Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

ATTACHMENT 4.

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

T3. ANNUAL PROGRAM REPORT (APR)

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

Program Eligibility: The program is to submit the two most recent APRs as part of the requirements for program eligibility using the NCAAA Template.

Post Accreditation: The program is required to annually complete an APR. The APR is to document a complete academic year.

APR's are prepared by the program coordinator in consultation with faculty teaching in the program. The reports are submitted to the head of department or college, and used as the basis for any modifications or changes in the program. The APR information is used to provide a record of improvements in the program and is used in the Self Study Report for Programs (SSRP) and by external reviews for accreditation.

Annual Program Report

1. Institution	Date:	

2. College/ Department

3. Dean

4. List All Campus Branch/Locations (approved by Ministry of Education or Higher Council of Education).

Campus Branch/Location	Approval By	Date
Main Campus:		
1:		
2:		
3:		
4:		

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

A. Program Identification and General Information

Program title and code
Name and position of persons completing the APR
Academic year to which this report applies.

B Statistical Information

1. Number of students who started the program in the year concerned: ☐
2. (a) Number of students who completed the program in the year concerned: ☐   Completed the final year of the program: Completed major tracks within the program (if applicable) ☐   Title…………………………………………………………No ☐   Title…………………………………………………………No ☐   Title…………………………………………………………No ☐   Title………………………………………………………… .No ☐   2. (b) Completed an intermediate award specified as an early exit point (if any) ☐
3. Apparent completion rate.   (a) Percentage of students who completed the program, ☐ (Number shown in 2 (a) as a percentage of the number that started the program in that student intake.)   (b) Percentage of students who completed an intermediate award (if any) ☐ (e.g. Associate degree within a bachelor degree program)   (Number shown in 2 (b) as a percentage of the number that started the program leading to that award in that student intake).

81

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية

الهيئة الوطنية للتقويم

والاعتماد الأكاديمي

Comment on any special or unusual factors that might have affected the apparent completion rates (e.g. Transfers between intermediate and full program, transfers to or from other programs).

4. Enrollment Management and Cohort Analysis (Table 1)

Cohort Analysis refers to tracking a specific group of students who begin a given year in a program and following them until they graduate (How many students actually start a program and stay in the program until completion).

A **cohort** here refers to the total number of students enrolled in the program at the beginning of each academic year, immediately after the preparatory year. No new students may be added or transfer into a given cohort. Any students that withdraw from a cohort may not return or be added again to the cohort.

Cohort Analysis (Illustration): **Table 1** provides complete tracking information for the most recent cohort to complete the program, beginning with their first year and tracking them until graduation (students that withdraw are subtracted and no new students are added). The report is to cover the past four years. Update the years as needed.

Enrollment Management and Cohort Analysis (Table 1)

Student Category	2007-08	2008-09	2009-10	2010-11	2011-12	Current Year 2012-13
Total cohort enrollment	*PYP					
Retained till year end						
Withdrawn during the year and re-enrolled the following year						
Withdrawn for good						
Graduated successfully						

    a.   Provide an analysis for the cohort that started PYP on 2008 – 09

    b.   Provide an analysis for the cohort that started PYP on 2009 – 10

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

c. Provide an analysis for the cohort that started PYP on 2010 – 11

d. Provide an analysis for the cohort that started PYP on 2011 – 12

* PYP - Preparatory Year Program

7. Destination of graduates as shown in survey of graduating students (Include this information in years in which a survey of employment outcomes for graduating students is conducted).

Date of Survey

Number Surveyed   Number Responded   Response Rate %

Destination	Not Available for Employment		Available for Employment		
	Further Study	Other Reasons	Employed in Subject Field	Other Employment	Unemployed
Number					
Percent of Respondents					

Analysis: List the strengths and recommendations

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئــة الوطنيــة للتقويــم
والاعـتـمـاد الأكـاديـمــي

C. Program Context

Significant changes within the institution affecting the program (if any) during the past year. Implications for the program
2. Significant changes external to the institution affecting the program (if any) during the past year.   Implications for the program

D. Course Reports Information Summary

1. Course Reports Results. Describe and analyze how the individual NCAAA course reports are utilized to assess the program and to ensure ongoing quality assurance (e.g. Analysis of course completion rates, grade distributions, and trend studies.) (a.) Describe how the individual course reports are used to evaluate the program.   (b.) Analyze the completion rates, grade distributions, and trends to determine strengths and recommendations for improvement. (1.) Completion rate analysis: (2.) Grade distribution analysis: (3.) Trend analysis (a study of the differences, changes, or developments over time; normally several years):

84

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

املكـة العربيـة السعوديـة
الهيئـة الوطنيـة للتقـويم
والاعـتـمـاد الأكـاديـمـي

<table>
<tr><td></td></tr>
</table>

2. Analysis of Significant Results or Variations (25% or more). List any courses where completion rates, grade distribution, or trends are significantly skewed, high or low results, or departed from policies on grades or assessments. For each course indicate what was done to investigate, the reason for the significant result, and what action has been taken.	
a. Course	Significant result or variation
Investigation undertaken Reason for significant result or variation	
Action taken (if required)	
b. Course	Significant result or variation
Investigation undertaken Reason for significant result or variation	
Action taken (if required)	
c. Course	Significant result or variation
Investigation undertaken Reason for significant result or variation	

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

Action taken (if required)

(Attach additional summaries if necessary)

4. Delivery of Planned Courses

(a) List any courses that were planned but not taught during this academic year and indicate the reason and what will need to be done if any compensating action is required.		
Course title and code	Explanation	Compensating action if required

(b) Compensating Action Required for Units of Work Not Taught in Courses that were Offered. (Complete only where units not taught were of sufficient importance to require some compensating action)		
Course	Unit of work	Reason
Compensating action if required		

_____

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

Course	Unit of work	Reason
Compensating action if required _____		
Course	Unit of work	Reason
Compensating action if required _____		
Course	Unit of work	Reason
Compensating action if required _____		

E Program Management and Administration

List difficulties (if any) encountered in management of the program.	Impact of difficulties on the achievement of the program objectives.	Proposed action to avoid future difficulties in response.

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

F. Summary Program Evaluation

1. Graduating Student Evaluations (surveys)

Date of Surveys

Attach survey reports.

a. List most important recommendations for improvement, strengths and suggestions	Analysis (e.g. Assessment, action already taken, other considerations, strengths and recommendation for improvement.)

b. Changes proposed in the program (if any) in response to this analysis and feedback.

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

2. Other Evaluation (e.g. Evaluations by employers or other stakeholders, external review)

Describe evaluation process.

Attach review/survey report.

a. List most important recommendations for improvement, strengths and suggestions for improvement.	(e.g. Analysis of recommendations for improvement: Are recommendations valid and what action will be taken, action already taken, or other considerations?)

b.   Changes proposed in the program (if any) in response to this feedback.

2. Ratings on Sub-Standards of Standard 4 by program faculty and teaching staff; 4.1 to 4.10.

(a) Standard 4 Sub-Standards. Are the "Best Practices" followed; Yes or No? Provide a revised rating for each sub-standard. Indicate action proposed to improve performance (if any).

Standard 4 Sub-Standards	Best Practices Followed (Y/N)	5 Star Rating	List priorities for improvement.
4.1			
4.2			
4.3			
4.4			

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئــة الوطنيــة للتقويم
والاعـتمـاد الأكـاديمــي

4.5			
4.6			
4.7			
4.8			
4.9			
4.10			
Analysis of Sub-standards. List the strengths and recommendations for improvement of the program's self-evaluation of following best practices.			

G. Program Course Evaluation

Course Title/Course Code	Student Evaluations		Other Evaluation (specify)	Action Planned	
1. List all program courses taught during the year. Indicate for each course whether student evaluations were undertaken and/or other evaluations made of quality of teaching. For each course indicate if action is planned to improve teaching.					
	Yes	No		Yes	No

(Add items or attach list if necessary)

List courses taught by this program this year and for this program that are in other programs.

Level	Course Code	Course Title	Number of Sections	Credit Hours	College or Department
Level 1					
Level 2					
Level 3					
Level 4					
Level 5					
Level 6					
Level 7					
Level 8					

91

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

Include additional levels if needed					

3. Program Learning Outcomes Assessment.   Provide a report on the program learning outcomes assessment plan using the NCAAA accreditation four year cycle. By the end of the four year cycle all program learning outcomes must be assessed using KPIs with benchmarks and analysis, national or international standardized testing (if available), rubrics, exams and grade analysis, or some alternative scientific measure of student performance.

KPI #	NQF Learning Domains and Learning Outcomes	Method of Assessment for LOs	Date of Assessment
1.0	**Knowledge**		
1.1			
1.2			
1.3			
1.4			
2.0	**Cognitive Skills**		
2.1			
2.2			
2.3			
2.4			
3.0	**Interpersonal Skills & Responsibility**		
3.1			
3.2			
4.0	**Communication, Information Technology, Numerical**		
4.1			
4.2			
5.0	**Psychomotor**		
5.1			
5.2			

Provide an analysis of the Four (five/six) Year Program Learning Outcome Assessment Cycle (List strengths and recommendations).

92

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

The KPI table is used to document directly assessed program learning outcomes. Assessments methods may include: national or international standardized test results, rubrics, exams and grade analysis, or learning achievement using an alternative scientific assessment system (copy the *KPI Assessment Table* and paste to make additional tables as needed).

KPI Assessment Table (Institutionally approved for the program)

KPI Code # _____ Program KPI: _____
_____
Assessment Year _____ Program Learning Outcome: _____
_____
_____

NQF Learning Domain	
KPI Target Benchmark	
KPI Actual Benchmark	
Internal Benchmarks	
External Benchmarks	
Analysis: (List strengths and recommendations)	
New Target Benchmark	

3. Orientation programs for new teaching staff
Orientation programs provided? Yes [ ] No [ ]   If offered how many participated? [ ]
a. Brief Description
b. List recommendations for improvement by teaching staff.
c. If orientation programs were not provided, give reasons.

93

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

4. Professional Development Activities for Faculty, Teaching and Other Staff	How many Participated	
a. Activities Provided	Teaching Staff	Other Staff
b. Summary analysis on usefulness of activities based on participant's evaluations or other evaluation methods.		

H. Independent Opinion on Quality of the Program (e.g. head of another similar department / program offering comment on evidence received and conclusions reached).

1. Matters Raised by Evaluator Giving Opinion	Comments by Program Coordinator

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

2. Implications for Planning for the Program	

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكـة العربيـة السعوديـة
الهيئـة الوطنيـة للتقويـم
والاعـتمـاد الأكـاديمـي

Program KPI and Assessment Table

KPI #	KPI	KPI Target Benchmark	KPI Actual Benchmark	KPI Internal Benchmarks	KPI External Benchmarks	KPI Analysis	KPI New Target Benchmark
1							
2							
3							
4							
5							
6							
Whole Program Analysis of KPIs and Benchmarks: (list strengths and recommendations)							

NOTE   The following definitions are provided to guide the completion of the above table for Program KPI and Assessment.

KPI refers to the key performance indicators the program used in its SSRP. This includes both the NCAAA suggested KPIs chosen and all additional KPIs determined by the program (including 50% of the NCAAA suggested KPIs and all others).
Target Benchmark refers to the anticipated or desired outcome (goal or aim) for each KPI.
Finding Benchmark refers to the actual outcome determined when the KPI is measured or calculated.
Internal Benchmarks refer to comparable benchmarks (actual findings) from inside the program (like data results from previous years or data results from other departments within the same college).

Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكـة العربيـة السعوديـة
الهيئـة الوطنيـة للتقويـم
والاعـتمـاد الأكـاديمـي

External Benchmarks refer to comparable benchmarks (actual findings) from similar programs that are outside the program (like from similar programs that are national or international).
KPI Analysis refers to a comparison and contrast of the benchmarks to determine strengths and recommendations for improvement.
New Target Benchmark refers to the establishment of a new anticipated or desired outcome for the KPI that is based on the KPI analysis.

Program Action Plan Table

Directions: Based on the "*Analysis of KPIs and Benchmarks*" provided in the above Program KPI and Assessment Table, list the recommendations identified and proceed to establish a continuous improvement action plan.

No.	Recommendations	Actions	Assessment Criteria	Responsible Person	Start Date	Completion Date
1						
2						
3						
4						
5						
6						
Action Plan Analysis (List the strengths and recommendations for improvement of the Program Action Plan).						

المملكــة العربيــة السعوديــة
الهيئــة الوطنيــة للتقويــم
والاعـتمـاد الأكاديمــي

I. Action Plan Progress Report

1. Progress on Implementation of Previous Year's Action Plans				
Actions Planned	Planned Completion Date	Person Responsible	Completed	If Not Complete, Give Reasons
a.				
Actions Planned	Planned Completion Date	Person Responsible	Completed	If Not Complete, Give Reasons
b.				
Actions Planned	Planned Completion Date	Person Responsible	Completed	If Not Complete, Give Reasons
c.				
Actions Planned	Planned Completion Date	Person Responsible	Completed	If Not Complete, Give Reasons
d.				

Program Chair/ Coordinator Name:_____

Signature: _____   **Date Report Completed:** _____

Received by: _____   **Dean/Department Head**

Signature: _____   **Date:** _____