



Report for Evaluating the Activities Of Quality and Development Unit

Collage : Dentistry

Section:

Annual

Semester 1 &2

Y= 38/39

Scale:

0= Activity Not Accomplished 1= Activity Accomplished with significant Notes

2= Activity Accomplished with Minor Notes 3=Activity Accomplished and Target Has Been Achieved According to



Activity	Scale				Notes
	0	1	2	3	
First: Plan of The Deanship for Development and Quality					
1- Formation of the Quality and Development Unit in the present year, according to the unified bylaw approved by the Vice-Rectorship for Development and Quality.				√	
2-Implementation plan for the Development and Quality Unit for the Present academic year, for all the activities of the main committees in the Unit.				√	
3-Semester/Annual Report on the Accomplishment of the Development and Quality Unit for the present academic year according to the template approved by the Deanship of Development and Quality.				√	
<u>Second: The Implementation Plan of the Development and Quality Unit for the Present Year</u>					
(Including all the activities of the main committees in the Unit)					



Activity	Scale				Notes
	0	1	2	3	
Planning and Monitoring Committee					
Enhancement of the concept for strategic planning				√	
Follow up of the implementation of the strategic plan projects and achievement of the strategic objectives of the college				√	
Follow up of the implementation of the development projects of the strategic plan of the University				√	
Follow up of the performance of the internal quality systems of the program and provide the necessary consultations to members through technical support				√	
Follow up of the improvement plans for all academic and administrative units based on performance indicators			√		
Learning and Teaching Committee					
Follow up the development, improvement requirements and preparation for the learning and teaching standard.				√	



Activity	Scale				Notes
	0	1	2	3	
Follow-up of the development, improvement of academic support & guidance, student services and preparation of annual reports				√	
Reviewing the curriculum plan, course specifications and reports, as well as the comprehensive overall reports for all program courses.				√	
Follow up of the implementation of improvement plans for the quality of the program performance of the college through periodic evaluation.		√			
Evaluation of the examination papers and writing reports on the quality of all exams.				√	
Follow-up of annual reports on student progress rates.				√	
Academic Accreditation Committee					
Spreading of the culture of accreditation among the college community.			√		



Activity	Scale				Notes
	0	1	2	3	
Follow-up of the fulfilment of the academic accreditation criteria of the program and providing technical support.			√		
Performance Measurement Committee					
Preparing and analyzing questionnaires for internal evaluation and provide reports for them.				√	
Comparative report on the items of the final exams for the courses taught in the first semester of the year 1436-37 with the same courses in the first semester of the year 1438-39.				√	
Annual Program Report				√	
Follow up of the preparation of reports of program key performance indicators and program intended learning outcomes key indicators.				√	
Reports on the key performance indicators for the development and quality unit including the internal reference comparison according to the model approved by the Deanship				√	



Activity	Scale				Notes
	0	1	2	3	
of Development and Quality					
Skills' Development Committee					
Preparing the annual training plan				√	
Follow up reports of student activities				√	
Measuring of the training impact			√		
Preparation of feedback reports			√		

Third: The Practices* in Which the Quality Loop Have Been Closed

In All the Academic and Administrative Units of the College

Based on The Plans of The Development and Quality Unit and Its Main Committees

*** Note: Mention in Details**



Programs:

1- Bachelor of Dental surgery Program:

- Updating of all the courses specifications.
- Preparing a summary of the courses specification and submitting it to the college website
- Updating the Key performance indicators according to the new unified updated model of the National Commission for Academic Accreditation. and translating it into English
- Prepare a Blue print for all courses
- Prepare a course outline for all courses and its announcement to students
- Completion of the administrative structure of the Collage.
- Holding training workshop for all faculty members in most quality activities in the collage as well as in teaching strategies and professional development.
- Teaching staff are available at sufficient scheduled times for consultation and advice to students.
- Reports provided to program administrators on the delivery of each course and these include details if any planned content cannot be deal with and any difficulties found in using the planned strategies.
- Forming a committee to review the test papers for all courses of the program on the model proposed by the Dean of collage.
- Updating the program specification on 2017 template.



- Program learning outcomes measurements not conduct.
- Coordination with Performance Measurement Committee to convert all questionnaires to electronic version.
- Updating the curriculum vitae of the faculty members in Arabic and English, and submitting it to the university website.
- Participating in the implementation of the projects of the strategic plan of the university phase IV.

2 - Academic Advising Unit:

- linking the academic advisors with all students electronically.
- Adoption of the official email for students to communicate with them.
- Prepare the new student guidebook (1438/1439).
- Meeting with the new students enrolling in the programs to provide them with the necessary information about the university stage and the system of study and introduce students to their academic advisor and duties towards them and their duty towards it.
- Conduct periodic meetings with students for academic advising.
- Follow up the registration procedures for both semesters.
- A survey of students about academic advising.



- Reviewing the students absent excuses and approving the accepted ones.

3. Alumni Office:

- Updating intern's Manual.
- Identify the approved training centers for the training of intern's
- Prepare of Alumni guidebook
- Interns and Graduates continuing dental educations events.
- Alumni unit was established in the college.
- Communication with the various recruitment institutions such as (Health Affairs Directorate - Health Centers - Hospitals - Dispensaries) to obtain the needs of these institutions and announce them is conducted.
- Survey for the opinion of the graduates and the training centers regarding the outcome of the program.
- Survey for the intern regarding the internship program.

Others:



1- The Examination Review Committee

- Report on the evaluation of the final examinations of all courses for both semesters

2. E-Learning Committee:

- Use Black board to evaluate students and as a learning resource for students for both semesters

3. Scientific Research and Community Service Committee:

- Implementation of the community service plan in the field of Dentistry for both semesters

4. Public Relations and Information Committee

- Update the College's website and upload all required files for both semesters

Fourth: The Practices* in Which the Quality Loop Have Not Been Closed

In All the Academic and Administrative Units of the College

Based on The Plans of The Development and Quality Unit and Its Main Committees

*** Note: Mention in Details**

Programs: Bachelor of Dental surgery Program:



1- Benchmarks for comparing quality of performance comparisons with other institutions established but not achievements.

Academic Advising Unit:

- Preparation of the improvement plan according to the unit's reports and results of the students' surveys about their opinion on academic advising.
- The registration unit should be separated from the academic advising unit .

Alumni Office:

a. Preparation of training courses for graduates .

Actions Taken By The Development and Quality Unit to Close the Quality Loop:

- Updating and modifying course specification and report for all courses of the program on 2017 template.
- Updating the program specification on 2017 template.
- Report for KPIs of the program
- Initiating and conducting the excellence prize for staff, students and employee of the college



Supervisor of the D&Q Unit

Name: Dr:Abdel Naser Emam

Signature:

Dean

Name: Dr: Saeed Ali Alsareii

Signature: