

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

T5. COURSE REPORT (CR)

A separate Course Report (CR) should be submitted for every course and for each section or campus location where the course is taught, even if the course is taught by the same person. Each CR is to be completed by the course instructor at the end of each course and given to the program coordinator

A combined, comprehensive CR should be prepared by the course coordinator and the separate location reports are to be attached.

Course Report

For guidance on the completion of this template refer to the NCAAAA handbooks.

Institution: Umm Al-Qura University.		Date of CR: Second Term 372.				
College/ Department: Faculty of Applied Science, Biology Department.						
A Course Identification and General Information						
1. Course title: Experimental Methods and instruments. Code : 401222-3. Section: (1)						
2. Name of course instructor: Prof. Shady M. ElShehawy.		Location: Al-Abedia campus.				
3. Year and semester to which this report applies. Second semester, academic year 1437/1438H (372).						
4. Number of students starting the course?	9	Students completing the course?	8			
5. Course components (actual total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory/ Studio	Practical	Other:	Total
Contact Hours	32	-	48	-	-	32
Credit	32	-	16	-	-	48

B- Course Delivery

1. Coverage of Planned Program			
Topics Covered	Planned Contact Hours	Actual Contact Hours	Reason for Variations if there is a difference of more than 25% of the hours planned
Introduction	5	5	
Safety in chemistry labs	5	5	
Hazards in chemistry labs	5	5	
safety precautions in heating	5	5	
safety precautions when treating with glasses and chemicals	5	5	
Midterm test.	5	5	
safety precautions when treating with Compressed gas cylinders	5	5	
safety precautions after finishing work	5	5	
Fire and fire extinguishers and first aids	10	10	
Solutions and concentrations	10	10	
pH and buffer solution	10	10	
Visible light spectrometers	5	5	

Review	5	5	
Total	80	80	

2. Consequences of Non Coverage of Topics

For any topics where the topic was not taught or practically delivered, comment on how significant you believe the lack of coverage is for the course learning outcomes or for later courses in the program. Suggest possible compensating action.

Topics (if any) not Fully Covered	Effectuated Learning Outcomes	Possible Compensating Action
There is no.	There is no.	There is no.

3. Course learning outcome assessment.

	List course learning outcomes	List methods of assessment for each LO	Summary analysis of assessment results for each LO
1	Knowledge	Short discussions. Short essay questions. Term activities. Final and midterm exam.	
2	Cognitive Skills	Short discussions. Short essay questions. Term activities. Final and midterm exam.	
3	Interpersonal Skills and Responsibility	Periodical exams.	
4	Numerical and Communication Skills	Oral presentation. Assessment of presentations. Term activities.	
5	Psychomotor Skills	Oral exam.	

Summarize any actions you recommend for improving teaching strategies as a result of evaluations in table 3 above.

There is no.

4. Effectiveness of Planned Teaching Strategies for Intended Learning Outcomes set out in the Course Specification. (Refer to planned teaching strategies in Course Specification and description of Domains of Learning Outcomes in the National Qualifications Framework).

List Teaching Methods set out in Course Specification	Were They Effective?		Difficulties Experienced (if any) in Using the Strategy and Suggested Action to Deal with Those Difficulties.
	No	Yes	
Lectures Home works		√	
Oral discussion		√	

Periodical reports Home works Grouping works		√	
Periodical reports Home works		√	
Practical work in Lab		√	

Note: In order to analyze the assessment of student achievement for each course learning outcome, student performance results can be measured and assessed using a KPI, a rubric, or some grading system that aligns student work, exam scores, or other demonstration of successful learning.

C. Results

1. Distribution of Grades

Letter Grade	Number of Students	Student Percentage	Analysis of Distribution of Grades
A	0	0	
B	2	25%	
C	1	12.50%	
D	5	62.5%	
F	0	0	
Denied Entry	0	0	
In Progress	0	0	
Incomplete	0	0	
Pass	8	100	
Fail	0	0	
Withdrawn	0	0	

2. Analyze special factors (if any) affecting the results

There is no.

3. Variations from planned student assessment processes (if any) (see Course Specifications).

There is no.

a. Variations (if any) from planned assessment schedule (see Course Specifications)

Variation	Reason
There is no.	There is no.

b. Variations (if any) from planned assessment processes in Domains of Learning (see Course Specifications)

Variation	Reason
There is no.	There is no.

4. Student Grade Achievement Verification (eg. cross-check of grade validity by independent evaluator).

Method(s) of Verification	Conclusion
There is no.	There is no.

D Resources and Facilities

1. Difficulties in access to resources or facilities (if any) There is no.	2. Consequences of any difficulties experienced for student learning in the course. There is no.
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E. Administrative Issues

1 Organizational or administrative difficulties encountered (if any) There is no.	2. Consequences of any difficulties experienced for student learning in the course. There is no.
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F Course Evaluation

1 Student evaluation of the course (Attach summary of survey results)
There is no.

a. List the most important recommendations for improvement and strengths:
There is no.

b. Response of instructor or course team to this evaluation:
There is no.

2. Other Evaluation (eg. by head of department, peer observations, accreditation review, other stakeholders) **There is no.**

a. List the most important recommendations for improvement and strengths:
There is no.

b. Response of instructor or course team to this evaluation:
There is no.

G Planning for Improvement

1. Progress on actions proposed for improving the course in previous course reports (if any).

Actions recommended from the most recent course report(s)	Actions Taken	Action Results	Action Analysis
a. There is no.	There is no.	There is no.	There is no.

2. List what other actions have been taken to improve the course (based on previous CR, surveys, independent opinion, or course evaluation).
There is no.

3. Action Plan for Next Semester/Year

Actions Recommended for Further Improvement	Intended Action Points (should be measurable)	Start Date	Completion Date	Person Responsible
a. There is no.	There is no.		There is no.	There is no.

Name of Course Instructor: **Prof. Shady M. ElShehawy.**

Signature: _____

Date Report Completed: **04/09/1438H.**

Program Coordinator: _____

Signature: _____ Date Received: _____