

## Quality Unit

### Introduction

Quality units in the higher education institutions are a key element in most of the countries which introduced accreditation and quality assurance bodies. Such a process is only performed through the educational institution itself. This requires big efforts and distinctive leadership and appropriate support from those in charge of the educational institution, and those implementing the tasks of these centers.

As such, introducing a quality unit within the educational institutions has become an important measure and a key demand made by the accreditation and quality bodies from any higher education institutions seeking the academic accreditation and quality assurance.

The traditional concept of the university education quality is related to the examination and rejection processes and focusing on the final tests without reviewing the cognitive, kinesthetic, logical, analytical and behavioral capacities and skills. Thus, the traditional concept of the higher education quality changed into a higher education quality assurance concept. Such a concept is based upon choosing pattern rates for performance and building systems for managing the higher education quality. Given the difficulties of applying, the importance of applying the inclusive quality management for the higher education took a center stage. And this requires the participation of all for guaranteeing the sustainability and continuity of the higher education institutions. In so doing, the educational institution performance is greatly improved.

The quality of the higher education is defined as the ability of the characteristics and advantages of the educational output to meet the student's needs, labor market, society and all the internal and external beneficiary entities. It is well known that fulfilling the education quality requires the harnessing of all the human resources, policies, systems, curricula and infrastructure for creating favorable conditions to innovation and creativity, coupled with guaranteeing that the educational output meets the elements qualifying the student to reach the level we all seek.

This has urged us to establish a quality unit at the Preparatory Year Deanship treated as an independent unit. And administratively speaking, it is related to the Educational Affairs Deanship; and technically, it is related to the Umm Al-Qura University University Development and Quality Deanship.

### **Vision**

The Quality Unit aims at getting the Umm Al Qura University Preparatory Year Deanship to apply the national and international quality and an academic accreditation standard in a manner puts it at the forefront.

### **Mission**

The Quality Unit is to activate fully-fledged system for quality management in order to follow up and assess performance in all the Umm Al Qura University Preparatory Year sectors; and to constantly upgrade it. This in turn supports the mission of the Deanship and achieves its strategic objectives.

### **Objectives**

1. Enabling the Deanship to fulfill its strategic mission and end
2. Coming forward with the policies that achieve the quality standards
3. Following up and assessing the applying of the policies that boost meeting the quality standards

4. Spreading the culture of quality among the members of the Preparatory Year Deanship community
5. Suggesting the introducing of units supporting following up the applying of quality standards
6. Setting the systems and standards and models used for assessing performance
7. Providing the technical support for the Deanship's departments and units for assisting them to apply the quality standards
8. Describing and documenting the performance of the Deanship's educational, research and service activities
9. Applying the national standards for quality and academic accreditation of the higher education
10. Activating the student participation in applying the quality standards
11. Building a fully-fledged data base for all the educational institution elements

### **Organizational Structure**

1. Board of Directors Chairman "Preparatory Year Dean"
2. Educational Affairs Vice-deanship
3. Quality Guarantee Unit Coordinator
4. Quality Guarantee Unit Deputy Coordinator
5. Academic Staff Member representing University Skills Department
6. Academic Staff Member representing Languages Department
7. Academic Staff Member representing Natural Science Department
8. Academic Staff Member representing Bioscience Department

### **Tasks**

- Activating the internal quality guarantee system at the Deanship to include the non-academic quality; and having it documented by the Board of the Deanship
- Developing mechanisms for putting into effect the internal review for the academic activities at the Deanship in coordination with all the departments; and having it documented by the Board of the Deanship
- Supporting and following up the Deanship's administration regarding setting the Deanship's vision and mission and their strategic objectives; and extensively spreading them at the Preparatory Year Deanship
- Developing an action plan meant for spreading the culture of quality as far as students, academic staff members and administrative staff are concerned
- Studying the training needs for the academic staff members and administrative staff; and setting training plans in cooperation with the specialists from within or outside the Deanship and University to hone their abilities
- Ensuring that the educational outputs achieve the Preparatory Year Deanship's mission; hence translating the University's mission and strategic objectives, together with sticking to the required models and the timeline set for them
- Following up and reviewing the annual reports of the Deanship's self assessment; and their sticking to the required models and the timeline set for them
- Designing a mechanism for the student participation in the Unit's activities
- Organizing workshops according to the training needs for the academic staff members to familiarize with the applying of quality requirements, such as describing and making reports about programs and courses and drawing on the modern methods in terms of teaching and assessment and others

- Following up the naming of external assessor for the educational programs; and reviewing their reports, and evaluating their repercussions to the educational process
- Following up the quality guarantee projects at the Preparatory Year Deanship
- Discussing the quality issues the Deanship Board of Directors, main committees and department councils
- Solidifying the relation with the Umm Al-Qura University Quality Deanship
- Presenting an annual report about the Unit's activity to the Umm Al-Qura University Quality Deanship