



Proposed Quality Assurance System

Plans, Actions, Activities and Schedule

Quality Assurance Unit

College of Pharmacy

2018-2019 Plan

Introduction:

Quality Assurance System

The Quality Assurance Unit at the College offers a preliminary presentation on a proposed quality assurance system at all levels, which includes the level of teaching and learning within the framework of the College's academic programs and the level of scientific research in all faculties of the faculty and community level.

Quality Assurance systems are a tool to run the organization more effectively and efficiently. They also help to ensure that a minimum standard of quality is being met for a product, service or project.

Strategic objectives of the unit and implementation mechanisms

First Objective: To develop the strategic plan and the executive plan of the college

Mechanisms of implementation

1. Formulate the vision, mission, goals and objectives of the college
2. Spread vision and message
3. Study of internal and external environmental factors and conduct environmental analysis
4. Identify gaps and implementation priorities
5. Develop an operational plan for the strategic plan
6. Follow-up of the entities that implement the initiatives included in the implementation plan

Objective 2: Develop a system to evaluate and analyze performance in all quality activities and practices across committees and units

Mechanisms of implementation

1. Complete the self-study program and review it and submit it to the Quality Agency
2. Questionnaires to evaluate the performance of the administration, faculty members, their assistants and staff
3. Questionnaires to evaluate the educational process

4. Activate the roles of all the internal committees in the college

Objective 3: Awareness raising, training and technical support in the field of quality assurance, qualification and accreditation

Mechanisms of implementation

1. Spreading the culture of quality among faculty members
2. Holding training courses, workshops and seminars in the field of quality
3. Review the description and report of the courses in the scientific sections
4. Dissemination of the culture of intellectual property rights and the ethics of scientific research

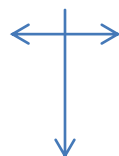
Objective 4: Activate community participation

Mechanisms of implementation

1. Communicate with graduates and provide continuing education services
2. Organizing seminars with the University's medical centers and pharmaceutical institutions in the community

Quality Assurance System

Workshop of annual revision



Workshop of internal assessment and revision

Types of reports and questionnaires assigned to the Quality Assurance Unit to review, discuss and recommend for improvement

The Quality Assurance Unit, in coordination with the Studies and Information Unit under the umbrella of the Quality Agency at the College, periodically reviews and discusses all reports and questionnaires related to the performance of quality performance and ensuring the quality of performance in the College. The Unit also develops improvement plans and suggested recommendations for the Studies and Information Unit, Reporting to the Quality Assurance Unit. Reports and questionnaires include:

1. Annual Program Evaluation Report
2. Annual Report of the College
3. Self-study report

4. Report on exam marks for the academic year
5. Report on the annual work plan
6. Performance evaluation report for all college activities and practices, including:
 - I. Advanced student data for the program at the college
 - II. Student performance in the school year or course
 - III. Feedback from the examination of the level of performance of graduates with employers
 - IV. Educational and research activities and development of their capacities that contribute to the development of the program
 - V. Community service activities provided by the College

This set of reports is prepared under a set of questionnaires for each report along with the other components for each report.

In order to achieve quality assurance at the college, a specific mechanism must be implemented by continuously examining performance and demonstrating the quality of performance through the policies and procedures that relate to the eleven standards developed by the National Commission for Academic Accreditation and Assessment. These policies and procedures include the following steps:

Step 1: Select and Agree on the standard

Each standard of quality is different and will have its own way of measuring and improving the quality of services at the College through the standard of practice that is implemented and periodically evaluated each year in order to prioritize improvement through a plan to be implemented in the following year.

Step 2: Carry out a self assessment

Some standards will offer a self assessment that you can complete, or you might be able to obtain one from your local CVS (or equivalent). A self assessment is the process of critically reviewing the quality of your own performance and provision as an organization. It is based on specific criteria or indicators to measure the delivery of your service (including any outputs or outcomes that are achieved). For many systems it is the evidence that you can provide (to show how you reach the criteria), which is important.

Step 3: Draw up an action plan

The next step might be to draw up an action plan to show how improvements will be made, by when and by whom. It should outline specific tasks or milestones and who is responsible for these.

Step 4: External assessment



Many quality systems are externally accredited. This means that someone from outside the organization will check the evidence submitted and issue the relevant award or certification. The accreditation will often last for three years, before an organization is externally assessed again.

Step 5: Implement the action plan and review your progress

A quality assurance system is a tool for continual improvement and should be reviewed on a regular basis (rather than delaying it for another three years). By keeping it up to date in systematic way, you will have an excellent framework for organizational development.

In order for the quality assurance unit to achieve its objectives, the following tasks must be carried out:

- 1- Spread the concepts of quality and culture of quality in the faculty among faculty members, administrators, employees and students.
- 2 - Continuous evaluation of the level of performance at the college and management level.
- 3 - Work on the implementation and follow-up of the calendar and academic accreditation through periodic meetings
- 4 - To develop strategic plans for the programs of the college departments and units and committees and the implementation of these plans with a clear timeline.
- 5 - To identify the areas of improvement and propose plans and projects necessary to achieve them.
- 6 - Provide the necessary facilities and necessary for all teams based on the application of quality.
7. Documenting the efforts and results of the implementation of quality work teams and submitting them to the Quality Agency at the College and then to the Deanship of Academic Development at the University.
8. Collect continuous data and information on quality activities in the college.
- 9 - Prepare periodic reports on the levels of performance and satisfaction of beneficiaries in all quality activities.
- 10- To carry out the other tasks entrusted to the quality assurance unit by the quality

Proposed timetable (quality of educational process for the academic year 2018-2019)

FIRST SEMESTER		
Academic Week	Details of events and activities according to the academic calendar 2018-2019	Expected dates per week (range)
Week-1	<ol style="list-style-type: none"> 1. The period of determination of the program coordinators. 2. The period of establishment of a meeting with scientific departments. 3. The period of development of the training plan for faculty members (The series of trainings and workshops) per year. 4. Receiving the results and studies reports from the studies and information unit and discussing the reference nutrition 	2/9/2018-6/9/2018
Week-2	<ul style="list-style-type: none"> o Quality Assurance System meeting and planning 	9/9/2018-13/9/2018
Week-3	<ul style="list-style-type: none"> o The beginning of the period of receipt of the program specifications of the approval program resolution report and the courses specifications and reports. o Review all standers with their directors. 	16/9/2018-20/9/2018
Week-4	<ul style="list-style-type: none"> o Meeting of departmental councils to discuss the performance of the educational process, program review report and the reports of the decision. 	27/9/2018-1/10/2018
Week-5	Conduct meeting with college Dean	4/10/2018-8/10/2018
Week-6	<ul style="list-style-type: none"> o Preparation of decisions and reports after discussion in the departmental councils. 	11/10/2018-15/10/20
Week-7	The Starting date the follow up period to the mobilization of the strategic plan model	18/10/2018-22/10/208
Week-8	-----	25/10/2018-29/10/2018
Week-9	Date of activation of Questionnaires (Training, Learning outcome)	1/11/2018-5/11/2018
Week-10	-----	8/11/2018-12/11/2018
Week-11	-----	15/11/2018-19/11/2018
Week-12	<ul style="list-style-type: none"> ✓ Date of activation of Questionnaires (Evaluated course) ✓ This includes preparation of follow- up and any corrective action that have emerged from the review of the college's development report for the last semester. 	22/11/2018-26/11/2018
Week-13	-----	29/11/2018-3/12/2018
Week-14	<ul style="list-style-type: none"> - Starting of final exam preparation and any corrective measures - End of reporting period on learning review and process outcome 	6/12/2018-10/12/2018
Week-15	Starting of first semester exam	13/12/2018-17/12/2018
Week-16	Closing of central questionnaires (Training & Learning outcomes)	20/12/2018-24/12/2018
Week-17	<ul style="list-style-type: none"> • Starting of faculty member course reports and their decision for the first semester in addition to report of field experience. 	27/12/2018-31/12/2018 (12 days vacation)

	<ul style="list-style-type: none"> • End of first semester exams. 	
SECOND SEMESTER		
Week-18	-----	13/1/2019-17/1/2019
Week-19	<ul style="list-style-type: none"> • End of the period of delivery of the faculty members for the report of their courses for the last semester. • End of the period of delivery of the faculty members for the field experience report to the unit. 	20/1/2019-24/1/2019
Week-20	<ul style="list-style-type: none"> • The beginning of the period of general report on the department.(This include feedback, • Follow-up of faculty members for training courses.(include learning out comes reviews. with the national qualifications framework. Curriculum map to ensure that program outputs are consistent with course outputs. Exam blueprint. Course portfolio. Feedback from faculty members to discuss the report of the courses they have taught and provide feedback to them • Starting date of receiving the approved programs, decision and report.(the previous semester last year after being discussed in the departmental councils, which includes if there is a change in the programs description of the current year and the interests of the course descriptions.) Improvement and development plans for programs and courses. • Feedback on the teaching and learning process. 	27/1/2019-31/1/2019
Week-21	-----	1/2/2019-5/2/2019
Week-22	Appointment of the departmental council to discuss the performance of educational process ,the program review report and the courses	8/2/2019-12/2/2019
Week-23	<ul style="list-style-type: none"> ○ Date of activation of centralquestionnaires (training and learning outcomes) ○ Central electronic questionnaires An institutional system that ensures the quality of the educational process and the university services for all the beneficiary groups, in which the course shows the points and results of the force, the points that need improvement and the different types ○ Curriculum Evaluation Questionnaire, Student Experience Survey, Employer Questionnaire) Questionnaire for Evaluation of University Service (for students, faculty members, administrators) ○ The strategic plan of the College and the alignment of the plan with a plan to enhance vision 2030 and any other relevant government strategies that will lead to the development and improvement of the program 	15/2/2019-19/2/2019

Week-24	-----	22/2/2019-26/2/2019
Week-25	-----	1/3/2019-5/3/2019
Week-26	<ul style="list-style-type: none"> ○ The beginning of the accreditation period for evaluating the quality of the university performance and performance indicators after being approved by the head of the department 	8/3/2019-12/3/2019
Week-27	<ul style="list-style-type: none"> ○ The date of activating the central questionnaires and evaluating the courses ○ The end of the accreditation period for evaluating the quality of the university performance and performance indicators after being approved by the head of the department 	15/3/2019-19/3/2019
Week-28	-----	22/3/2019-26/3/2019
Week-29	<ul style="list-style-type: none"> ○ The beginning of the reporting period on the process of reviewing learning outcomes and their consistency with blue print. 	29/3/2019-2/4/2019
Week-30	<ul style="list-style-type: none"> ○ The end of the reporting period on the process of reviewing learning outcomes and their consistency with blue print 	5/4/2019-9/4/2019
Week-31		12/4/2019-16/4/2019
Week-32	<ul style="list-style-type: none"> ○ The beginning of the follow-up period for the final exam and any corrective actions 	19/4/2019-23/4/2019
Week-33	<ul style="list-style-type: none"> ○ The beginning of the second semester exam 	26/4/2019-30/4/2019
Week-34	<ul style="list-style-type: none"> ○ End of the follow-up period for the final tests and any corrective measures 	3/5/2019-7/5/2019
Week-35	<ul style="list-style-type: none"> ● Starting of faculty member reports and their decision for the second semester in addition to report of field experience. ● End of second semester exam. 	10/5/2019-14/5/2019
Week-36	<ul style="list-style-type: none"> ● Close Central Questionnaires (Courses-Training-Learning Outcomes-University Service) ● The end of faculty member reports and their decision for the second semester in addition to report of field experience. 	17/5/2019-21/5/2019
End of the study year (Vacation)		
Suggested Recommendations for beginning of the Coming Study Year		
First	<ul style="list-style-type: none"> ● Completion of compilation of reports required for the last semester or the previous study year ● This includes any reports on the quality of the learning process and development as well as improvement plans 	First Week
Second	<ul style="list-style-type: none"> ● Conduct meeting with the staff members (Saudi staff) 	First Week

	regarding the improvement plan to collect suggestions and proposals	
Third week	<ul style="list-style-type: none"> Held a mini-workshop for the existing staff to clarify some weaknesses and limitations as well as important considerations of summer course conduction 	2 weeks before staff leaving
SUMMER COURSE		
First week	<ul style="list-style-type: none"> Prepare for the summer semester and make the necessary plans Start of summer course lectures 	24/6/2019-28/6/2019
Second week	<ul style="list-style-type: none"> Conduct meeting with the staff members regarding the improvement plan to collect suggestions and proposals 	1/7/2019-5/7/2019
Third week	<ul style="list-style-type: none"> Held a mini-workshop for the existing staff to clarify some weaknesses and limitations as well as important considerations of summer course conduction 	8/7/2019-12/9/2019
Fourth week	<ul style="list-style-type: none"> Submit the course reports for the summer semester Follow-up development plans and improvement in other things related to the quality of the educational process and development of projects during the summer 	15/7/2019-19/7/2019
Fifth week	• -----	22/7/2019-26/7/2019
Sixth week	• -----	29/7/2019-3/8/2019
Seventh week	<ul style="list-style-type: none"> Start of final examinations for summer courses 	6/8/2019-10/8/2019

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