
1	The Program lacks the strength in specifying an operational plan , follow up with the implantation, verify the achievement, and the development of improvement plan. The Program lacks the strength in specifying an operational plan , follow up with the implantation, and verify the achievement.	Operational plan	22/9	Dr Moh. Ali	Done
2	The benchmarking process needs to be clear. In the report (KPIs Analysis Report 2021/2022) for KPI-P-01, the actual value is 56.4%, the target value is 70%, and the external benchmark is 60%, and the Program specified the new target to be 80% even though the actual value did not meet the target.	KPIs Analysis Report SSR APR	1/10	Dr Palani Dr Asfar	Done
3	Overall, the improvement at the course level for the examined courses was accepted, but the quality assurance at the Program level is not meeting the compliance level. The Program should focus on proposing effective actions and developing improvement plans at the Program level and ensure the achievement of these plans The Program should focus on developing...	SSR	25/9	Dr Sayed	؟؟؟



13	The PEO is different from the one presented in the Program Specifications	SSR, pg25 Dept. booklet Program specification	25/9	Dr Sayed	Done
14	The Program should provide an operational plan ; the provided document is a strategic plan.	SSR, pg25	22/9	Dr Moh. Ali	Done
15	What does the statement represent (Produce graduates...), are those the Program's Goals?	SSR, pg26	25/9	Dr Sayed	Done
16	The Program is advised to include the governance structure along with the operational plan in criterion 1-1-1.	SSR, pg26	27/9	Dr Sayed	Done
17	The achievement of educational goals is missing. The provided reports focus on the operational goals. The Program provided alignment on page 33 for the Program Goals but without a report of the achievement.	SSR, pg31	1/10	Dr Sayed	؟؟؟
18	The Program should provide evidence of considering the feedback from the board of advisors .	SSR, pg33	5/10	Dr Sayed	Done
19	The Policy for Ethics Guide should be provided as a booklet and published (Attachment 1.1.8.1: Regulations of the university).	SSR, pg35	5/10	Dr Sayed	Done
20	The following link is not working (https://www.su.edu.sa/ar/deanships/deanship-scientific-research/regulations).	SSR, pg35	20/9	Dr Sayed	Done

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2- All comments were been responded to and final report was prepared and submitted with a video uploaded to the link sent.

Pt.	Pg.	Notations and Recommendations	Program Responses
			activities on time. This report is discussed and approved by the end of the academic year, also a copy is sent to the college with the related evidences. (Please see the following attachment: Location: folder '11- Program self-study' > folder 'attached evidences' > file ' Attachment 1.1.4.1 Completion report of ME program operational plan 2021,2022 ')
2.		- The benchmarking process needs to be clear. In the report (KPIs Analysis Report 2021/2022) for KPI-P-01, the actual value is 56.4%, the target value is 70%, and the external benchmark is 60%, and the Program specified the new target to be 80% even though the actual value did not meet the target.	The benchmarking process was revised and the typographical errors were corrected.
3.		- Overall, the improvement at the course level for the examined courses was accepted, but the quality assurance at the Program level is not meeting the compliance level. The Program should focus on proposing effective actions and developing improvement plans at the Program level and ensure the achievement of these plans.	The program is already prepared an improvement plan based on SSR and PLOs assessment report and operational plan. (Please see the following attachment: Location: folder '11- Program self-study' > folder 'attached evidences' > file ' Attachment 2.3.5.5 Improvement action plan for courses ' AND file ' Attachment 1.2.2.1 Improvement Plan for the SSR (2019) ') The above-mentioned improvement plans were included in the improvement action plan of the annual program report with a time frame and the responsible parties. Also, the program follows up the implementation of these action plans and a report of achievement is prepared and included in part A of the annual program report (Please see the following

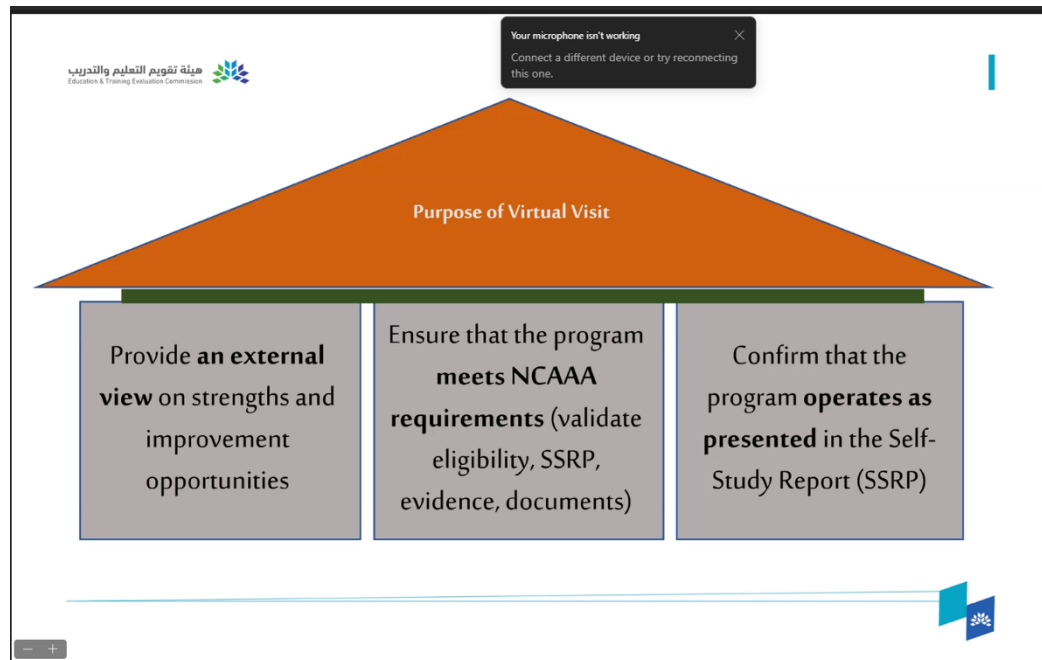
Task (6)

The department organized meeting on Sunday, 29/10/2023, regarding preparation schedule of the meeting for the review team's visit (remotely), organized by the Education and Training Evaluation Commission, a virtual verification visit for the mechanical engineering program.



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The meeting was held on Wednesday, 1/11/2023 AD, by entering the link sent via university email. The meeting aimed to provide an introductory presentation to prepare for the final visit for the NCAAA academic accreditation for the mechanical engineering program, which, God willing, will take place during the month of February 2024 AD.

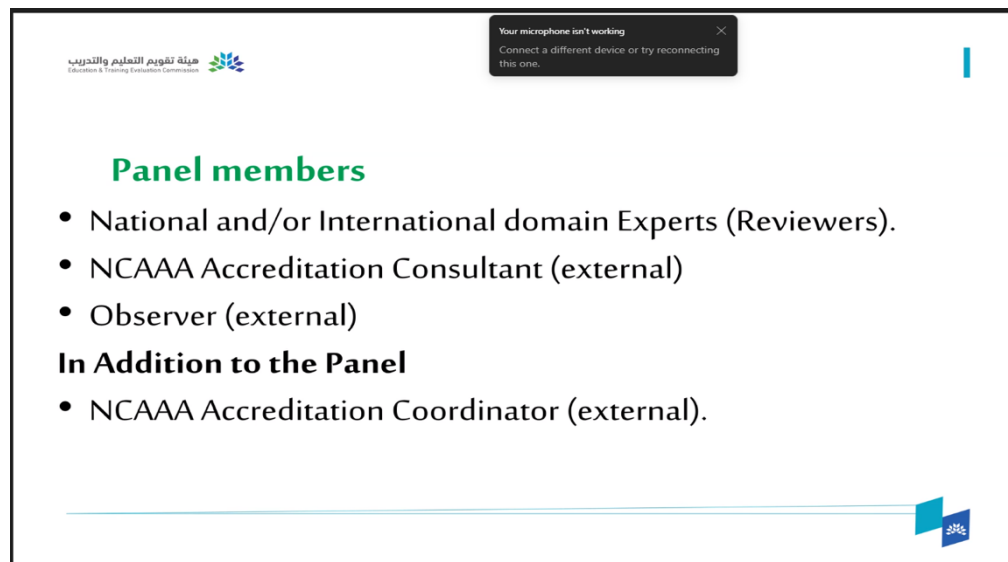


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هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

Purpose of Virtual Visit

Provide an external view on strengths and improvement opportunities	Ensure that the program meets NCAAA requirements (validate eligibility, SSRP, evidence, documents)	Confirm that the program operates as presented in the Self-Study Report (SSRP)
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هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

Panel members

- National and/or International domain Experts (Reviewers).
- NCAAA Accreditation Consultant (external)
- Observer (external)

In Addition to the Panel

- NCAAA Accreditation Coordinator (external).

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Task (8)

The quality committee Organizes workshops and lectures to spread the culture of quality and academic accreditation. The Quality workshop plan 2023-2024 was shown below:

First-semester workshop plan 2023-2024			
Topic	Instructor	Students /Staff	Semester
Teaching Strategies and Modern Assessment Methods	Dr. ElSayed	Staff/students	1
Second-semester workshop plan 2023-2024			
Topic	Instructor	Students /Staff	Semester
Review virtual visit notes for approval and prepare for the final visit	Dr. ElSayed	Staff/students	2
NCAAA Standard 1. Program Management and Quality Assurance	Dr Elsayed	Staff	2
NCAAA Standard 2. Teaching and Learning (Learning Outcomes)	Dr Ali	Staff	2
NCAAA Standard 2. Teaching and Learning (Curriculum)	Dr Asfer	Staff	2
NCAAA Standard 2. Teaching and Learning (Quality of Teaching and Students' Assessment)	Dr Palanivel R	Staff	2
NCAAA Standard 3. Students	Dr Ali	Staff	2
NCAAA Standard 4 Faculty	Dr Asfer	Staff	2
NCAAA Standard 5. Learning Resources, Facilities, and Equipment	Dr Palanivel R	Staff	2

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By finalizing the workshop, a report was prepared and submitted to head of workshop committee, as shown below:

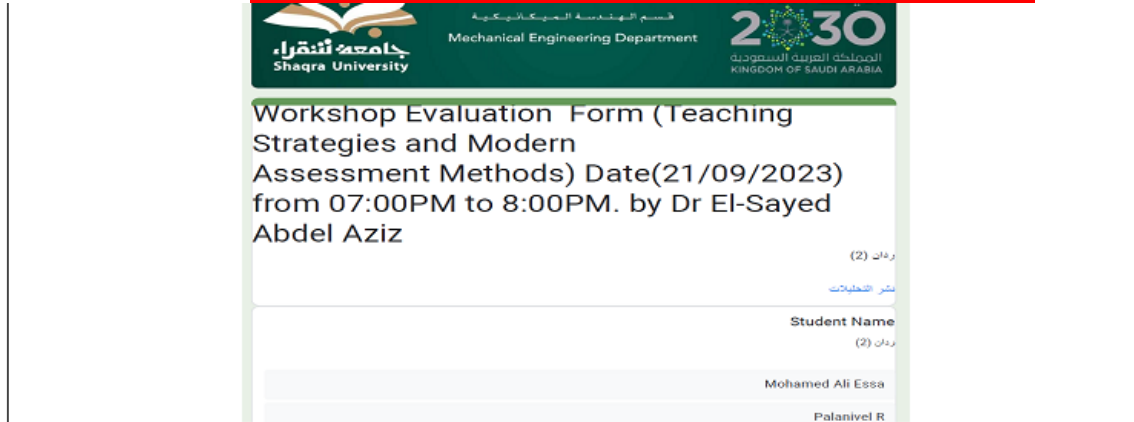
Report of Workshop



Title:	Teaching Strategies and Modern Assessment Methods		
Presenter:	Dr El-Sayed Abdel Aziz		
Unit:	QAAU	Cooperation with Unit	TDU
Date:	21/09/2023	Place:	Online <input checked="" type="checkbox"/> In Campus <input type="checkbox"/>
Target	Students <input type="checkbox"/>	Level	College: <input type="checkbox"/>
	Staff members <input checked="" type="checkbox"/>		EE <input type="checkbox"/>
	Employees <input type="checkbox"/>		Department: CE <input type="checkbox"/>
		ME <input checked="" type="checkbox"/>	
Criterion	Teaching staff (1)	Attendance	5

Objectives of workshop

To identify the Purpose of assessment process
 To show the mechanism of assessment
 To identify Teaching Strategies and Modern Assessment Methods

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 قسم الهندسة الميكانيكية
 Mechanical Engineering Department

 المملكة العربية السعودية
 KINGDOM OF SAUDI ARABIA

Workshop Evaluation Form (Teaching Strategies and Modern Assessment Methods) Date(21/09/2023) from 07:00PM to 8:00PM. by Dr El-Sayed Abdel Aziz

ردان (2)

مركز التحليلات

Student Name

ردان (2)

Mohamed Ali Essa

Polanivel R

Photo 3

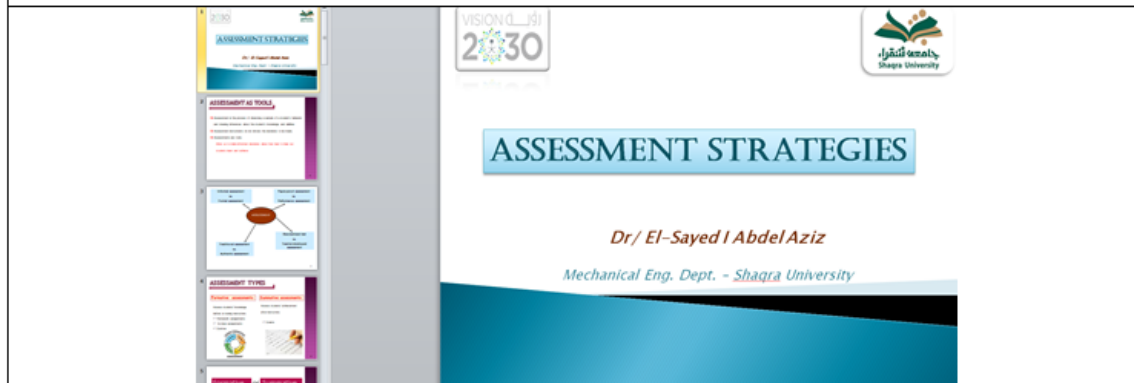


Photo 4



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Task (9)

Regular and periodic meetings organized by head of department with staff to clarify any regulations, tasks, practices regarding quality.



Achievement of work plan

	Task	Target (%)	Actual (%)	Status
1	Completion of Quality work from last year 2022/2023 - Courses reports - Courses Files - CLOs-PLOs assessment report - Annual program report - Surveys analysis reports - KPI report - Operational plan achievement report (with evidences) - Improvement action plan for the program - Self-study report for the program	100	86.1	In progress
2	Preparing a schedule of academic accreditation activities for each staff member.	100	100	Finished
3	Prepare courses specifications and program specification on the NCAAA new templates 2023.	100	0	In progress
4	Create a set of files on Google Drive to collect files from the staff members according to the specified schedule.	100	100	Finished
5	Prepare a report to reply for Notations & Recommendations for Program send by NCAAA.	100	100	Finished

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6	Prepare for online virtual verification visit schedule and preparation for final NCAAA visit.	100	100	Finished
7	Usual quality works for academic year 2023/2024.	100	40	In progress
8	Organizing workshops and lectures to spread the culture of quality and academic accreditation.	100	11	In progress
9	Regular and periodic meetings with Head of department and Staff to clarify any oblique regulations, tasks or quality items.	100	70	In progress

Recommendations:

1. Some items are still in progress as the semester has not ended