

Microbiology Program Action Plan Table

Directions: Based on the “*Analysis of KPIs and Benchmarks*” provided in the above Program KPI and Assessment Table, list the recommendations identified and proceed to establish a continuous improvement action plan.

| No. | Recommendations | Actions | Assessment Criteria | Responsible Person | Start Date | Completion Date |
|-----|--|--|---|---------------------------|---|-----------------|
| 1 | Seek more respondents to program evaluation survey from graduate students | Survey forms will be prepared online using Google forms and sent to graduate students to their emails. | Survey analysis | Dr. Hussein H. Abulreesh | September 2018 | December 2018 |
| 2 | Seek more respondents to program evaluation surveys from final year Students | Survey forms will be handed to students to be filled prior receiving their certificates | Survey analysis | Program coordinator | June 2018 | September 2018 |
| 3 | Perform more course evaluation surveys | Evaluation forms will be distributed to students one week prior the final examinations | Survey analysis | Each individual teacher | End of semester 1, end of semester 2, end of summer semester (where applicable) | September 2018 |
| 4 | Perform random evaluation of a random samples of examination papers | The program quality committee will chose 5 different courses to perform the evaluation | An official form has been suggested the University deanship of Quality Assurance. This form has been approved to use by the | Program quality committee | End of semester 1, end of semester 2, end of | September 2018 |

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|---|---|--|---|---------------------------|---|----------------|
| | | | National Commission for Academic Accreditation and Assessment (NCAAA) | | summer semester (where applicable) | |
| 5 | Perform evaluation of the extent to which the examination papers meet the quality standards | The program quality committee will chose 5 different courses to perform the evaluation | An official form has been suggested the the University deanship of Quality Assurance. This form has been approved to use by the National Commission for Academic Accreditation and Assessment (NCAAA) | Program quality committee | End of semester 1, end of semester 2, end of summer semester (where applicable) | September 2018 |
| 6 | | | | | | |
| Action Plan Analysis (List the strengths and recommendations for improvement of the Program Action Plan). | | | | | | |

I. Action Plan Progress Report

| 1. Progress on Implementation of Previous Year's Action Plans | | | | |
|--|-------------------------|---------------------------------------|-----------|-------------------------------|
| N/A | | | | |
| Actions Planned | Planned Completion Date | Person Responsible | Completed | If Not Complete, Give Reasons |
| a. Seek more respondents to program evaluation survey from graduate students | November 2017 | Dr. Hussein H. Abulreesh | yes | |
| Actions Planned | Planned Completion Date | Person Responsible | Completed | If Not Complete, Give Reasons |
| b. Seek more respondents to program evaluation surveys from final year Students | September 2017 | Head of Department | Yes | |
| Actions Planned | Planned Completion Date | Person Responsible | Completed | If Not Complete, Give Reasons |
| c. Perform more course evaluation surveys | June 2017 | Each individual teaching staff member | Yes | |
| Actions Planned | Planned Completion Date | Person Responsible | Completed | If Not Complete, Give Reasons |

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|---|-------------------------|---------------------------|-----------|--------------------------------|
| d. Perform random evaluation of a random samples of examination papers | June 2017 | Program quality committee | Yes | |
| Action Planned | Planned Completion Date | Person Responsible | Completed | If Not Completed, Give Reasons |
| e. Perform evaluation of the extent to which the examination papers meet the quality standards | June 2017 | Program quality committee | yes | |