**Quality and Development Action Plan 2016-2017**

**Aim - to ensure Quality Assurance processes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target**  **Date** | **Person Resp.** | **Action** | **Objective** | **Number** |
| January  2017 | Vice-Dean for Development and Quality at College of Arts & Science in Wadi Al-dewasir | Review documents (internal review) in the Programs and Institution and website. | To ensure Quality documents of the college up to date with requirements of Deanship of Development and Quality in PSAU and NCAAA. | 1.a |
| October 2016 | Supervisors of the Programs (5 programs at College) | Checking the inputs and statistics. | To receive, check and send Key Performance Indicators (KPIs) of the Programs to the Deanship. | 1.b |
| October 2016 | Vice-Dean for Development and Quality at College of Arts & Science in Wadi Al-dewasir | A seminar on Key Performance Indicators & Benchmarking | To spread the culture of Quality among faculty members. | 1.C |
| November 2016 | Supervisors of the Programs (5 programs at College) | Checking the data and statistical numbers and percentages. | To prepare SSRP and its elements | 1.D |
| November  2016 | Vice-Dean for Development & Quality  Member of Development and Quality Agency | Checking the information and statistical numbers and percentages. | To prepare SSRI and its elements | 1.E |
| November  2016 | Vice-Dean for Development & Quality | A meeting had been held on the first of Safar 1438 | To assign the tasks of Development and Quality Units. | 1.F |
| 6-November  2016 | Vice-Dean for (Girls)students' Affairs | An official letter on writing the action plan for the college (Girls' Section) | To inform the college (Girls' Section) about the latest requirements for Quality Assurance processes. | 1.G |

**Aim - to ensure Development processes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target**  **Date** | **Person Resp.** | **Action** | **Objective** | **Number** |
| November  2016 | Vice-Dean for Development and Quality & Faculty Staff members from English Department. | A training course entitled "Developing English Language skills" | To organize workshops and training courses | 2.A |
| In progress | Coordinator of Development Unit. | The website has been updated eventually. | To update the electronic website of the college. | 2.B |
| November  2016 | - Coordinator of Development Unit and  - Vice-Dean for Development &Quality  -Coordinator of Statistics and information Unit. | A ready copy of the annual report of the college (hard & soft one) | To prepare the annual report of the college | 2.C |
| November  2016 | - Vice-Dean for Development &Quality  - Coordinator of Development Unit and | Uploading the electronic websites that are relevant to Quality and Development according to Organizational Structure of the college. | To spread the culture of Quality and Development  at college. | 2.D |
|  |  |  |  |  |