

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Kingdom of Saudi Arabia
Ministry of Education
College of Science
Department of Mathematics



المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية العلوم
رمزه (51/9/44)
قسم الرياضيات



DEPARTMENT OF MATHEMATICS

Bachelor in Mathematics Program

Quality Assurance Manual

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Introduction

Quality Assurance process determines both strengths and weaknesses, and corrective and protective plans in academic programs leading to its quality improvement. Teaching quality is becoming a strategic direction of the higher education repairs in the Arab area and in the heart of Saudi Arabia. Its importance is recently gaining more and more recognition by both the policy makers as well as the various providers of higher education. For Bachelor in Mathematics Program, a vision to keep abreast of the age and to the leadership in the academic and community services, in order to realize the vision of 2030 in preparing distinguished cadres in the field of Mathematics to serve the nation in various fields of life. Hence the role of the National Center for Academic Accreditation and Evaluation (NCAAA) in the adoption and evaluation of academic programs, including the Bachelor in Mathematics program to be achieved improvement, quality and excellence. Accreditation of the programs is being based on a set of indicators known as the key performance indicators (KPIs) been adopted by the Center (NCAAA) and the quality management system at Jouf University. Moreover, indicators of learning outcomes are approved by the Department of Mathematics at College of Science. KPIs are collected through different questionnaires for teaching staff, undergraduates, and employers, as well as statistics on numerical achievements and values of learning outcomes indicators. All achieved KPIs of Bachelor in Mathematics program should be compared with internal or external benchmarks. This report uses qualitative and quantitative methods to achieve the objectives of program. 17 key performance indicators were provided by NCAAA and 5 additional KPIs adapted by the program itself. According to the Quality Management System (QMS) of college of Science, one of the tasks of quality and development committee in the program. Questionnaires are being distributed to teaching staff, student and stakeholders. A questionnaire was being designed based on the rate of agreement chosen KPIs in five-point scale (1 .00 –Strongly Disagree, 2 .00 – Disagree, 3 .00 –Not Sure, 4 .00 –Agree, 5 .00 –Strongly Agree) and Analysis of questionnaires are being done using statistical mean, percentages and/ or standard deviation. Any data can be used to measure the achievement in a program. Moreover, Statistics for numbers of students, graduates, teaching staff, citations and publications. Values of KPIs of the last years were used as an internal benchmark. An internal monitoring system which will regularly measure the effectiveness of the procedures. A self-evaluation system which will examine and report on the quality of program and offered services. Here, various committees perform in an

integration with director of the programs in administration academically and environmentally to control of the quality from planning, implementation, monitoring and to improvement.

Purpose

Academic quality assurance aims primarily to certify continuous improvement in the Bachelor in Mathematics program, through a process of self-evaluation, internal review and constructive, formative criticism by external reviewers (nationally and internationally accreditation bodies). A quality assurance review is to evaluate five aspects of a program:

- (1) Quality.
- (2) Resource use.
- (3) Following achievement of action plans for programs, and Consistent mission and goals of program with the university.
- (4) Adaptability.
- (5) Review of a program is a tool for well change.

Policy

The Academic Quality Assurance Policy has three main goals:

- (1) Ensure high standards, quality of outcomes and continuous improvement of the Bachelor in Mathematics program.
- (2) Determine strengths and weaknesses paths, corrective and protective methods for continues improvement of the program.
- (3) Document, integrate, and communicate different procedures of quality assurance processes.

Definitions in the Quality

Quality it is meet of requirements for customer as good product or service

Academic quality is meet of stakeholders needs from educational process including appropriate and effective teaching, support, assessment and learning opportunities are provided for them.

Quality assurance (QA) process in which determines both strengths and weaknesses points, and corrective and protective plan in academic program leading to its quality improvement.

Quality system also known as a Quality Assurance (QA) system or a Quality Management System (QMS), is a management system that helps to ensure the consistency of quality of educational outcomes.

Compliance with Quality System Standards is established by completion of a successful quality internally and externally reviews conducted by an accreditation body acceptable to the Saudi Arabia (for examples, The National Center for Academic Accreditation & Evaluation (NCAAA)).

Key Performance Indicators (KPIs) are indicators that accurately measure the program performance and coordinate it to provide actual (internal and external) data base for analysis and comparisons on a regular basis.

Self-Study Report (SSRP) for the Program gives a comprehensive presentation of its academic development and quality assurance system, highlights its best practices, uncovers the areas of improvement, and reveals the performance of the program among similar programs through benchmarking.

Self-Evaluation Scales (SES) allows the program to access itself in the accreditation standards. Each standard is divided into criteria, a few among them are mandatory. The program is expected to evaluate them by awarding stars in whole numbers.

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Vision, Mission and Goals of the Program

Vision:

Leadership and excellence in providing high-quality education and scientific research in the field of mathematics and its applications to serve the community.

Mission:

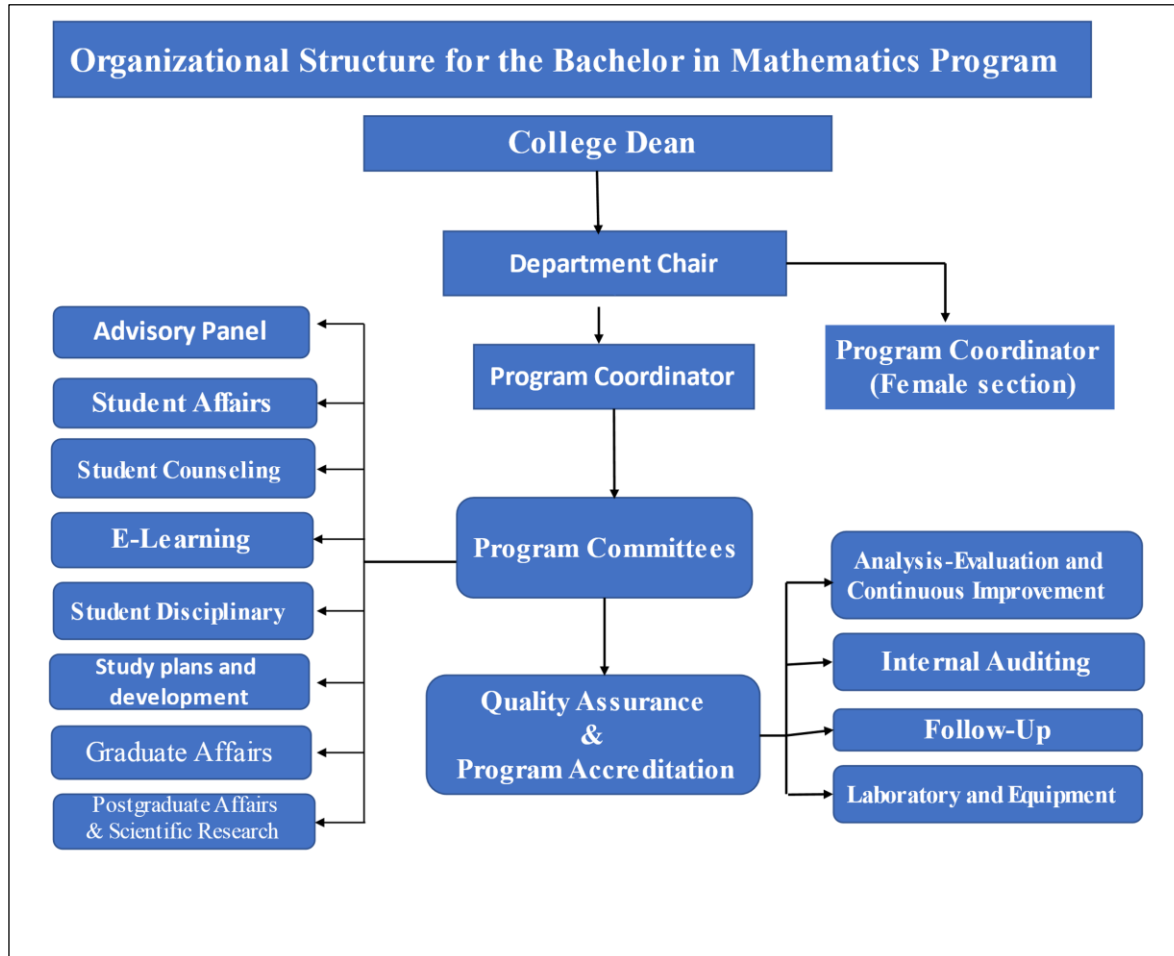
Providing knowledge and skills in the field of mathematics and its applications to achieve educational, research, and community outcomes through a suitable study plan, qualified faculty members, and a stimulating scientific environment.

Goals:

- To apply quality standards to the Bachelor of Mathematics to align its graduates with the labor market ongoing needs.
- To develop a suitable study plan that contributes to enhance skills of graduates in critical thinking, problem solving, and decision making.
- To qualify faculty members and to train students to use software packages in a stimulating scientific environment
- To provide scientific research outputs in the field of mathematics and its applications and to improve the research skills of the program students.
- Providing community initiatives and partnerships in cooperation with those interested in the field of mathematics and its applications.

Vision, mission and goals of all programs of the department are submitted in website of Department of Mathematics. link <https://www.ju.edu.sa/en/colleges/science-college/college-of-science/departments/department-of-mathematics/about-department/vision-mission-and-objectives-of-the-program/> . These mission and goals of the program are consistent with mission and goals of college of Science.

Organization structure of the quality management system in the program



Tasks of the Bachelor in Mathematics Committees

1. Quality Assurance and Program Accreditation Committee

- ✚ Spread quality culture among faculty members, department staff and students.
- ✚ Ensuring the quality of program in the light of Jouf University's policy for the quality of academic programs.
- ✚ Monitoring the quality of the educational process within the program in light of the quality policy of teaching and learning at Al-Jouf University.
- ✚ Follow up the implementation of the process of evaluating students within the program in the light of Al-Jouf University's policy for students' evaluating.
- ✚ Applying the policies of Jouf University within the program effectively and fairly.

These tasks are achieved by dividing the committee into 4 main sub-committees working together in harmony and integrating as one entity.

1.1 The Internal Auditing Committee

The main tasks for this committee are:

1. Reviewing the program specifications and courses specifications and propose actions for justifications and correction if necessary.
2. Reviewing courses reports and program annual reports and propose actions and propose actions for justifications and correction if necessary.
3. Preparing periodic review reports for the program at the course and program levels, and submitting them to the Analysis-Evaluation and Continuous Improvement Committee for discussion and proposing necessary actions if necessary.
4. Review Exam papers and random samples of students answer sheets and prepare reports.
5. Reviewing all relevant documents and prepare reports for justifications and correction if necessary.

1.2 The Analysis-Evaluation and Continuous Improvement Committee:

The main tasks for this committee are:

1. Prepare the annual program report and evaluate the progress of previous action plans for improvements.

2. Prepare the annual program key performance indicators report and evaluate the progress of previous action plans for improvements.
3. Preparing a plan for measuring learning outcomes in the program and its relevant reports.
4. Preparing a plan for measuring Graduate Attributes and its relevant reports.
5. Developing an operational plan and performance indicators to implement goals of the program.
6. Analyzing and evaluating regular surveys, and design what is needed (if any).
7. Discussing periodic review reports submitted by the Internal Auditing Committee and proposed necessary justification and corrective actions for improving and continuous improvement.
8. developing plans for all the improvement and development activities related to the Quality Assurance in coordinating with other relevant committees within the program.
9. Submitting all reports and proposed plans for continuous improvements to the department council for discussion, and approval.

1.3 The Follow Up Committee:

The main tasks for this committee are:

1. Follow-up on the implementation of recommendations approved by the department council.
2. Follow-up with faculty members in the program and ensure that they distribute brief course specifications to students at the beginning of each semester.
3. Follow-up the commitment of staff members with teaching strategies and assessment methods mentioned in course specifications.

1.4 The Laboratory and Equipment Committee:

The main tasks for this committee are:

1. Investigate the necessary equipment and learning resources required within the program.
2. Monitoring the periodic maintenance of the equipment, and replace the damaged especially by the end of each semester.
3. Providing the essential furnishings as well as teaching materials and learning resources to the classrooms and computer laboratories.
4. Follow-up the department's equipment and laboratories periodically, and ensuring an easy access to learning resources when students need them.

5. List of books and references needed by faculty members in the program and coordinate with the Central University Library to provide them according to the requirements of the department.

2. Student Affairs Committee

The main tasks for this committee are:

1. Follow-up requests for academic movements to the students from male and female sections (re-enrolment - additional opportunities - visiting students outside and inside the university).
2. Follow-up and implementation of requests for deletion and addition to the students from male and female sections.
3. Solve the problems of conflicts facing graduate students.
4. Providing quality committees and graduates with the necessary data and evidence from the academic system.
5. Explain the Jouf University regulations of study and tests to students.
6. Examining transfer requests from or to the department.
7. Studying and implementing re-correction requests for students and follow up students' queries/issues.
8. Writing periodic reports and submitting them to the department head.
9. Raising the spirit of competition among students by participating in cultural competitions inside and outside the college.
10. Selection of distinguished students to represent the department in various sports competitions at the college and university level.
11. Activation of the Math Club.
12. Coordinating with the Activities Committee, on the college level, regarding scientific conferences, seminars, workshops and other scientific events.

3. Student Counseling Committee

The main tasks for this committee are:

1. Develop a plan for the academic supervision in the program.
2. Inform students about the University regulations related to the academic issues.
3. Consider students' complaints about any course and find solutions and raise them to the program.

4. Follow up with students with low academic achievement that has a cumulative GPA average of less than 2, to know the cause of their inferior performance and suggest remedies and encourage the
5. Meeting students who might be having social/financial/psychological problems that may affect their performance and help them to overcome these problems.
6. Rewarding and encouraging outstanding students.
7. Identify students' views and proposals and help them in overcoming challenges.
8. Encouraging students to attend short courses offered by the Skills Development Center to learn how to write their CV.
9. Provide students with information on practical training and work opportunities.
10. Carrying out the work assigned to the committee by the head of department.

4. Student Disciplinary

The main tasks for this committee are:

1. Collecting the facts of all complaints arising under the Code of Ethics, and Jouf University regulations.
2. Conducting all disciplinary hearings;
3. Making a decision on a complaint after the completion of the disciplinary proceedings, and submitting it to the department Council.

5. E-Learning Committee

The main tasks for this committee are:

1. Follow up the activation of E-learning systems in all courses in the program.
2. Raising the skills of faculty members of the program in E-learning systems.
3. Publishing the culture of E-learning through (seminars - workshops) in the program.
4. Improving the quality of education through the provision of additional teaching methods based on E-learning techniques.
5. Developing the students' skills and their abilities to interact with the changes of the era through modern techniques.
6. Determining the appropriate training needs for faculty members and students to apply e-learning.

7. Urging faculty members to update their electronic pages on the department's website and to develop their educational materials and scientific production.

6. Study Plans and Development Committee

The main tasks for this committee are:

1. Reviewing, and developing the program study plan, according to the criteria for preparing and reviewing study plans at Jouf University.
2. Monitoring the needs of society and the labor market and developing the program study plan to meet those needs.
3. Surveying the opinion of employers, graduates and other stakeholders about the program study plan.
4. Taking into account academic and professional standards and benchmarking along with local and international similar program.
5. Coordinating with the relevant authorities to organize workshops and training courses in the field of developing program study plans.
6. Develop course codes when needed in line with the admission and registration system and work to solve problems that may arise.
7. Conducting equivalencies for courses submitted by students to the department (for transfer cases).
8. Review, update and develop course content when needed by assigning specialists in each course to re-describe it and suggest appropriate references according to the course.
9. Preparing study and tests schedules for students in coordination with the College Examinations Committee.
10. Preparing teaching schedule loads for faculty members with distributing courses to members in proportion to specializations and finding solutions to conflicts in coordination with the relevant authority.

7. Postgraduate Affairs and Scientific Research Committee

The main tasks for this committee are:

1. Develop the scientific research plan in the program and follow up its implementation according to Jouf University research priorities.
2. Suggesting the conditions and mechanisms for admission to the program, following up on academic movements, and providing academic guidance to the students of the program.

3. Determining research priorities for proposals for master's plans and nominating committees to supervise theses.
4. Following graduate affairs, who enrolled in postgraduate studies and Scholarships.
5. Establishing and updating a database of (research, scientific projects and conferences locally and internationally, in addition to patents, prizes, books and translations, supervision of the scientific thesis of the higher studies)
6. Preparing annual report on the position of research integration within department and at the level of specialization locally, regionally and internationally, and the sources of funding for scientific research and citizen attributes and faculty of excellence in scientific research in the framework of the research plan of the College.
7. List of graduate students involved in research, projects, conferences, patents, and local or international awards.
8. Achieving balance in the activities of faculty members (teaching - scientific research - community service - administrative burdens).
9. Accredited mechanisms to encourage that the faculty staff of the program to publish in impacted journal.
10. Examining requests for promotion submitted by faculty members in the department and making sure that all conditions are met.
11. Prepare the scientific day of the Department annually.

8. Graduate Affairs Committee

The main tasks for this committee are:

1. Developing a plan for the activities in the program throughout the academic year and follow up its implementation.
2. Documentation, review, update of the database of the program graduates by the end of each semester and means of communication.
3. Surveying graduates' opinions who have jobs in the public and private sectors after graduation.
4. Strengthen the connection between graduates and the department.
5. Organizing awareness and orientation seminars about the graduation projects for the students.
6. Supervising project discussions, and submitting the final grades to the head of the department.
7. Establishment of an annual day to which the graduates, institutions, and companies that need to recruit graduates of the program in coordination with college authorities.
8. Develop practical programs to strengthen the relationship between the department and the community, and follow up their implementation.

9. Seeking to form partnerships in order to improve student training and establish collaboration in graduating projects.

9. Advisory Panel Committee

The main tasks for this committee are:

1. Discussing and evaluating the operational plan for the Bachelor in Mathematics program and its annual reports.
2. Studying the compatibility between the objectives of the program and the requirements of the labor market.
3. Contribute to the formulation of effective attributes for the program graduate.
4. The committee is a link between the university represented in the program and the labor and job markets.
5. Discussing the Bachelor in Mathematics program specification before approval.
6. Discuss the annual reports for the program.
7. Discussing the improvement plans and its relevant results
8. Discussing the annual performance indicators report for the program and the relevant improvement action plans.
9. Discussing any developments, updates, and reviewing in the program before approval.
10. Proposing actions for justification and correction if necessary.

Tasks of Quality Coordinator in the Program

The main tasks of the quality coordinator in the program are:

1. Communication between the quality unit in the college and the department.
2. Ensure that the evaluations of courses procedures and surveys are conducted transparently and impartially.
3. Distribution and compilation of all documents and quality reports at the level of department.
4. Compiling the performance indicators and benchmarking of the program, following up the process of measuring them annually and developing the performance of the program according to the results of these indicators and the suitability of the improvement procedures for the program.
5. Participate in the review of the description and reports of the program periodically and ensure that they are prepared according to the templates approved by the NCAAA and that they are compatible with the national qualifications' framework.

6. Participate in realizing all the program's accreditation criteria.
7. Preparing the program self-study report.
8. Work to follow up the implementation of the standards of institutional accreditation of the university and Colleges' programs.
9. Participate in the development and measurement of institutional and program performance indicators annually, report on them and propose and implement improvement items.
10. Updating data and information required periodically for academic accreditation standards.
11. Supervising the surveys required for the institutional accreditation of the university and the program.

Tasks of the Program Coordinator

The main tasks of the program coordinator are:

1. Participate in the preparation of the academic program description and ensure that it is designed according to the forms approved by the National Commission for Academic Accreditation and Assessment.
2. Organizing the internal and external review of the program.
3. Approval of program and course descriptions by the department council and then the college council after fulfilling the observations of the internal and external auditors.
4. Distribute questionnaires to survey beneficiaries of the program, ensure that they are analyzed, write a report on them, present proposals for improvement and corrective measures to the department council, and follow up on the implementation of these procedures.
5. Compile the course reports of the program and ensure that the internal audit committees review them.

Tasks of Course Coordinator

The main tasks of the course coordinator are:

1. Participate in the preparation of the description of the course and ensure that it is designed according to the latest template approved by the NCAAA.
2. Ensure that the course specification is distributed to students at the beginning of each semester.
3. Organizing the procedures for preparing examinations with colleagues involved in teaching and coordinating the exam paper with the approved template.

4. To meet the periodic requirements of the course file and make a quarterly review and respond to the observations of the internal auditor.
5. Compiling statistics and results of students' assessment of the course and the improvement plans required of the fellows participating in the course.
6. Documentation of all activities of development and improvement, S and teaching methods of the course.
7. Preparing the final report of the course after collecting the reports from all the college members in the program and making sure that they are designed according to the latest template supported by NCAAA.
8. Follow up on the implementation of the plan to improve the course in the final report.
9. Participate in the preparation of self-study report for the program.

Tasks of Faculty Staff Member

The main tasks of the faculty staff members are:

1. Teaching the undergraduate and postgraduate levels.
2. Carry out practical exercises and lessons according to the shares determined systematically.
3. Supervise classroom and supplementary researches.
4. Supervise student graduation projects at the bachelor's and master's levels according to the regulations.
5. Attending and participating in department council sessions and voting on its decisions and recommendations.
6. Carry out all the work related to the exams of the courses he teaches:
(Questions, correction, accurate revision, and uploading the marks on the university portal).
7. Carry out the work assigned to him by the department council within the limits of the bylaws and regulations.
8. Participation in committees from the department, college, and university.
9. Actively contribute to conducting scientific research in his specialization.
10. Participation in conferences, symposia, and scientific and academic meetings, both inside and outside the Kingdom, in light of the regulations governing the affairs of faculty members Saudis and contractors in universities.
11. Make the necessary periodic reports required by the college or scientific departments, fill out questionnaires and forms, and so on.

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12. Coordination with lecturers and teaching assistants in practical courses (laboratories, etc.).
13. Carry out exercises, practical lessons, and other works (imposed by the department's need).
14. Carry out the administrative work assigned to him.

Department of Mathematics

Program Quality Monitoring Procedures

The Bachelor in Mathematics program at the Mathematics Department in the College of Science at Jouf University has an extensive internal review and auditing mechanism in place. The main body overseeing this process is Program Quality Assurance Committee (PQAC). The various stages involved in the review and auditing process at the program are summarized below.

1. PQA Committee Approval Phase

In the first phase, the Department Council discusses and finalizes the formation of the (PQA) Committee, its constituents, and its tasks. Once approved, the committee is notified and begins its work.

2. PQA Planning and Task Distribution Phase

In this phase, the PQA committee meets under the supervision of its appointed head and discusses the planning and execution of the tasks appointed to it. In such meeting's the committee finalizes, among other things, the various review and auditing forms to be used, timelines of the audits and also distribution of tasks.

3. Review and Correction Phase

This phase includes the following actions

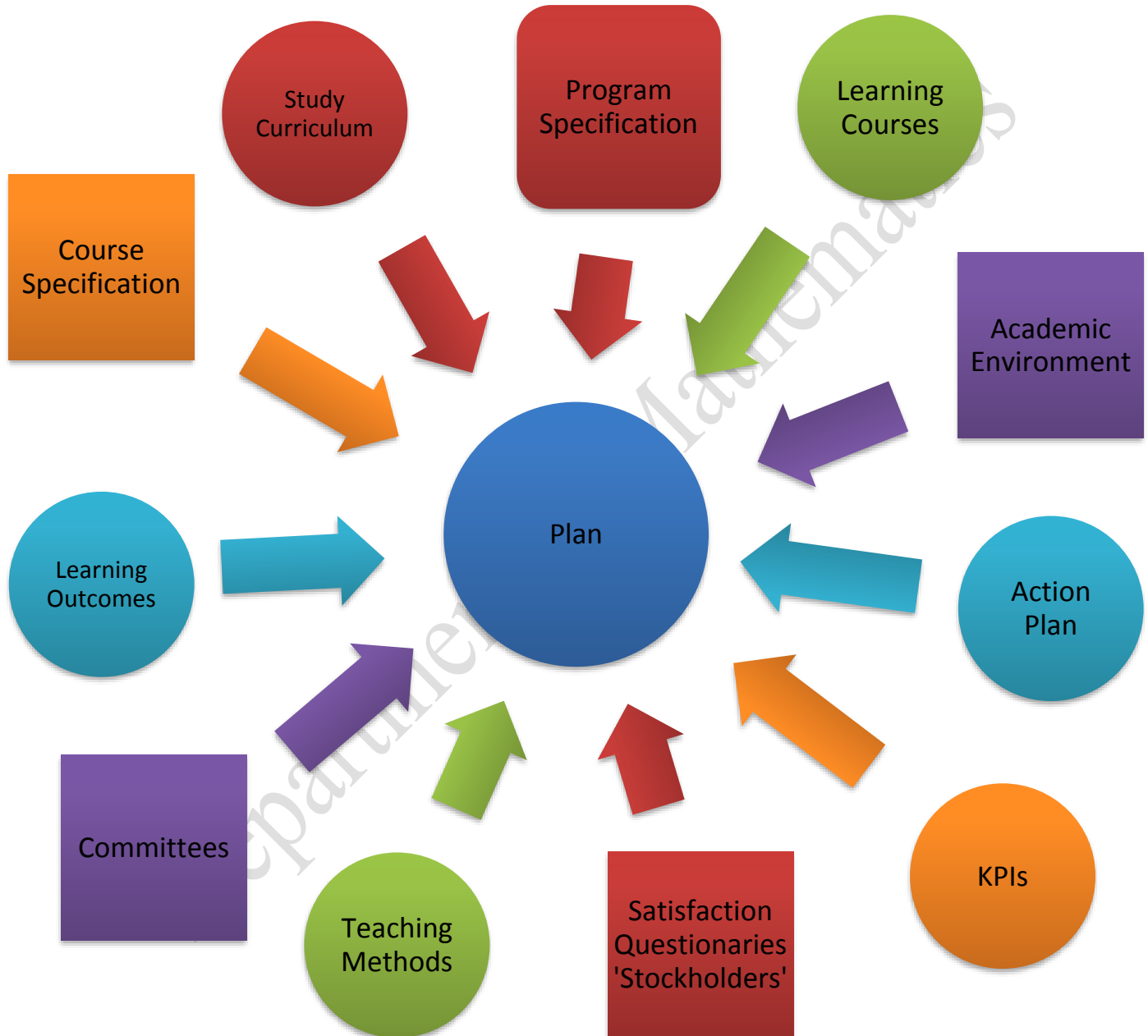
- Members of PQA carry out the review tasks assigned to them.
- The committee makes these reviews available to relevant personnel (faculty and staff whose work is being reviewed).
- The relevant personnel update their work incorporating suggestions of reviewers/auditors and upload the final version to a drive available to department members.

Milestone	Week #1 (Semester 1)	Week #2 (Semester 1)	Week #12 (Semester 1)	Week #13 (Semester 1)	Week #1 (Semester 2)	Week #2 (Semester 2)	Week #12 (Semester 2)	Week #13 (Semester 2)	Week #1 (Semester 3)	Week #2 (Semester 3)	Week #6 (Semester 3)	Week #12 (Semester 3)	Week #13 (Semester 3)	Week #14 (Semester 3)	Week #15 (Semester 3)
Semester 1															
Program Specifications	■														
Course Specifications		■													
Course Specifications Review			■												
Course Reports			■	■											
Course Reports Review					■	■									
Course Evaluation Survey Analysis			■	■											
Course Files															
Exam Review															
Random Sample of students Answer Sheets Review			■	■											
Course Files Review					■	■									
Semester 2															
Course Specifications					■										
Course Specifications Review						■									
Course Reports							■	■							
Course Reports Review									■	■					
Course Evaluation Survey Analysis							■	■							
Course Files															
Exam Review							■	■							
Random Sample of students Answer Sheets Review							■	■							
Course Files Review									■	■					
Semester 3															
Course Specifications									■						
Course Specifications Review										■					
Conducting Program Surveys											■				

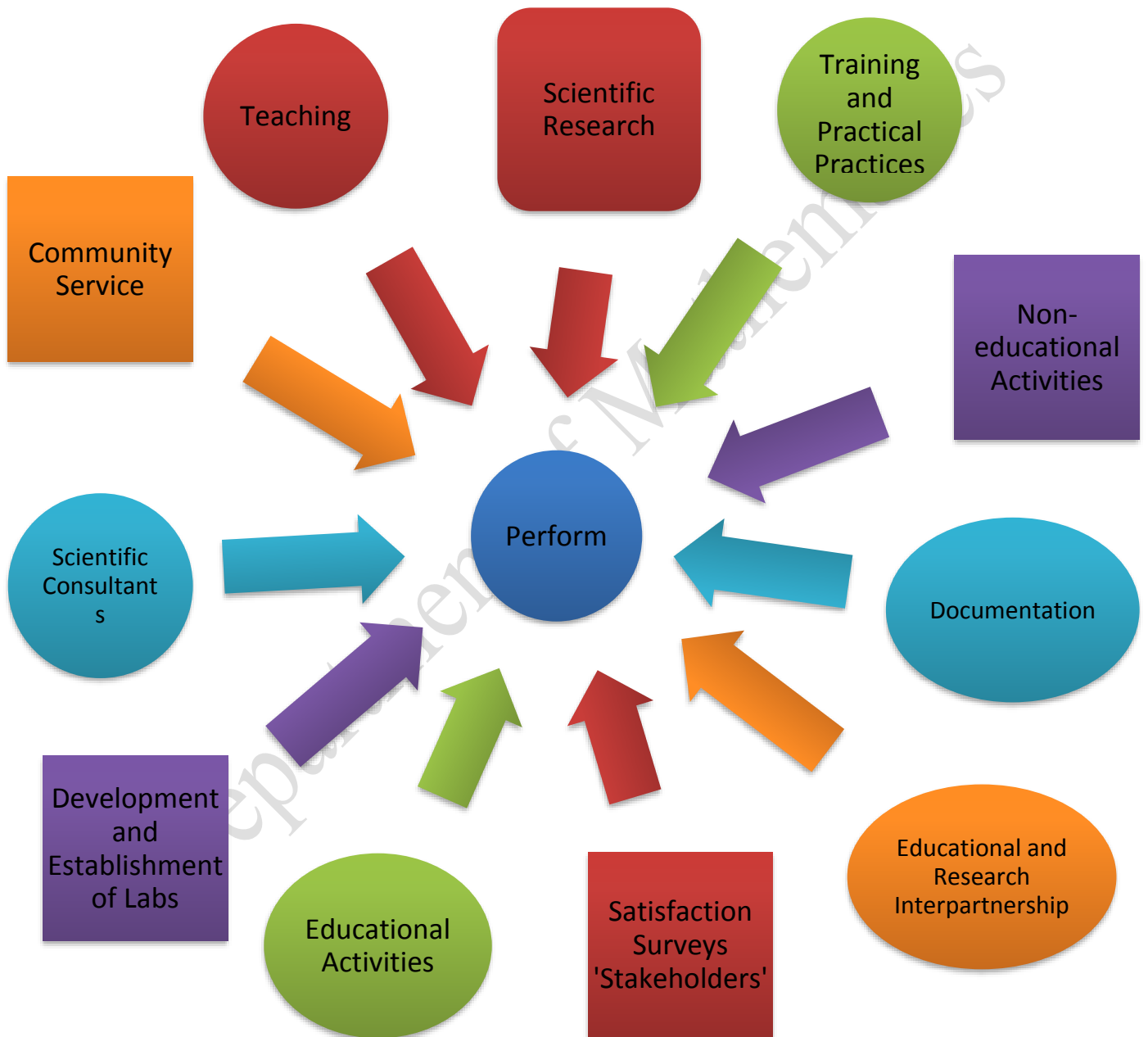
Quality Cycle



1-Plan



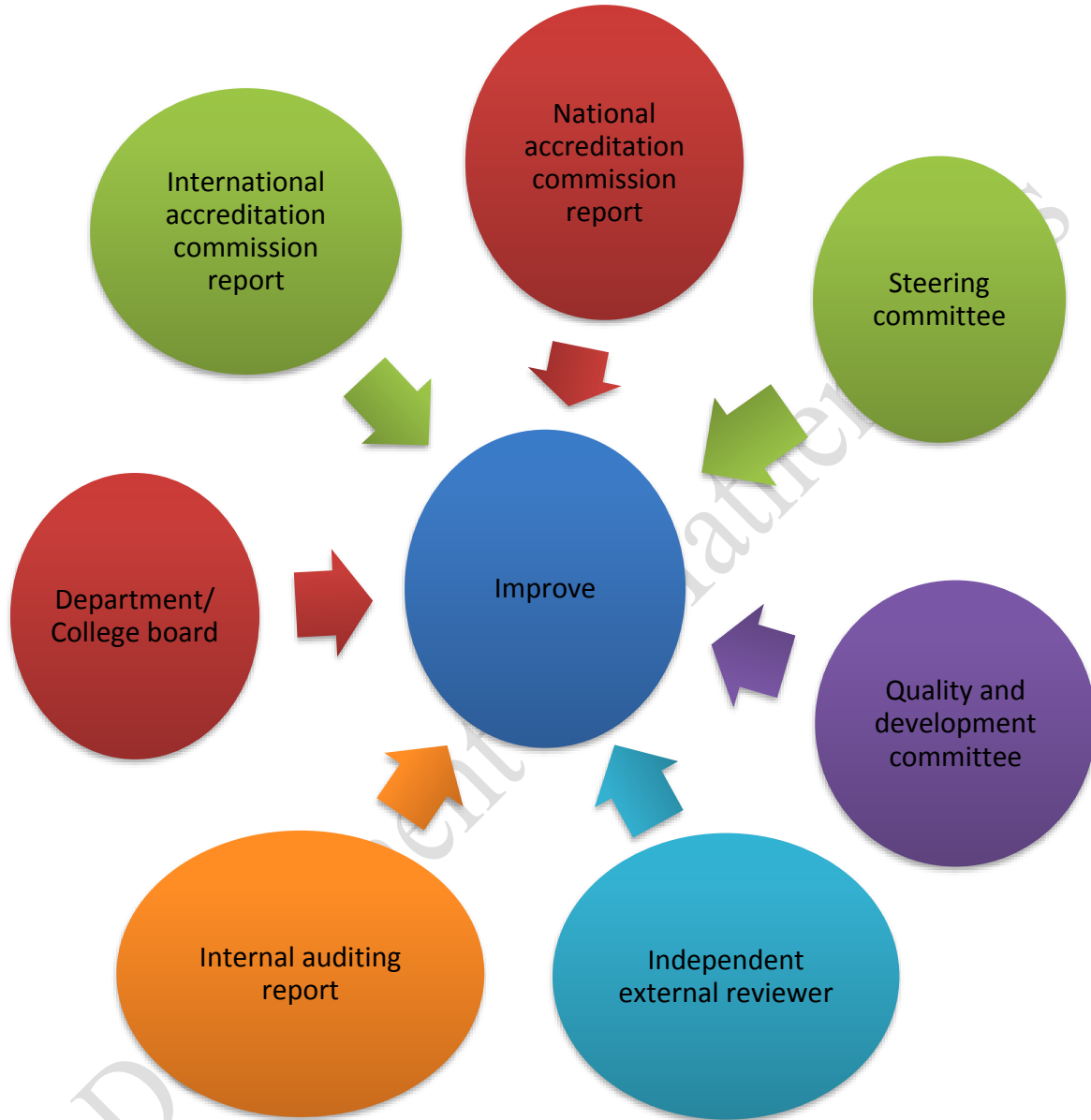
2-Perform



3-Monitor



4-Improve



Quality assurance activities of the Program

	Points	Used Tools	Elements	Responsible	Timing
Quality Evaluation	Course level	Course Report	<ul style="list-style-type: none"> Student's results CES CLOs assessment Effectiveness of teaching 	Course Coordinators	End of the course
	Program Level	APR	<ul style="list-style-type: none"> Course Reports 7-Types of surveys Indicators Statistical Data 	Program Quality Committee and Advisory Committee	Annually
Quality Planning	Course level	Improvement actions	Based on course report	Course Coordinators	End of the course
	Program Level	Program wide action plan	Based on APR	Program Quality Committee	Annually
Quality implementation	Course level, program level and all functions are committed to implement the approved action plans				
Quality re-check	Course	Next course report	Evaluate results of action plans	Course Coordinators	End of the course
	Program level	Audit committee	Evaluate results of action plans	Program Quality Committee and Audit Committee	Annually

Program Evaluation Matrix

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Effectiveness of teaching and assessment methods	Staff	Annual Survey	End of Academic Year
	Student Exam Results	Grade Distribution	End of each course
	Course Reports	CLOs Assessment	End of each course
	APR	PLOs Assessment	End of Academic Year
Assessment Methods	Staff	Annual Survey	End of each Academic Year
	Students	Survey (CES)	End of each Course
Learning Resources	Staff	Annual Survey	End of Academic Year
	Students	Survey (CES)	End of each course
Effectiveness of Leadership	Staff	Annual Survey	End of Academic Year
	Admin Staff	Annual Survey	End of Academic Year
Overall quality of the program	All aspects, PLOs, teaching/assessment, evaluation & improvement	Advisory committee recommendations	2-3 time (meetings)/year
Overall quality of the program	All aspects, teaching, surveys, review etc.	KPIs	End of Academic Year

Auditing Templates:

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Program Key Performance Indicator

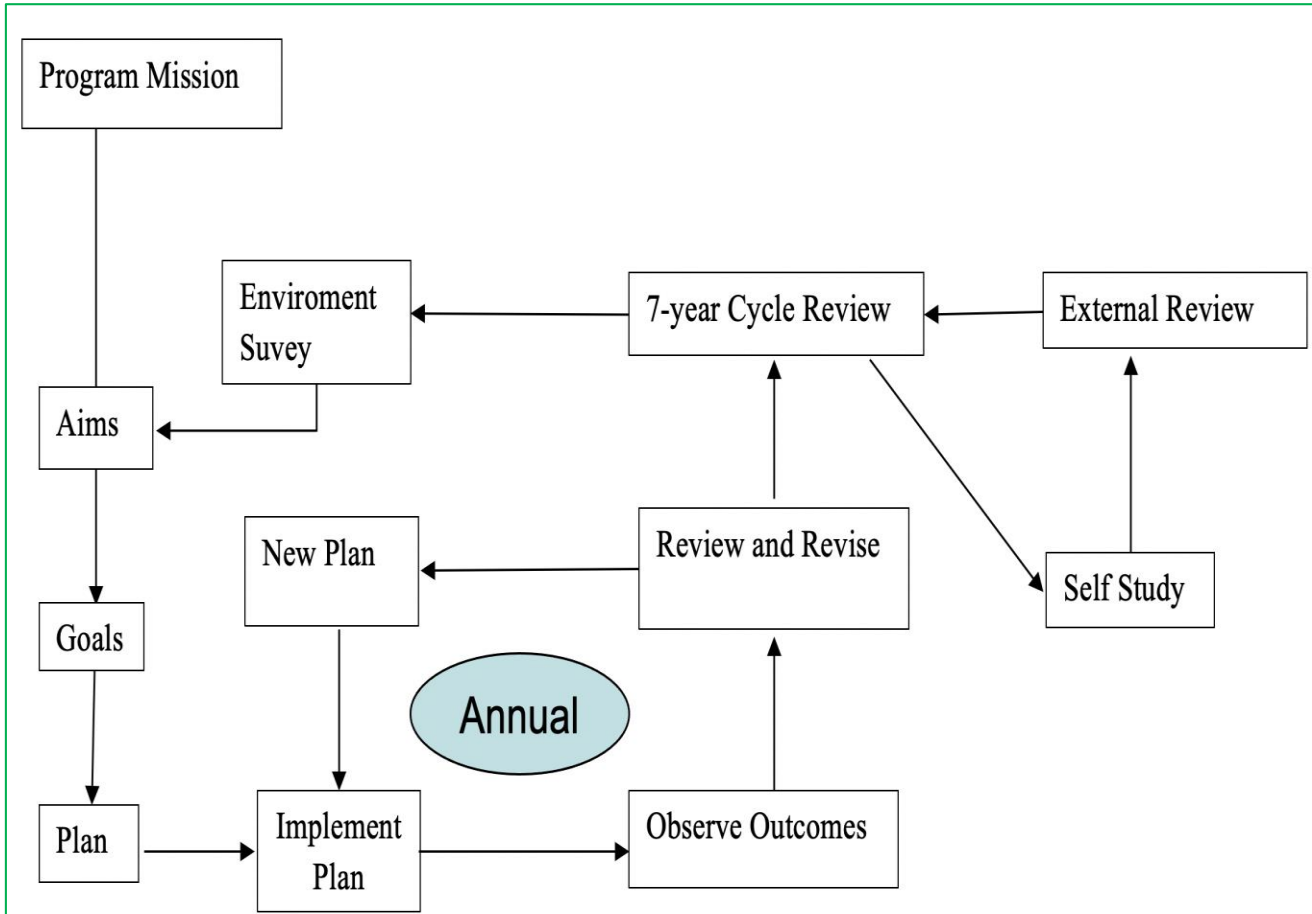
No	KPIs Code/ PLOs	KPIs	Measurement Methods	Measurement Time
1	KPI-P-01	Percentage of achieved indicators of the program operational plan objectives.	(The number of performance indicators for the objectives of the operational plan of the program that have achieved the target level) divided by (The total number of indicators for these goals in the same year) times 100.	End of the academic year
2	KPI-P-02	Students' Evaluation of quality of learning experience in the program.	Average of overall rating of final year students survey for the quality of learning experience in the program on a five point scale.	End of the academic year
3	KPI-P-03	Students' evaluation of the quality of the courses.	Average students overall rating for the quality of courses on a five-point scale in the course Evaluation survey.	End of each course
4	KPI-P-04	Completion rate.	Percentage of first-year undergraduate students who continue at the program the next year to the total number of first-year students in the same year, and it is provided by the Students Affairs Committee.	End of the academic year
5	KPI-P-05	First-year students retention rate.	Percentage of first-year undergraduate students who continue at the program the next year to the total number of first-year students in the same year, and it is provided by the Students Affairs Committee.	End of the academic year
6	KPI-P-06	Students' performance in the professional and/or national examinations.	Percentage of students or graduates who were successful in the professional and / or national examinations, or their score average and median.	1-2 years of graduation
7	KPI-P-07	Graduates' employability and	Percentage of graduates from the program who	1 years of graduation

		enrolment in postgraduate programs.	within a year of graduation were employed. Percentage of graduates from the program who within a year of graduation were enrolled in postgraduate programs during the first year of their graduation to the total number of graduates in the same year	1 years of graduation
8	KPI-P-08	Average number of students in the class.	(The total number of students in one semester) divided by (The total number of classes), and it is provided by Students Affairs Committee.	End of the academic year
9	KPI-P-09	Employers' evaluation of the program graduate's proficiency.	Average of overall rating of employers for the proficiency of the program graduates on a five-point scale in an annual survey, and It provided by the Graduate Affairs Committee.	End of the academic year
10	KPI-P-10	Students' satisfaction with the offered services.	Average of students' satisfaction rate with the various services offered by the program (restaurants, transportation, sports facilities, academic advising, ...) on a five-point scale in an annual survey, and It is provided by Students Affairs Committee.	End of the academic year
11	KPI-P-11	Ratio of students to teaching staff.	Ratio of the total number of students to the total number of full-time and full-time equivalent teaching staff in the program, and It is provided by the Students Affairs Committee.	End of the academic year
12	KPI-P-12	Percentage of teaching staff distribution.	Percentage of teaching staff distribution based on: a. Gender b. Branches c. Academic Ranking	End of the academic year

13	KPI-P-13	Proportion of teaching staff leaving the program.	Proportion of teaching staff leaving the program annually for reasons other than age retirement to the total number of teaching staff	End of the academic year
14	KPI-P-14	Percentage of publications of faculty members.	Percentage of full-time faculty members who published at least one research during the year to total faculty members in the program, and it is provided by Graduate Studies and Scientific Research Committee	End of the academic year
15	KPI-P-15	Rate of published research per faculty member.	(The total number of refereed and/or published research) divided by (the total number of full-time or equivalent faculty members during the year), and it is provided by Graduate Studies and Scientific Research Committee.	End of the academic year
16	KPI-P-16	Citations rate in refereed journals per faculty member.	(The total number of citations in refereed journals from the published research by the all full-time or equivalent faculty members in the academic year) divided by (The total number of all research published by all faculty members in the same academic year), and it is provided by Graduate Studies and Scientific Research Committee.	.
17	KPI-P-17	Satisfaction of beneficiaries with the learning resources.	Average of beneficiaries' satisfaction rate with the adequacy and diversity of learning resources (references, journals, databases... etc.) on a five-point scale in an annual survey	End of the academic year

18	KPI-P-18	Number of research Group in the Program	The total number of the research group that get fund in the academic year, and it is provided by the Postgraduate Affairs & Scientific Research Committee	End of the academic year
19	KPI-P-19	The number of supported research projects obtained by the program per year	The total number of the funded project in the academic year, and it is provided by the Postgraduate Affairs & Scientific Research Committee	End of the academic year
20	KPI-P-20	Percentage of students participating in extracurricular activities	The number of students attend the extracurricular activities divided by the total number of students in the Program in same academic year, and its provided by Student Affairs Committee	End of the academic year
21	KPI-P-21	Employers' satisfaction with the program's target vision and mission	The Average value of all aspects in the survey entitled "Employer Survey on program Vision-Mission & Objectives on a five-point scale in an annual survey, and it is provide by Graduate Affairs Committee.	End of the academic year
22	KPI-P-22	Percentage of students graduation projects related to the surrounding community	The number of graduation projects which serve the community service divided by the total number of graduation projects in the same academic year, and it is provided by Graduate Affairs Committee	End of the academic year

Procedures of Quality Assurance for Academic Accreditation of the Program



Department

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Kingdom of Saudi Arabia
Ministry of Education
College of Science
Department of Mathematics



المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية العلوم
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