

Annex 3

Philadelphia University Office of the Vice President for Academic Affairs Office of Accreditation and Quality Assurance

Quality Assurance Weekly Agenda

Notes:

- **All quality assurance officers are directly responsible to the Dean of the Faculty.**
- **The Council: The Department Council.**
- **The Deputy Dean is the quality assurance officer of the Faculty.**
- **The Department Chairman is the quality assurance officer of the Department.**

Week 1: 15/2 – 18/2/2010

- The Department Chairman appoints course coordinators and internal examiners.
- Each course coordinator:
 - Distributes a detailed syllabus to course instructors.
 - Submits a copy of the syllabus to the Department Chairman .
- The Department Chairman:
 - Reports to the Department Council.
 - Submits his weekly report to the Deputy Dean of the Faculty.

Week 2: 21/2 – 25/2/2010

- The library committee prepares a report on the required textbooks, reference books, journals, electronic library, etc. for all courses.
- The learning resources committee, headed by the Department Chairman, updates the *Learning Resources Handbook*.

- Each course coordinator provides the Department Chairman with a list of the course staff members and a schedule of their meetings.
- The Department Chairman updates the list of course offerings posted on the department website.
- The Department Chairman prepares a schedule of :
 - Department council meetings.
 - peer reviews (optional) (during weeks (5) and (6)).
 - Induction of new staff members (during the first three weeks of the semester).
 - The dates set for the first and second examinations.
 - Meetings with students to discuss their educational, administrative and co-curricular needs and/or problems.
- The Department Chairman updates the *Student`s Specialization Handbook*.
- The Department Chairman in cooperation with a working team appointed for this purpose, and also with the Academic and Development Center, prepares a schedule for:
 - filling out student questionnaires in respect of evaluating faculty members, courses, and academic guidance as indicated below:
 - Student evaluation of instructors and the programme of specialization (week 13.).
 - Student evaluation of selected courses and instructors thereof.
- The Department Chairman
 - Provides the Deputy Dean of the Faculty with student graduation and /or field training projects.
 - Reports to the Department Council on all relevant issues.
 - Submits his weekly report to the Deputy Dean of the Faculty.

Week 3: 28/2 – 4/3/2010

- The Department Chairman distributes the schedule for the first, second and final examinations.
- He also distributes the schedule of department council meetings, peer reviews, the staff induction programme, and student meetings with the academic and administrative authorities to all course instructors.
- Each course coordinator submits the teaching materials for the relevant courses (slides, homework assignments, previous examination's papers and their model answers) to the Department Chairman.

- Each course instructor provides the Department Chairman with library work required for each course.
- The Department Chairman provides the Library and the Self-learning Center with the relevant library usage forms and makes sure the students are trained to fill them out.
- The Department Chairman reports to the Department Council.
- The Department Chairman submits his weekly report to the Deputy Dean of the Faculty.

Week 4: 7/3 – 11/3/2010

The Department Chairman

- Submits the course catalogue to the Deputy Dean Faculty.
- The Department Chairman submits his weekly report to the Deputy Dean of the Faculty.

Week 5: 14/3 – 18/3/2010

The Department Chairman

- Submits the *Student Guide* to the Deputy Dean of the Faculty.
- Submits his weekly report to the Deputy Dean of the Faculty.

Week 6: 21/3 – 25/3/2010

- Each instructor or group of instructors (for multi-section courses) prepare the first examination paper.
- Course internal examiners review the examination paper and make any necessary emendations.
- Peer reviewers provide the Department Chairman with their review reports, and send copies of these reports to each colleague they observed.
- The Department Chairman reports the above matters to and discusses them with the Department Council.
- The Department Chairman submits his weekly report to the Deputy Dean of the Faculty.

Week 7: 28/3 – 1/4/2010

- Students take the first examination.
- Academic staff members submit reports on their students' performance in respect of their graduation project.

Week 8: 4/4 – 8/4/2010

- Each instructor provides the Department Chairman with soft, and hard copies of :
 - the first examination report.
 - the first examination paper together with its model answers and marking scheme.
 - a sample of 10% of marked student examination papers representing excellent, good, fair, and poor performance.
- Each instructor informs student academic advisors of their respective students' weaknesses and academic difficulties so that students are properly advised.
- Each instructor provides the Department Chairman with a list of students who need to make use of the relevant library resources so that proper action is taken.
- The Department Chairman submits his weekly report to the Deputy Dean of the Faculty.

Week 9: 11/4 – 15/4/2010

- Students' academic advisors point out to their advisees their academic problems, suggest ways and means of alleviating them, and send reports thereof to their instructors, and to the Department Chairman who shall refer them to the Department council for discussion.
- The Department Chairman submits his weekly report to the Deputy Dean of the Faculty.

Week 10: 18/4 - 22/4/2010

- The Department Chairman submits the draft self-evaluation report to the Deputy Dean of the Faculty.
- The library committee asks the academic staff members at the department/faculty to update the lists of textbooks, references, periodicals, and software (if any) as a step to prepare for the coming semester.

Week 11: : 25/4 -29/4/2010

- Each instructor or group of instructors (for multi-section courses) prepare the second examination paper which will be reviewed by the internal examiner.
- Course internal examiners review the paper and make any emendations they deem necessary.
- Course coordinators submit the minutes of their meetings with the relevant course instructors to the Department Chairman.
- The Department Chairman reports to the Department Council on the above matters.
- The Department Chairman submit his weekly report to the Deputy Dean of the Faculty.

Weeks 12: 2/5 - 6/5/2010

- The Department Chairman submits the final version of the self-evaluation report to the Deputy Dean of the Faculty.
- Academic staff members submit reports on their students' performance in respect of their graduation project.

Week 13: 9/5 - 13/5/2010

- Course coordinators provide the Department Chairman with electronic and paper copies (soft and hard copies) of :
 - The second examination paper report.
 - The second examination paper's model answers and marking scheme.
 - a sample of 10% of marked student examination papers representing excellent, good, fair, and poor performance

- The Department Chairman refers the above matters to, and discusses them with, the Department Council.
- The Department Chairman submits his weekly report to the Deputy Dean of the Faculty.

Week 14: : 16/5 - 20/5/2010

- Each instructor or group of instructors (for multi –section courses) prepare the final examination paper.
- Course internal examiners review the final examination paper and make any emendations they deem necessary, and submit the final version to the Department Chairman 48 hour prior to the date set for the examination.
- Discussion and evaluation of research and / or graduation projects.
- Making the final preparations for the University and the Faculty reviews of self evaluation.
- The Department Chairman submits his report to the Deputy Dean of the Faculty.

Week 15: : 23/5 -27/5/2010

- General revision.
- Practical examinations.

Week 16: : 30/5 -3/6/2010

- Beginning of final examinations.

Week 17: 6/6 – 10/6/2010

- Final examinations continue.
- Instructors or course coordinators provide the Department Chairman with :
 - The final examination report.
 - All student answer papers.
 - The final examination paper, its model answers, and marking scheme.
- The Department Chairman receives suggestions in respect of research projects and field /practical training for the second semester and discusses all the reports with the Department Council.
- The Department Chairman submits his weekly report to the deputy Dean of the Faculty.