APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
ADMINISTRATIVE POLICY AND PROCEDURE

NUMBER	: 002-P-V01-14
TITLE	: COURSE EVALUATION
ORIGINATING DEP'T	: DEANSHIP OF QUALITY MANAGEMENT (DOQ) AND CORPORATE EDUCATIONAL TECHNOLOGY SERVICES (EDUTECH)
ORIGINAL DATE	: 25 September 2014

1. STATEMENT OF PURPOSE

1.1   King Saud Bin Abdulaziz University for Health Sciences believes in continuous improvement philosophy and works toward maintaining and improving the quality of courses and students' learning experiences. Therefore, End-of-course evaluation is one of the ways that KSAU-HS used to get valuable student feedback, which is one of the requirements of NCAAA. In addition, Student involvement in this process is critical to enhance the general quality of teaching and learning.

1.2   There will be a University wide course evaluation system, which is administered through an agreed upon process and maintained by the Deanship of Quality Management and Survey Center at Corporate Educational Technology's systems for collecting course evaluation data from students for all courses subject to evaluation which subsequently forwarded to DOQ.

1.3   Course evaluations, as one indicator of teaching quality indicator, are used to:

     a.   Help course instructors improve the future delivery of courses; and

     b.   Address students' concerns about courses

1.4   This APP aims to establish a policy and applicable procedures governing course evaluation surveys at all colleges of KSAU-HS.

2. APPLICABILITY

This APP applies to all Course Evaluation Surveys (CES) of KSAU-HS.

3. RELATED REFERENCES

3.1   NCAAA Course Specification

3.2   NCAAA Course Report

3.3   NCAAA Course Evaluation

3.4   Minutes of the Steering Committee for Quality Assurance and Academic Accreditation

4. DEFINITONS

4.1   **KSAU-HS:** King Saud bin Abdulaziz University for Health Sciences

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4.2	**UNIVERSITY:** King Saud bin Abdulaziz University for Health Sciences
4.3	**DOQ:** Deanship of Quality Management
4.4	**NCAAA:** National Commission For Academic Accreditation and Assessment
4.5	**QAAA:** Quality Assurance and Academic Accreditation
4.6	**EDUTECH:** Corporate Educational Technology Services
4.7	**Course:** All undergraduate and graduate lectures, blocks, modules, seminars and laboratory courses listed in the University Calendar
4.8	**Course Evaluation:** The evaluation conducted at the end of all the sessions by means of the Course Evaluation Questionnaire
4.9	**Course Evaluation Questionnaire:** The questionnaire devised in accordance with this policy for the purpose of evaluating the effectiveness of the specific course
4.10	**Course Evaluation Results:** The results of both the numerical quantitative and qualitative written comments gathered by means of the Course Evaluation Questionnaires
4.11	**Course Instructors:** The members of academic staff/faculty responsible for presentation of any specified course

5. POLICY

5.1 All courses with five (5) or more registered students must be evaluated.

5.2 Any exception must be approved by the Deanship of Quality Management.

5.3 Survey Development and modifications should receive the approval of the QAAA steering Committee.

5.4 The Course Evaluation Questionnaire for each course should not exceed 30 questions if possible.

5.5 The Course Evaluation Questionnaire should consist of two parts:
   a. Closed-Ended questions (mandatory), and
   b. Open-Ended questions (optional)

5.6 All Course Evaluations Questionnaires should follow the NCAAA format; any additional questions must be approved by Steering Committee through Deanship of Quality Management.

5.7 All mandatory questions should be answered on a scale from 1-5 where:
   a. 1 = Strongly disagree,
   b. 2 = Disagree
   c. 3 = Neutral
   d. 4 = Agree
   e. 5 = Strongly agree

6. PROCEDURE

6.1 For Semester Based Programs; survey access should be opened at the beginning of week 13.

6.2 For Block/Module Based Programs; survey access should be opened 2 days before the end of Block/Module regardless examination days.

6.3 After logging into the student information system, students will not be able to access their accounts till they complete the survey.

6.4 Colleges that have Block/Module Based Programs should notify the EduTech and Deanship of Quality about their academic calendar two months prior to the beginning of academic year.

6.5 Collecting the data will be within two weeks after the end of the Block/Module.

6.6   Deanship of Quality Management, Vice President of Educational Affairs and Vice President of Development and Quality Management Affairs will have full access to all the data, while each dean will have access to their colleges' data.

6.7   Each college/program should provide a feedback report in the system within two months that received approval of the curriculum committee.

6.8   Survey analysis should be analyzed and discussed at the College QAAA Committee level and/or Curriculum Committee Areas of improvement and action plans should be addressed and entered to the system within two months.

6.9   Each QAAA Committee at each college should document a follow up for the action plan.

6.10   EduTech will generate a compliance report two months after the end of each semester that will be reviewed by the Deanship of Quality Management and presented to the Programs QAAA committee.

6.11   Qualitative written comments and numerical quantitative results may be used by individuals if presented in aggregate form.

6.12   All course evaluation results presentation should be anonymous and confidential.

7. CONTACT OF DEPARTMENT FROM REGION

Direct inquiries about this policy are to be forwarded to:

Deanship of Quality Management	Corporate Educational Technology Services
Tel: +966-11-429-2903	Tel: +966-11-424- 7075
E-mail: doq@ksau-hs.edu.sa	E-mail: edutech@ksau-hs.edu.sa
Internal Mail Code: 3139	Internal Mail Code: 3114

8. RESPONSIBILITY

The Deanship of Quality Management, Corporate Educational Technology Services and Colleges are responsible for the coordination, implementation and monitoring of this APP.

9. APPROVALS

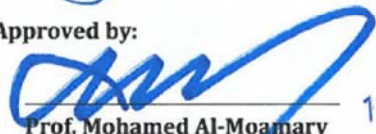**Prepared by:**

Hind Al-Ghamdi
Quality Management Specialist

Mohamed Al-Mutwakel
Programmer Analyst

Reviewed by:

Dr. Khaled Al-Jamaan
Associate Dean, DOQ

Engr. Ali Al-Hadwer
Corporate Director, EduTech

Approved by:

Prof. Mohamed Al-Moamary   1 6 OCT 2014
Vice President, Development and Quality Management
Chairperson, QAAA Steering Committee

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