



MEMORANDUM

TO: Respected Deans, All Colleges, KSAU-HS
Respected Deans, All Deanships, KSAU-HS
General Supervisor, University Relations and Media, KSAU-HS

FROM: Prof. Mohamed Al Moamary
Vice President, Development and Quality Management Affairs
KSAU-HS

SUBJECT: Guidelines for Alumni Survey

As part of the ongoing enhancement of the University's capacity to develop the Unified Survey System as one of the major pillars of education, I am pleased to introduce the Alumni Survey.

After a thorough review by a Sub-committee, the Steering Committee for QAAA submitted a resolution for H.E. President's approval of the survey and its Administrative Policies and Procedure (APP) and was approved on 28 January 2015.

Attached with this memorandum is a copy of the survey. The survey will be automated based on the attached Policies and Procedures for implementation.

I am looking forward for the completion and introduction of the remaining surveys in the project.

Best regards

Copy:

- H.E. President, KSAU-HS
- Vice President, Educational Affairs, KSAU-HS
- Vice President, Postgraduate Studies, KSAU-HS
- General Director, Administrative and Financial Affairs, KSAU-HS
- General Director, Technical Affairs, KSAU-HS
- General Director, Information Technology Services, Technology and Health Informatics, KSAU-HS
- Corporate Director, Educational Technology Services, KSAU-HS
- Quality Management Specialists, DOQ / DQMA, KSAU-HS



APP

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

NUMBER:	005-P-V01-14
TITLE:	GUIDELINES FOR ALUMNI SURVEY
ORIGINATING DEP'T:	DEANSHIP OF QUALITY MANAGEMENT (DOQ)
ORIGINAL DATE:	January 28, 2015

1. STATEMENT OF PURPOSE

The Alumni Survey is one indicator of KSAU-HS quality. It is used to address alumni concerns and opinions about KSAU-HS. This APP aims to establish a policy and applicable procedures governing Alumni Surveys at KSAU-HS.

2. APPLICABILITY

This APP applies to all KSAU-HS latest graduate alumni

3. RELATED REFERENCES

- 3.1 APP 002-P-V01-14: Student Course Survey
- 3.2 APP 003-P-V01-14: Experience /Program Student Survey
- 3.3 NCAAA
- 3.4 Minutes of the KSAU-HS Steering Committee, on January 28, 2015

4. DEFINITIONS

- 4.1 **Alumni:** All latest graduate students from KSAU-HS programs
- 4.2 **Alumni Survey:** The evaluation form designed for KSAU-HS graduates
- 4.3 **APP:** Administrative Policy and Procedures
- 4.4 **DAR:** Deanship of Admissions and Registration
- 4.5 **DQM:** Development and Quality Management Affairs
- 4.6 **IQAS:** Internal Quality Assurance System
- 4.7 **KSAU-HS:** King Saud bin Abdulaziz University for Health Sciences
- 4.8 **NCAAA:** National Commission for Academic Accreditation and Assessment
- 4.9 **QAAA:** Quality Assurance and Academic Accreditation
- 4.10 **QAAA Steering Committee:** Quality Assurance and Academic Accreditation committee

4.11 **UR&M:** University Relation & Media

5. POLICY

- 5.1 Alumni Survey should be available for Alumni no earlier than one year after graduation
- 5.2 Alumni Survey should be available on KSAU-HS website for 8 weeks for graduated students
- 5.3 Alumni Survey results must be anonymous and confidential
- 5.4 Survey development and modifications must receive the approval of the QAAA Steering Committee
- 5.5 Alumni Survey Questionnaire should not exceed 30 questions
- 5.6 Alumni Survey Questionnaire should consist of two parts:
 - 5.6.1 Mandatory multiple choice questions
 - 5.6.2 Optional open-ended questions
- 5.7 Survey analysis should be addressed at the earliest QAAA Steering Committee meeting
- 5.8 Any recommendations and/or action plans should be addressed and entered into the system within two months of submission.
- 5.9 The QAAA Committee at each college should document a follow-up for its respective action plans and submit it to DOQ.
- 5.10 Vice President of Educational Affairs, Vice President of DQM and Dean, DOQ shall have full access to all survey data
- 5.11 The scoring criteria is based on a scale from 1-5 where:
 - 1= Strongly Disagree
 - 2= Disagree
 - 3= Neutral
 - 4= Agree
 - 5= Strongly Agree

6. PROCEDURE

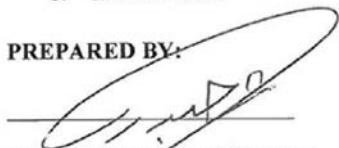
- 6.1 DOQ representative should send a reminder at the month of May of each year to DAR to obtain Alumni information of the previous year
- 6.2 DAR sends the latest graduated batch information to DOQ representative
- 6.3 DOQ representative submits the latest Alumni list and their information to the Message Center
- 6.4 Message Center distribute the Alumni Survey to all graduates
- 6.5 Message Center collect the data and send it back to DOQ representative
- 6.6 DOQ representative analyzes the data and submit summary of recommendations to the Steering Committee for discussion
- 6.7 Steering Committee discusses the summary recommendations
- 6.8 DOQ representative sends the recommendations to respective colleges/departments for initiatives and action plans
- 6.9 Respective colleges/departments send their feedback and proposed action plans to DOQ representative

7. RESPONSIBILITY

The Development and Quality Management, Deanship of Quality Management and University Relation & Media are responsible for the coordination, implementation and monitoring of this APP.

8. APPROVAL

PREPARED BY:



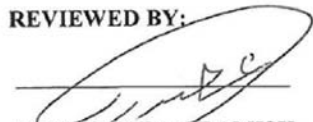
MR.ABDULAZIZ ALYAHYA

Quality Management Specialist, Deanship of Quality Management
King Saud bin Abdulaziz University for Health Sciences

29/3/2015

DATE

REVIEWED BY:



MRS.JOHARA GRAMISH

Policy Analyst I, Deanship of Development
King Saud bin Abdulaziz University for Health Sciences

29/3/2015

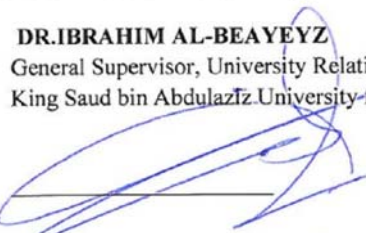
DATE

30/3/2015

DATE

DR.IBRAHIM AL-BEAYEYZ

General Supervisor, University Relations & Media Affairs
King Saud bin Abdulaziz University for Health Sciences



2/4/15

DATE

DR. KHALED AL-JAMAAN

Dean, Deanship of Quality Management
King Saud bin Abdulaziz University for Health Sciences



APPROVED BY:



PROF.MOHAMED AL-MOAMARY

Vice President, Development and Quality Management
Chairperson, QAAA Steering Committee
King Saud bin Abdulaziz University for Health Sciences

05 APR 2015

EFFECTIVE DATE

Alumni Survey - Appendix A

University Admin Tower
9th Floor, MC 3139
pdqm@ksau-hs.edu.sa



وكالة الجامعة للتطوير والجودة النوعية
Development & Quality Management Affairs

Deanship of Quality Management

ALUMNI SURVEY

Alumni Survey Objectives:

1. To be general and applicable to all alumni in the University.
2. To explore alumni's view and their level of satisfaction toward KSAU-HS resources and facilities.
3. To provide measurable quality indicators.

Alumni Survey:

- This survey is intended to be sent one year after graduation of each batch.
- The survey includes a number of multiple choices questions, demographic data, KSAU-HS experience and open-ended questions.

Response Scale:

It is recommended that each item on the survey offers responses on a five point scale.
The recommended scale is:

- 1 Strongly disagree (with the statement)
- 2 Disagree
- 3 Neutral (or undecided)
- 4 Agree
- 5 Strongly agree

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وكالة الجامعة للتطوير والجودة النوعية
Development & Quality Management Affairs

Deanship of Quality Management

Alumni Survey

College:		Program Name:		GPA Range :	
Branch:		Degree:		Age:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality:			

Please complete the survey below to help us to improve the quality of our University. The survey will take you about five minutes; it contains 26 questions divided into three parts, demographic data, KSAU-HS experience and open-ended questions.

Part (A): Demographic Data:

1. My current employment status is
 - a. Full time employed
 - b. Part time employed
 - c. Not employed but, currently seeking employment ☐ ☐ Go to No. 8
 - d. Not employed, not currently seeking employment ☐ ☐ Go to No. 8
2. I knew about my job through:
 - a. Newspaper
 - b. Internet
 - c. Media
 - d. Friend(s)
 - e. Personal application
3. I got my first job:
 - a. Before graduation
 - b. Within 3 months of graduation
 - c. 3-6 months after graduation
 - d. 6-12 months after graduation
 - e. More than 1 year after graduation
4. My current position title is:
 - a. Physician
 - b. Dentist
 - c. Pharmacist
 - d. Nurse
 - e. Respiratory Therapist
 - f. Speech Therapist
 - g. Occupational Therapist
 - h. Clinical Laboratory Specialist
 - i. Clinical Nutrition Specialist
 - j. Anesthesia Technologist
 - k. Radiology Technologist
 - l. Cardiovascular Technologist, (Cardiac Catheterization)
 - m. Cardiovascular Technologist, (Echocardiography)
 - n. Audiologist
 - o. Paramedics
 - p. Others
5. My current working area is:
 - a. Ministry of Health Hospitals
 - b. A Military sector

- c. A University Hospital
- d. A Semi-Government Organization
- e. An Nonprofit Organization
- f. The Private sector
- g. Others

6. My current region of work is in:
- a. Al-Riyadh
 - b. Makkah Al-Mukarramah
 - c. Al-Madinah Al-Munawarah
 - d. Aseer
 - e. Eastern Region
 - f. Hail
 - g. Northern Boundaries
 - h. Al-Qassim
 - i. Najran
 - j. Al-Baha
 - k. Jazan
 - l. Tabouk
 - m. Al-Jouf

7. My monthly salary is:
- a. Less than 10 ,000 SR
 - b. 10,000- 15,000 SR
 - c. 15,000-20,000 SR
 - d. More than 20,000 SR

8. Regarding education status, I am currently:
- a. Studying
 - b. Planning to continue my postgraduate education
 - c. Studying while I'm working
 - a. Not Studying ☒ ☒ Go to No. 10
 - d. Others
9. My current education or planned education is at
- a. PhD Level
 - b. Master Level
 - c. Clinical fellowship Level
 - d. Other

Part (B): KSAU-HS Experience:

	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
10. I will encourage other students to study my program at KSAU-HS.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I participated actively in extracurricular activities at KSAU-HS.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. I am interested to participate in any activities or social volunteer for KSAU-HS.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. KSAU-HS provided a safe environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. KSAU-HS provided a secure environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. KSAU-HS provided efficient e-Library services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Library resources were adequate and available when I needed them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. KSAU-HS helped me to expand intellectual skills for a person who thinks and acts critically, independently, creatively, and collaboratively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. KSAU-HS facilities (for lectures, laboratories, tutorials etc.) were of good quality.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Field experience programs (internship, practicum, cooperative training) were effective in developing my skills (ignore this item if not applicable to your program).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. What I have learned at KSAU-HS is valuable for my current status.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. I found KSAU-HS programs helped me to gain good basic skills in using technology to investigate issues and communicate results.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. I gained the required knowledge and skills of my chosen career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Overall, I am satisfied with my educational experience at KSAU-HS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part (C): Open Ended Items:

24. What did you find most useful about your KSAU-HS academic experiences?

25. What would you change or add to your academic experience at KSAU-HS?

26. Are there any comments or concerns you want to add?

Romy Marciano

From: Romy Marciano
Sent: Tuesday, April 07, 2015 11:20 AM
To: Prof. Ali Tuwaijri; jamaank@ngha.med.sa; Ibrahim Al Beayeyz (Ph.D);
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College of Public Health and Health Informatics; Divina Alma R. Baac; Everett Talisic;
Fatima Asri; Joy Ocasla; Maricel Tan; Maricel Tan; Mayeth Rebutoc
Subject: Guidelines for Alumni Survey
Attachments: dqm 1270 Guidelines for Alumni Survey.pdf

Greetings!

Please find attached memorandum from Prof. Mohamed Al Moamary regarding Guidelines for Alumni Survey.

Thank you.

Romy Marciano
Administrative Assistant
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On Behalf of:

Prof. Mohamed Al Moamary
Vice President, Development and Quality Management Affairs
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Romy Marciano

From: Romy Marciano
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Subject: Guidelines for Alumni Survey
Attachments: dqm 1270 Guidelines for Alumni Survey.pdf

Greetings!

Your copy.

Thank you.

Romy Marciano
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