

Executive Plan for the Department of English /College of Arts in Dammam

١٤٣٧/١٤٣٨

First Strategic Objective:

Development of Administrative &Organizational System for College in accordance with Quality Requirements

Initiative A	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Accrediting the Mission of the College as a basis for strategic planning	Implementing the program activities to increase the importance of mission & objectives (orientation week for fresh students)	Raising the awareness of the department's vision, mission and objectives	Number of activities implemented to spread the awareness of Mission	- Launching the new vision , mission and objectives of the English department during the orientation day for fresh students.	٣ / ١ / ٣٨ H	٣ / ١ / ٣٨ H	- quality assurance office -Students' academic counseling unit
	Measuring the awareness of Mission and Objectives importance	Raising the awareness of the concerned people (students –staff – employers)of department's vision , mission and objectives Having a unified program mission statements in all documents	Questionnaires testing the awareness of the concerned people (students –staff – employers)of department's vision , mission and objectives	-Conducting seminars to discuss the findings of the questionnaire which was distributed in the open meeting with department students, staff and employers. -graduates' meeting	١٦ / ١٢ / ٣٧ H	٧ / ٢ / ٣٧ H	- quality assurance office

Initiative B	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Building an organizational management system based on Quality	Scheduling decisions issued by Faculty and College Councils as reference for future decisions.	Recording the importance of the new vision, mission and objectives of the department in issuing decisions.	Number of future decisions constructed from present-day issued decisions.	Applying mentors as a mechanism for building an organizational management system based on qualifications, specialty, and program needs.	Ongoing		-head of the department - Scientific committees and quality assurance committees
Initiative C	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
Ongoing empowering of the quality of culture in all college activities & domains in view of the principles & requirements for a comprehensive Quality	Reviewing and updating key performance indicators	Determining the status of the program in comparison to its counterparts in local, regional and international universities	Rate of conformity & variation from benchmark bodies	-Specifying performance indicators that were used in the program self-study and sending it to other universities to conduct benchmarking. -endorsing course specifications with counterpart universities -Activating the independent opinion of UOD dean of prep. Year.	١/١/٣٨ H	٢٠ /٣/٣٨ H	- quality assurance office

**Second Strategic Objective:
Assurance of the Quality of Academic Programs in order to Achieve Academic Accreditation**

Initiative A	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Continuous assessment of academic programs in accordance with quality standards	Comprehensive revision and development of the program and curriculum study plan	-assessing learning outcomes in accordance with the program objectives, quality standards, and the job market.	-number of the meetings held by curriculum studyplan committee -Average time taken to go through processes of development	-determining points of strength and weakness and the priorities for improvement -providing alternatives for the program study plan	٢٨/١٢/٣٧H	٣ / ٥ / ٣٨ H	-Head of the department - quality assurance office - curriculum studyplan committee
	Forming counseling committees for academic programs.	Benefitting from scientific expertise with reference to program assessment.	-Number of meetings held by counseling committees (internal & external) -the extent of the utilization of the counselors -student evaluation surveys(course evaluation survey – program evaluation survey)	-Assigning and contacting program counselors -periodic meetings of the counseling committee -periodic feedback from students to receive their evaluation of the program and courses.	per semester	Faculty council, COA council Quality committee	

Initiative B	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Development of teaching & assessment methods	Diversity of teaching & learning strategies	Achieving high quality education in accordance with the requirements of quality and academic accreditation	percentage of the courses that were actually evaluated -number of the course specifications that were developed and updated -student evaluation survey of the course.	-reviewing and updating course specifications. -discussing the annual report of the program and the courses' report in the department council -annual curriculum – based activities for the students	Ongoing		-Quality assurance office -Faculty of the Department -Head of the teaching and learning domain
Initiative C	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Varying the tools implemented for evaluations of practices in quality management	Arranging quality partnership agreements with local and international universities at program or courses level	A program that meets local, regional and international standards	Number of agreements held with local or international entities	Visiting suggested entities to sign partnership agreements	٥ / ١ / ٣٧ H	٨ / ٨ / ٣٨ H	COA dean, Program coordinator
Initiative D	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Achieving local and / or international academic accreditation for the program	Activating time plan for obtaining accreditation of National Commission for Assessment and academic Accreditation	A recognized program at local, regional and international level	The number of the programs that will be revised by an outside reviewers this year	-the experimental visit of the reviewers -the visit of the national commission for assessment and academic accreditation	١ / ١ / ٣٧ H	١٥ / ٨ / ٣٨ H	Vice President for Studies, Development and Community Service

	<p>Conducting self-evaluation process for undergraduate program Maintaining balance of student to faculty members according to quality standards</p>	<p>Locating points of strength and weakness and improvement priorities Commitment to quality assurance requirements</p>	<p>key performance indicators of the NCAAA Ratio of students to faculty members in all courses average (1/33)</p>	<p>Updating the program self-study Organizing vacancies timetables with high academic standards</p>	<p>٢٠/١٢/٣٧ H</p>	<p>٢٠/١/٣٨ H</p>	<p>Students Registration Office -Vice Dean for Academic Affairs - Head of the Department</p>
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**Third Strategic Objective:
Enhancing the Efficiency & Quality of Academic Services Provided to Students**

Initiative A	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Improving the quality of guidance services & students supports	Develop orientation programs for new students	Raising students awareness of the rules and regulations of the program	Student evaluation of academic orientation program	Orientation program for specialized students (third level)	١/١/٣٧ H	٥/١/٣٨ H	-Quality office -head of the teaching and learning domain
	Encouraging students' course related activities	Helping students to connect each curriculum with the activity which best serves it	-Number of curriculum activities in the program -number of faculty members and students participating in the activities	Establishing a supervision committee as a mechanism for measuring the efficiency guidance services	١/١/٣٨ H	٢/٦/٣٨ H	-Academic committee -Students committee - COA Students counseling Unit

**Fourth Strategic Objective:
Development and Update of Equipment and Infrastructure**

Initiative A	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Raise the quality of learning resources and services to meet the needs of Academic Programs	Developing the capacity of faculty members and students in dealing with different learning resources	Faculty members and students who are capable of dealing with different learning resources	Number of faculty members and students using online learning resources	Training courses and meetings presented to faculty & students to raise the awareness of using different learning resources	Ongoing		-Faculty members -Head of standard o&t - Library Affairs
Initiative B	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
Improving the effectiveness and efficiency of Infrastructure	Developing teaching and Learning resources	High quality teaching environment	Number of faculty members giving suggestions to improve learning resources - Stakeholder evaluation of facilities & services provided to students	-Students –faculty tour to copying center and the lab. -suggesting methods to develop learning resources through faculty council	Ongoing		-Library affairs -Faculty members

Initiative C	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Entity responsible
					start	end	
More work on benchmark is needed on a program of the same specialty and an external benchmark	CS & PS will be benchmarked with external universities	Assist program evaluate & prioritize improvement opportunities	Proportion of courses specifications that were benchmarked and PS points of strength & weaknesses	-Revising benchmarked CS, PC by the academic committee -Approving the benchmarked CS, PC by the Department Council	٧/٩/٣٧ H	١٠/٤/٣٨ H	Head of the Quality Assurance Office, academic committee
More assistance is required in tutorial support and adopting procedures for offering academic help whenever needed.	Writing and reading centres is established	forming a qualified representative committee for writing unit	Ratio of students' participation in the writing unit	-writing the vision & the mission of the unit by beneficiaries -writing the goals of the unit and the priorities of scientific research in the program -forming the framework of the management of the unit, its tasks, and the responsibilities of its members and approving it by the relevant councils (department, college, university) -Grammatical contest, Translation contest Short story contest Graduation Project Symposium	Ongoing	١٠/٢/١٤٣٨ ٩/٣/١٤٣٨ ١٠/٢/١٤٣٨ ٢٣/٣/١٤٣٨	Head of the Quality Assurance Office, Head of Writing Unit

**Fifth Strategic Objective:
Supporting & Developing Scientific Research and Community Service**

Initiative A	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Team Member Responsible For Implementatio n	Team Member Responsible for Follow up
					start	end		
Encouraging faculty to publish research in Indexed and refereed journals.	The proposal of encouraging publications in approved diverse refereed and indexed journals that are not necessarily ISI	Increase of Scholarly Activities nationally, regionally and internationally	- Ratio of Faculty publications in approved refereed and indexed Journals	-Revising the relevance of the UoD Lists of ISI indexed Journals to the program scope of publications -proposing indexes for publications besides the ISI	٢٥/٨/٣٧ H	٣٠/٢/٣٨ H	Program Scientific Research Committee	Head of the Department
	The execution of the Research Exchange Initiative as part of job specifications of The scientific research committee	Having ٢٣ strategic objectives, UOD has formulated a ten years Research Strategic Plan: ٢٠١٥ – ٢٠٢٥. The Unit for scientific research Exchange and research projects will be	- Ratio of Partnerships for Research cooperation creating local, regional and international benchmarking -Ratio of Faculty members joint researches - Partnerships performance indicators	-writing the vision & the mission of the unit by beneficiaries -writing the goals of the unit and the priorities of scientific research in the program -forming the framework of the management of the unit, its tasks, and the responsibilities of its members and approving it by the relevant councils	٢٥/٨/٣٧ H	ongoing	Deanship of Scientific Research Scientific Research Committee	Department Council

		responsible about achieving and measuring the goals including exchange goals and performance indicators.		(department, college ,university) -Identifying the partners for bench marking as per well-defined criteria -identifying performance indicators and approving them in the relevant councils -making bench marking and deducing results.				
Initiative B	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Team Member Responsible For Implementation	Team Member Responsible for Follow up
					start	end		
Offering of Essay-writing classes based on research at an early stage as a general requirement.	Updating plans for research priorities and Research Mentoring groups	Increase in publications and scholarships	Ratio of publications, undergraduates and graduates conferences participations and, and scholarship grants.	-identifying the research priorities in each area of specialization - putting a timeframe for implementation and achievement indicators	١٩/١٢/٣٧ H	١٩/١٢/٣٨ H	Faculty council, coordinator of the research committee.	Head of the Department
Conducting Research seminars for students to participate in an “idea paper” to promote a culture of research	Graduation Project Symposium	Generating & applying the appropriate mechanism for measuring the effectiveness of Research Courses and prerequisites,	-ratio of students who have participate in the symposium in the Students annual conference and published research papers	-preparing the plan to include all genres of linguistics and literature. -implementing the recommendations -analyzing the results & making use of them	Approved by the Department Council to be conducted annually		Faculty council, coordinator of the research and Community Service committee	Head of the Department

		lectures, workshops, reading classes, and symposium	(locally, regionally & internationally) -ratio of faculty members and students joint researches					
Implementing plagiarism checker programs or website to check on the authenticity of a research paper.	- UOD has developed policy guidelines and implemented plagiarism detection software including <i>Turnit</i> and <i>iThenticate</i> to avoid Plagiarism in the scientific publications.	Awareness of authenticity culture and practices within courses	results of authenticity reports	- Revising and rewriting course specifications - Training in writing classes - workshops	On going	Faculty council, coordinator of the research and Community Service committee	Head of the Department	
Initiative C	Project / Program	The output / the outcome	Performance Indicators	Activities	Timeline for Implementation		Team Member Responsible For Implementation	Team Member Responsible for Follow up
					start	end		
Building partnerships with the societal units to provide services to the	Conducting a periodic academic meetings and visits.	Number of visits carried out during the academic year	Organizing a visiting plan for societal institutions and local community	Conducting a periodic academic meetings and visits.	١٠/٢/٢٨ H	٧/٨/٢٨ H	Faculty council, Coordinator of the Community Service committee.	Vice dean for Development, Studies and community Service

local community.			-Number of partnerships and beneficiaries -Stockholders surveys				Head of the Department
Familiarizing both postgraduate and undergraduate students with the community services' concepts and activities by involving them into some internal services for the university community and for external community too	Scheduling a community service plan encouraging both Faculty and students to participate under the umbrella of the deanship of Community Service and sustainability as well as the University bylaws and ethics.	Database of faculty and students activates inside and outside University campuses	-ratio of faculty members , postgraduates, and undergraduates who involved in community services -ratio of community Service studies and researches - ratio of registered hours in Social Responsibility Bank	Conducting workshops to train all participants and introducing the social Responsibility Bank	Ongoing	Students Alumni Faculty council, Coordinator of the Community Service committee.	Vice dean for Development, Studies and community Service Head of the Department
Fostering the culture of volunteering and social service among students	Organizing a campaign entitled "The Butterfly Effect to make the Society Correct."	Organizing sub-campaigns	Number of events and projects	Organizing a number of events, sub-campaigns including The one week packed food drive starting the 3 th of April	Ongoing		Head of Community Service