



Strategic Plan Mechanical Engineering Department Philadelphia University

1 Preface:

Mechanical engineering department is one of the oldest departments at Philadelphia University of Jordan. The department has many achievements from the beginning and up until now. The department has a good reputation in Jordan and in the nearby countries, as many Arabic students graduated from it and still in contact with the staff who taught them. Therefore the staff of mechanical engineering have worked seriously on the department strategic plan of this year, based on the Faculty dean's recommendations.

2 Plan aims

The plan of this year focuses on two major aspects, which are the major aims of this year. These aspects are:

- a. Enhancing the students' academic level
- b. Improving the education level in the department that goes with market needs
- c. Improving the scientific research in the department.
- d. Enhancing the department environment.
- e. Starting a master degree program.
- f. Attracting more students.
- g. Refining the relationship between the students the department staff

3 Objectives

To achieve the department goals the following the following procedures are suggested to follow:

3.1 Enhancing the students' academic level

- a. Studying the reasons behind the low performance in the general universities exam.
- b. Activating the academic advisor role.
- c. Following up the expected graduates after each exam and writing a report of that to the head of the school.
- d. Quizzes and short exams have to be in the multiple choice format
- e. Reactivating the engineering projects and its viva.

3.2 Improving the education level in the department that goes with market needs

- a. Enforcing the students with the current needed skills in the local and regional market.
- b. Improving the software skills among the staff.

3.3 Improving the scientific research in the department.

- a. Having a well-defined research themes in the department.
- b. Estimating a reasonable budget for the research in the department.

3.4 Enhancing the department environment.

- a. Making the classrooms comfortable for the students so they can focus during the lecture.

3.5 Starting a master degree program.

- a. Trying to make a joint program with a reputational abroad University
- b. Preparing the degree outlines

3.6 Attracting more students.

- a. Making a good marketing plan

3.7 Refining the relationship between the students the department staff

- a. Organizing social events
- b. Unifying the students in one group .
- c. Organizing regular meetings with the students to talk freely about their problems.

4 Procedures

The procedures are not far from the objectives mentioned above, but in a more measurable form.

The following table lists the procedures mentioned in part 3 of the plan according to its numbers.

Aim #	Objective #	Procedure	Measure	Responsible persons
3.1	a	Organize regular meetings with the students to know the low performance reasons.	Each meeting should be documented and filed with head of the department	<ul style="list-style-type: none"> • Academic advisors • Head of the department
	b	<ul style="list-style-type: none"> • Students will be divided according to their level • Each group will be followed up by an academic staff to be their advisor. • The expected graduates will be followed by the Head of the department 	<ul style="list-style-type: none"> • The QA academic supervision form should be filled by each advisor and filed. • Each advisor should write a report about his students and submit it to the Head of the department. 	<ul style="list-style-type: none"> • Academic advisors • Head of the department
	c	Activating seriously the QA procedure of the weak performance student, especially the expected graduates.	<ul style="list-style-type: none"> • The QA weak performance form • Discussion of these forms in the department meeting to make it more serious. 	<ul style="list-style-type: none"> • Academic advisors • Head of the department
	d	Creating a special folder for the department quizzes monitored by Prof. Adnan Dawood	Prof Adnan will provide his comments about the performance on this folder	Prof. Adnan Dawood
	e	<ul style="list-style-type: none"> • Discussing the new regulations about the engineering projects. • Discussing the suggested projects in the department before it is announced to the students. • The Mid viva will be open discussion for all of the department • Linking the students with abroad universities to make online groups and share in international competitions. 	<ul style="list-style-type: none"> • Each supervisor should provide at least two reports about his students to the head of the school. • Reactivating the projects attendance log-book. • A link with abroad university evidence. 	All the academic staff.
3.2	a	<ul style="list-style-type: none"> • A study of the current needed software that are related to the subjects. • Link these software to the modules. 	The department will decide the modules that should be linked with a software and a project using this software should be done by the students.	Lecturers of the chosen modules
	b	<ul style="list-style-type: none"> • The academic staff should agree on one important software to be taken in the university. 	<ul style="list-style-type: none"> • A certain budget should go to this software. • Certificates of attendance. 	Interested staff

3.3	a	This is done by the research committee in the faculty represented by Dr. Mohamed Gogazeh in the department		
	b			
3.4	a	<p>Creating a smart learning room in the department, which includes smart board, speakers, good internet access.</p> <p>Air condition for both heating and cooling</p>	<ul style="list-style-type: none"> Smart room budget will be included in the department budget, also the air conditioners budget. 	Head of the school and the faculty
3.5	a	<ul style="list-style-type: none"> A master degree program will be prepared 		All the academic staff
	b	<ul style="list-style-type: none"> Communication with abroad universities should be done. 		
3.6	a	<ul style="list-style-type: none"> Updating the department website Organizing the engineering day and invite students from high schools to attend the event. Using the social media to advertise the department 	<ul style="list-style-type: none"> Website Feedback from the audience Social media adverts 	<ul style="list-style-type: none"> All the academic staff Students
3.7	a	<ul style="list-style-type: none"> Organizing social events with the students. Alumni meeting 	<ul style="list-style-type: none"> Reports of the vents Photos 	All the academic staff