College of Engineering
Vice-Dean of Quality and Development

Program Quality Reviewing Report
(Internal Review)

Academic department	Civil & Environmental Eng.		Program Name	Civil Engineering	
Year	2016-17	Semester	Fall	Date	18.10.2016	Time	12:30-01:00

1. Documentation Records

No	Item	Requirement		Observations	Recommendations
NCAAA documents					
1	Program Specifications	■Yes ☐No	Approved document	■Yes ☐No	
2	Course Specifications	■Yes ☐No	Approved document	■Yes ☐No	
			Approved document	■Yes ☐No	
3	Course Report	■Yes ☐No	Analysis and an action plan	☐Yes ☐No	**Missing/ Incomplete:** • Indirect Assessment • Action Plan	Course Evaluation Survey should be analyzed for all the courses.
4		■Yes ☐No	Approved document	■Yes ☐No	

#	Item	Requirement		Notes
	Program Annual Report (For last two years)	Analysis and an action plan	■Yes □No	
5	Course File (For the last three years)	Completed as hard and soft copies	■Yes □No	**Missing/ Incomplete:** • Portfolio content • Partitions • Course Material — Should be properly and uniformly organized / Some courses (CE428) are not updated for the last semester
6	Program SSR	Approved document	■Yes □No	■Yes □No
7	Self-Evaluation Scales for Higher Education Programs	Approved document	■Yes □No	■Yes □No — Independent Opinion Missing / Independent Opinion should be included
8	Organizational Chart of the program	Approved document	□Yes ■No	□Yes ■No — Not seen / Not Seen
NCAAA Requirements				
1	Course Evaluation Survey	Analysis and an action plan for last 2 years	■Yes □No	■Yes □No
2	Program Evaluation Survey	Analysis and an action plan for last 2 years	■Yes □No	■Yes □No
3	Experience Evaluation Survey	Analysis and an action plan for last 2 years	■Yes □No	■Yes □No
4	Advisory Board	At least two meetings with minutes	■Yes □No	■Yes □No

#	Item		Details		Notes
			Critical issues for program as main topic of discussion	■Yes ☐No	
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	
			The measured KPIs for the last two years and action plan with improvements	■Yes ☐No	KPIs are not filled in tabular form (in the original form). Separately written.
			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		
5	Documentation and archiving	■Yes □No	Organized documentation	■Yes □No		
ABET Requirements			Evaluation of all SLO for the first semester	■Yes □No		
			Evaluation of all SLO for the second semester	■Yes □No		
1	Direct assessment of program SLO	■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 | |
| 3 | Exit Review | ■Yes □No | Evaluation of all SLOs using Exit review | ■Yes □No | Date not mentioned analysis should be provided |

College Requirements

1	Graduates Database	□Yes □No	Updated database	□Yes □No	Not checked	To be provided by department
2	Brochure of Department	□Yes □No	A brochure stating vision, mission, PEO, goals, course structure of department	□Yes □No	Not Checked	To be provided by Department
3	Follow-Up Table	■Yes □No	A report	■Yes □No	The follow up table provided by Quality Deanship and modified by Vice Deanship in not used.	
			Recommendations	■Yes □No		
			An action plan	■Yes □No		

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
Vice–Dean of Quality and Development

جامعة المجمعة
Majmaah University

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	No keywords
Program Objectives/ Student Learning Outcome (SLO) (what are the SLOs?)	☐ Yes	■ No	
Undergrad Catalog	☐ Yes	■ No	
D2L System	■ Yes	☐ No	
Board of Advisors	☐ Yes	■ No	Should be discussed in the Department Council
Assessment Guide	☐ Yes	■ No	No detailed understanding
Lab Equipment Manual for each lab	☐ Yes	■ No	
Quality Committee	■ Yes	☐ No	
Curriculum Development Committee	■ Yes	☐ No	Some have idea
continuous quality improvement process	■ Yes	☐ No	Needs more documentations
A Course has			
Course Learning Outcome (CLO). (What are the CLOs of your course, what are the SLOs assessed in your course)	■ Yes	☐ No	
o 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	Have some idea but not in detail

Syllabus that is published and given to student for each course. (what is included in the syllabus?)	■ Yes ☐ No	

The Instructor

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		
2	Student Awareness	■ Yes ☐ No	Office Hours Contact details	■ Yes ☐ No
			Do you know the mission of the program?	■ Yes ☐ No
			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

Is the academic advising useful?	☐Yes ☐No	1/3 Yes
Do you receive feedback on your academic work?	■Yes ☐No	

5. Main Comments of reviewing process:

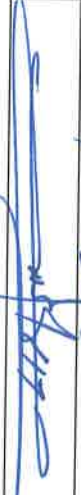| 1	CLOs are too many for all the courses
2	Course evaluation surveys not analyzed in the course reports (except some)
3	Portfolio contents, partitions, course material missing in course files (except some)

6. Recommendations:

1	CLOs should be revised and approved in Department Council
2	Course evaluation survey should be analyzed in the course reports
3	Follow up table should be filled in the approved format

Reviewing Committee Members:

1- Dr. Syed M. Abbas

2- Dr. Abdel-Rahman AlQawasmi

Report prepared by:	Dr. Syed M. Abbas AlQawasmi	Approved by:	Dr. A. Almuhaisen
Date:	20/10/2016	Date:	25/10/2016
Signature:		Signature:	

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