

# **Proposal for Quality Control Unit Hijjawi Faculty for Engineering Technology**

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## 1. Introduction

The Quality Control Unit will be responsible for facilitating the application of QC measures to the study programs of the Hijjawi Faculty for Engineering Technology (HFET). The Unit will run a number of QC processes to ensure that the educational programs are conducted efficiently, and that intended learning outcomes of the programs are achieved by students. This includes implementing evaluation of programs at the course, program and department levels. The Unit will also be responsible of creating a database for the QC processes through the QC information system which has been developed by the Telecommunications Engineering Department in cooperation with Yarmouk University (YU) computer center. The QC processes will be integrated through this system so that data gathered or available from the various sources is combined and used without significant manual processing.

It is expected that by developing an adequate QC system in the Faculty, the Faculty will achieve efficient and effective approaches to directing and controlling its various activities, and achieve compatibility of the QA guidelines of YU, the HEAC and the European Standards and Guidelines.

## 2. Objectives

- ✚ Achieve quality and excellence in teaching through quality evaluation of the performance of the educational processes at the Hijjawi Faculty for Engineering Technology.
- ✚ Graduate high-quality students who are capable of keeping up with scientific and technological developments and meet the new era with competitiveness at regional and international levels.

## 3. Vision

Make the Faculty distinct at national and regional levels by bringing the quality of education to the highest international standards.

## 4. Mission:

- ✚ Facilitate the application of QC measures to the new study programs by designing and implementing student evaluation, and collecting data about the quality of graduates and their employability after graduation.
- ✚ Put in place a robust quality management system that will monitor, manage and enhance the quality of the Faculty provisions.
- ✚ Review the results of all course, program and department evaluations and statistics, and report to the Dept Head or Dean as appropriate.
- ✚ Automate the QC processes and create a database for QC data through the information system which has been developed for this purpose.

## 5. Structure of the Unit:

- A. QC committee at the Faculty level
  - a. Structure:
    - i. Five members
    - ii. Committee chair is the Head of the unit
  - b. Tasks:
    - i. Management of the unit.
    - ii. Liaise with QC coordinators on QC reports.
    - iii. Liaise with external evaluators.
    - iv. Liaise with Yarmouk University QA center.
    - v. Prepare and disseminate evaluation and self-assessment forms.
    - vi. Develop action plans based on QC data received from departments and the QC information system.
    - vii. Determine the training activities needed at the beginning of each academic year based on the program reviews of the previous year.
    - viii. Develop periodic reports about all departments and programs based on data received from QC committees at the Dept level.
- B. QC Committee at the department level
  - a. Structure
    - i. Committee chair is the Head of the department
    - ii. Three faculty members from the department
  - b. Tasks:
    - i. Evaluate and analyze performance of faculty members and academic process.
    - ii. Prepare self-assessment reports.
    - iii. Make sure that the courses and programs are documented electronically on the QC system.
    - iv. Liaise with faculty members on evaluation of courses.
    - v. Liaise with QC committee at faculty level
    - vi. Complete evaluation and self assessment forms.

## 6. The Process

Process	Description	Input	Conducted by	Instrument	Submitted to
1. Continuous development of the faculty staff	Questionnaire on required training activities needed by Departments (workshops, training sessions, seminars)	<ul style="list-style-type: none"> <li>Self-Assessment</li> </ul>	Dept Head	Form (D1): Training needs	QC Committee at the Faculty
2. Evaluation of courses	Evaluation of all courses with regard to teaching, learning and instructors	<ul style="list-style-type: none"> <li>Student Opinion</li> </ul>	Students	Form (D2): Course Evaluation	Dean & Dept Head
3. Annual Program Review	<ul style="list-style-type: none"> <li>Light touch internal program review</li> <li>Evaluation of all courses with regard to teaching, learning and instructors</li> <li>Course statistics reports</li> </ul>	<ul style="list-style-type: none"> <li>Self-Assessment</li> <li>Students' Course Evaluation</li> <li>Course Statistics from QC information system</li> </ul>	Program team	Form (D3): Annual Program Review	QC Committee at the Faculty
4. Periodic Program Review Report (PPRP)	Significant quality review in a 4-year cycle	<ul style="list-style-type: none"> <li>Self-Assessment</li> <li>Annual Program Review</li> </ul>	Program team	Form (D4): Periodic Program Review Report (PPRP)	QC Committee at the Faculty
5. Periodic Program Review Response (PPRU)	Review comments on the self-assessment provided by Program team by the QC committee at faculty level and involving external peer and industry participation and YU QA center	<ul style="list-style-type: none"> <li>Self-Assessment</li> </ul>	QC Committee at the Faculty	Form (U1): Periodic Program Review Response Report (PPRU)	Program Team
6. Final Program Review Report (FPRR)	Final report after assessing feedback of the program team on the PPRR	<ul style="list-style-type: none"> <li>Feedback from Program Team on PPR</li> </ul>	QC Committee at the Faculty	Form (U2): Final Program Review Report (FPRR)	Dean; Published on Faculty Website

7. Annual Department Resources Review	Evaluation of resources and readiness of departments for academic process.	<ul style="list-style-type: none"> <li>Student opinion</li> </ul>	Students	Form (D5): Department Review-Resources	Dept Head
8. Annual Department Resources Review	Evaluation of resources and readiness of departments for academic process.	<ul style="list-style-type: none"> <li>Administrative staff opinion (Lab Engineers)</li> </ul>	Dept Staff	Form (D6): Department Review-Resources	Dept Head
9. Annual Department Review (ADRR)	Evaluation of the department educational processes	<ul style="list-style-type: none"> <li>Self-assessment</li> <li>Continuous development of the faculty staff</li> <li>Statistics from QC information system</li> <li>Annual Department Resources Review</li> </ul>	Dept Head	Form (D7): Department Review-Processes	QC Committee at the Faculty; Published on Faculty Website
10. Annual Department Review Response (ADRR)	Response of QC Unit to Dept Review	<ul style="list-style-type: none"> <li>Annual Department Review by Dept Head</li> </ul>	QC Committee at the Faculty	Form U3	Dept Head
11. Final Department Review Report	Final Dept Review report after feedback from Dept Head	<ul style="list-style-type: none"> <li>Feedback from Dept Head</li> </ul>	QC Committee at the Faculty	Form U4	Dean; Published on Faculty Website