



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

NUMBER	: 002-P-V02-18
TITLE	: COURSE EVALUATION SURVEY
ORIGINATING DEPTARMENT	: DEANSHIP OF QUALITY MANAGEMENT
ORIGINAL DATE	: 25.SEP.2014
REVISION DATE	: MAY 2018

1. STATEMENT OF PURPOSE

To establish policies and set of procedures for conducting, maintaining, managing and monitoring the course evaluation survey.

2. APPLICABILITY

This APP applies to all courses in academic curriculum offered at KSAU-HS in all its regions.

3. RELATED REFERENCES

- 3.1 NCAAA Course Specification
- 3.2 NCAAA Course Report
- 3.3 NCAAA Course Evaluation Survey

4. DEFINITIONS

- 4.1 **Course:** All undergraduate and graduate courses offered at KSAU-HS.
- 4.2 **Course Coordinator:** A nominated faculty member/instructor from the program who is responsible to coordinate course activities among all sections (male, female) within a campus.
- 4.3 **DOQ** is an acronym for Deanship of Quality Management
- 4.4 **EDUTECH** is an acronym for Corporate Educational Technology Services
- 4.5 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Sciences
- 4.6 **NCAAA** is an acronym for National Center for Academic Accreditation and Evaluation
- 4.7 **QAAA Unit:** A Center for Quality Assurance and Academic Accreditation in each college or deanship.
- 4.8 **SiS** is an acronym for Students Information System

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5. POLICY

- 5.1 All courses within academic programs should be evaluated using the NCAAA course evaluation survey form.
- 5.2 Any modification on the survey questions must be approved by the University steering committee through DOQ.
- 5.3 The course evaluation survey should consists of two parts:
 - Closed-Ended questions (mandatory), and
 - Open-Ended questions (optional)
- 5.4 The course evaluation survey must include a short explanatory note informing the student, the following:
 - Why the survey is conducted, and
 - The survey responses are anonymous.
- 5.5 Survey response rate of less than 50% is not sufficient to provide valid data, and it is the responsibility of the respective quality unit in cooperation with the respective college dean to encourage students to increase the response rate.
- 5.6 Survey results should be available within the respective college for at least the last five academic years or longer to cover the current University strategic plan period.
- 5.7 Survey results should not be revealed to the course coordinator, before submitting the approved final grades of the course.
- 5.8 Written comments by students in open-ended questions must be analyzed and included in the survey summary report to provide useful suggestions to the course instructor for improvement.
- 5.9 Course evaluation survey should be distributed to students, as per the following schedule:
 - For Semester based programs: two weeks prior to start of final exam until the third week after final exam.
 - For block/module based programs: two days before the end of the block/module until the second week after end of the block.
- 5.10 Colleges that have block/module based programs should notify EduTech and DOQ about their academic calendar two months prior to the beginning of academic year.
- 5.11 Vice President of Educational Affairs, Vice President for Development and Quality Management Affairs, and Deanship of Quality Management will have full access to all data while the college dean or delegate will have access to their colleges' data only.
- 5.12 Survey summary reports including areas for improvement and corrective action plans should be reported to DOQ within twenty (20) working days after conducting the survey.
- 5.13 Survey results and summary report must be retained in the respective course portfolio.
- 5.14 It is the responsibility of the respective program director or equivalent to monitor the survey results and the progress on actions proposed for improving the course.
- 5.15 EduTech should generate a compliance report two months after the end of each semester to be reviewed by DOQ and presented to the programs QAAA committee.

6. PROCEDURE

- 6.1 Edu-Tech distributes course evaluation surveys to the respective students, and collect the student responses as per approved schedule.
- 6.2 Edu-Tech uploads student responses on SiS to be accessible to the college's users.
- 6.3 Quality chairperson within the respective college analyze and sends the survey results for each course to the college dean and the program director.
- 6.4 For each course, the program director or equivalent discusses the survey results with the course coordinator.
- 6.5 The course coordinator summarizes the survey results in a summary report, and come up with corrective action plan.
- 6.6 The course coordinator sends a copy of survey summary report including the corrective action plan to the program director to monitor the progress on actions proposed for improving the course.
- 6.7 The quality chairperson or equivalent informs the respective students about the survey results and actions that may have been taken in response to the survey results through the university official communication channels within twenty (20) working days after conduct of the survey.

7. RESPONSIBILITY

The Deanship of Quality Management, Corporate Educational Technology Services and Colleges are responsible for the coordination, implementation and monitoring of this APP.


8. APPENDICES

- A. Course Evaluation Survey Form



9. APPROVALS

PREPARED BY:

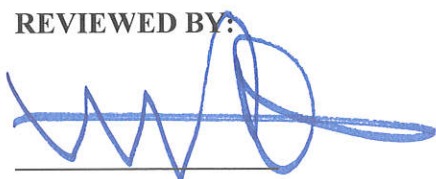


Dr. Khaled Al Jamaan
Dean, Deanship of Quality Management
Deputy Chairman, QAAA Steering Committee
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DATE

13 FEB 2019

REVIEWED BY:



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13 FEB 2019

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EFFECTIVE DATE

3.3.19