

## Program Quality Reviewing Report (Internal Review)

|                     |                                |              |                                |
|---------------------|--------------------------------|--------------|--------------------------------|
| Academic department | Mechanical and Industrial Eng. | Program Name | Mechanical and Industrial Eng. |
| Year                | 2016-17                        | Semester     | Fall                           |
|                     |                                | Date         | 18.10.2016                     |
|                     |                                | Time         | 01:30-02:00                    |

### 1. Documentation Records

| No                     | Item                   | Requirement   | Observations  | Recommendations  |
|------------------------|------------------------|---|---|--|
| <b>NCAAA documents</b> |                        |   |   |  |
| 1                      | Program Specifications | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Approved document                                | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Not traced   | If it's already there, should be kept in Archiving Room  |
| 2                      | Course Specifications  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Approved document                                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Date of approval is prior to the document dates          | CLOs should be revised   |
| 3                      | Course Report          | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Approved document<br>Analysis and an action plan | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> <li>• CLOs not consistent</li> <li>• No student survey and analysis</li> </ul> CLOs should be revised |

|   |  |   |  |   |  |   |  |
|---|--|---|--|---|--|---|--|
|   |  |   |  |   |  |   |  |
| 4 | Program Annual Report (For last two years)           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Approved document<br>Analysis and an action plan | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <ul style="list-style-type: none"> <li>• Old format used</li> <li>• Student Survey not included</li> </ul>   |   |  |
| 5 | Course File (For the last three years)               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Completed as hard and soft copies                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> <li>• Contents not properly arranged</li> <li>• No Course Material</li> <li>• Many items missing</li> </ul>   | Emphasis should be given to prepare the Course Files properly |  |
| 6 | Program SSR  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Approved document                                | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <ul style="list-style-type: none"> <li>• Check if old Format used?</li> <li>• Old data is used</li> <li>• Some Data is copied from other College without change</li> <li>• Star part not analyzed</li> </ul> | Should be revised completely                                  |  |
| 7 | Self-Evaluation Scales for Higher Education Programs | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Approved document                                | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <ul style="list-style-type: none"> <li>• Very high star rating</li> <li>• Independent opinion missing</li> <li>• Criteria 4 missing</li> </ul>   | Should be revised completely                                  |  |
| 8 | Organizational Chart of the program                  | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Approved document                                | <input type="checkbox"/> Yes <input type="checkbox"/> No            |  |   |  |

| NCAAA Requirements |                              |   |  |   |   |  |
|--------------------|------------------------------|---|--|---|---|--|
| 1                  | Course Evaluation Survey     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Analysis and an action plan for last 2 years                               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |   |  |
| 2                  | Program Evaluation Survey    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Analysis and an action plan for last 2 years                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <ul style="list-style-type: none"> <li>• Old Report</li> <li>• No analysis</li> </ul> | New report should be prepared                                  |
| 3                  | Experience Evaluation Survey | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Analysis and an action plan for last 2 years                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <ul style="list-style-type: none"> <li>• Old Report</li> <li>• No analysis</li> </ul> | New report should be prepared                                  |
| 4                  | Advisory Board               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | At least two meetings with minutes   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | No meeting minutes  | Meeting minutes should be attached                             |
| 5                  | KPIs and Rubrics for SLO     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Critical issues for program as main topic of discussion                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | No seen   | Critical issues should be reported                             |
| 6                  | Program KPIs                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Defined and approved for all SLOs  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
|                    |                              |   | A benchmark  | <input type="checkbox"/> Yes <input type="checkbox"/> No            | There is a benchmark but not included in the archiving room                           | All updated documents should be included in the Archiving room |
|                    |                              |   | The measured KPIs for the last two years and action plan with improvements | <input type="checkbox"/> Yes <input type="checkbox"/> No            |   | Action plan needed   |

|                       |                          |   |   |   |  |   |
|-----------------------|--------------------------|---|---|---|--|---|
|                       |                          |   | The KPIs of the current, target and benchmark   | <input type="checkbox"/> Yes <input type="checkbox"/> No            |  | Analysis required   |
| 7                     | The consistency with NQF | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | A report about the consistency of Program features and learning outcomes with the NQF | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  | A report should be provided   |
| <b>ABET Documents</b> |                          |   |   |   |  |   |
| 1                     | Faculty vitae            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Filled by all faculty members on the approved form                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |   |
| 2                     | Lab equipment            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Filled for all labs on the approved form  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |   |
| 3                     | Course Syllabus          | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Filled by all faculty members on the approved form                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |   |
| 4                     | Faculty Report           | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Filled by all Faculty members on the approved form                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <ul style="list-style-type: none"> <li>• No instructor's signature</li> <li>• Recommendation and action plan not consistent with the result</li> </ul> | There is a misunderstanding in filling the FR. It is recommended to make an internal workshop for the faculty |

|                             |                                    |   |  |  |  |
|-----------------------------|------------------------------------|---|--|--|--|
| 5                           | Documentation and archiving        | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Organized documentation  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No          |  |
| <b>ABET Requirements</b>    |                                    |   |  |  |  |
| 1                           | Direct assessment of program SLO   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Evaluation of all SLO for the first semester<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | There is an evaluation but should be included in the archiving room          |  |
|                             |                                    |   | Evaluation of all SLO for the second semester<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |
| 2                           | Indirect Assessment of program SLO | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Summary of the results and action plan and discussion by the quality committee based on the faculty reports from the first semester<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | All faculty results should be discussed and an action plan should be written |  |
|                             |                                    |   | Evaluation of all SLOs using Indirect assessment<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |  |  |
| 3                           | Exit Review                        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Evaluation of all SLOs using Exit review<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | Exit review should be conducted and analyzed                                 |  |
| <b>College Requirements</b> |                                    |   |  |  |  |

|   |                        |   |  |  |             |  |
|---|------------------------|---|--|--|-------------|--|
| 1 | Graduates Database     | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Updated database   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |
| 2 | Brochure of Department | <input type="checkbox"/> Yes <input type="checkbox"/> No            | A brochure stating vision, mission, PEO, goals, course structure of department | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |
|   |                        |   |  |  |             |  |
| 3 | Follow-Up Table        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Recommendations  | <input type="checkbox"/> Yes <input type="checkbox"/> No |             | Follow-up table should be prepared as per the Vice Deanship requirements |
|   |                        |   | An action plan   | <input type="checkbox"/> Yes <input type="checkbox"/> No |             |  |

## 2. Website Updating Record

| Web Checklist |  |  |         |  |             |  |
|---------------|--|--|---------|--|-------------|--|
| 1             | Vision/ Mission and Program Objectives | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |
| 2             | Organizational Chart                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |
| 3             | Faculty                                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |
| 4             | Departmental Committees                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |
| 5             | Quality Committees                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |
| 6             | Course Syllabi                         | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |  |

|    |                       |  |         |  |             |
|----|-----------------------|--|---------|--|-------------|
| 7  | Course Reports        | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |
| 8  | Program Annual Report | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |
| 9  | Research/ Projects    | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |
| 10 | Alumni                | <input type="checkbox"/> Yes <input type="checkbox"/> No | Updated | <input type="checkbox"/> Yes <input type="checkbox"/> No | Not checked |

### 3. Instructor Awareness:

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

|  |   |  |
|--|---|--|
| Undergrad Catalog  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | The instructors couldn't identify a place that a student can get access for the undergrad catalog. |
| Board of Advisors  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Instructors didn't know that there is an advisory board for the department.                        |
| D2L System   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Assessment Guide   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Lab Equipment Manual for each lab  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Quality Committee  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Curriculum Development Committee   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| continuous quality improvement process   | <input type="checkbox"/> Yes <input type="checkbox"/> No            | Not checked  |
| <b>A Course has</b>  |   |  |
| Course Learning Outcome (CLO). (What are the CLOs of your course, what are the SLOs assessed in your course)   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Do not know SLOs. But they know CLOs.  |
| <ul style="list-style-type: none"> <li>○ CLOs are assessed for each course using direct (exams, etc.) and indirect assessment (surveys, etc.).</li> </ul> (How do you do the survey?, when do you do the assessments?) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Syllabus that is published and given to student for each course. (what is included in the syllabus?)   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>The Instructor</b>  |   |  |
| has academic Advising responsibilities   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| completes Course Report for each section   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| updates Course Portfolio   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |



#### 4. Miscellaneous

| Different Requirements |  |  |  |  |   |  |
|------------------------|--|--|--|--|---|--|
| 1                      | Instructor's Time Table hanged on the door     | <input type="checkbox"/> Yes <input type="checkbox"/> No | Office Hours<br>Contact details  | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
| 2                      | Student Awareness                              | <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you know the mission of the program?                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | They don't have idea about Mission of the Program | They should be given briefing about Mission of the Program |
|                        |  |  | Are you participating in the quality work? (i.e., filling surveys, etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |   | Different surveys should be filled by the students         |
|                        |  |  | Is there a syllabus for the courses?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
|                        |  |  | Are you aware of the contents of the course in the syllabus?             | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
|                        |  |  | Is the academic advising useful?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
|                        | Do you receive feedback on your academic work? | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |   |  |

**5. Main Comments of reviewing process:**

|   |   |
|---|---|
| 1 | CLOs are not consistent   |
| 2 | Student surveys and their analysis not included in the course report  |
| 3 | Course files are not up to the mark   |
| 4 | Program SSR is incomplete: old data is used; some parts are copied from other college without changes; no STAR analysis   |
| 5 | Self-Evaluation Scales Document does not have Independent Opinion; CRITERIA 4 is missing  |
| 6 | Surveys and analysis Reports are older. Old data. No analysis   |
| 7 | Faculty Reports are not signed and recommendations and action plans are not consistent with the result  |
| 8 | Programs needs a development plan with follow up procedure.   |
| 9 | No indication that Department Council discuss all the reports and recommendations received from various sources, such as the board of advisors feedback, course reports recommendations, etc. |

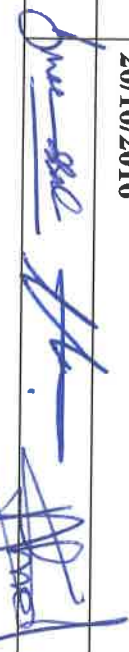

**6. Recommendations:**

|   |  |
|---|--|
| 1 | CLOs should be revised; Student course evaluation survey should be analyzed; in the Course Reports |
| 2 | The index and contents should be properly arranged in the Course files                             |

|   |   |
|---|---|
| 3 | Program SSR should revised completely   |
| 4 | Self-Evaluation Report should revised completely  |
| 5 | Analysis of all Surveys required  |
| 6 | Development plan and Follow up tables should be prepared.   |
| 7 | Department Council needs to discuss the reports and recommendations received from various sources, such as the board of advisors feedback, course reports recommendations, etc. |

**Reviewing Committee Members:**

- 1- Dr. Syed M. Abbas
- 2- Dr. Abdel Rahman AlQawasmi
- 3- Dr. Sameh S. Ahmed

|                            |  |                     |   |
|----------------------------|--|---------------------|---|
| <b>Report prepared by:</b> | Dr. Syed M. Abbas; Dr. Abdel Rehman AlQawasmi; Dr. Sameh S. Ahmed;                 | <b>Approved by:</b> | Dr. A. Almuhaissen  |
| <b>Date:</b>               | 20/10/2016   | <b>Date:</b>        | 25/10/2016  |
| <b>Signature:</b>          |  | <b>Signature:</b>   |  |

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