



APP

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

NUMBER	: 003-P-V02-18
TITLE	: PROGRAM EVALUATION/STUDENT EXPERIENCE SURVEY
ORIGINATING DEP'T	: DEANSHIP OF QUALITY MANAGEMENT
ORIGINAL DATE	: 17.NOV.2014
REVISION DATE	: JULY 2018

1. STATEMENT OF PURPOSE

To establish policies and set of procedures for conducting, maintaining, managing and monitoring the Program Evaluation /Student Experience Survey.

2. APPLICABILITY

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

3. RELATED REFERENCES

- 3.1 NCAAA Program Specification
- 3.2 NCAAA Program Report
- 3.3 NCAAA Program Evaluation Survey/ Student Experience Survey

4. DEFINITIONS

- 4.1 **DOQ** is an acronym for Deanship of Quality Management
- 4.2 **EDUTECH** is an acronym for Corporate Educational Technology Services
- 4.3 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Sciences
- 4.4 **NCAAA** is an acronym for National Center for Academic Accreditation and Evaluation
- 4.5 **Program**: all programs in academic curriculum offered at KSAU-HS in all its regions.
- 4.6 **Program Coordinator**: A nominated faculty member from the program to coordinate program activities among all sections (male, female) within a campus.
- 4.7 **PES/SES** are acronyms for Program Evaluation Survey and Student Experience Survey
- 4.8 **QAAA Unit**: A Center for Quality Assurance and Academic Accreditation in each college or deanship.
- 4.9 **SiS** is an acronym for Students Information System

5. POLICY

- 5.1 All academic programs should be evaluated using the NCAA program evaluation/students evaluation survey form.
- 5.2 Any modification on the survey questions must be approved by the University steering committee through DOQ.
- 5.3 The survey form should consist of two parts:
 - Closed-Ended questions (mandatory), and
 - Open-Ended questions (optional)
- 5.4 The survey form 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 program coordinator, before submitting the approved final grades of program.
- 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 program coordinator for improvement.
- 5.9 PES/SES will 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 program 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 program.
- 5.15 EduTech will generate a compliance report two months after the end of each semester that will be reviewed by DOQ and presented to the programs QAAA committee.



6. PROCEDURE

- 6.1 Edu-Tech distributes PES/SES forms 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 unit chairperson within the respective college analyze and sends the survey results for each program to the college dean and the program director.
- 6.4 The program director or equivalent summarizes the survey results in a summary report and come up with corrective action plan (if any).
- 6.5 The program director or equivalent discusses the survey results within the respective program curriculum committee.
- 6.6 The respective quality unit chairperson monitor the progress on actions proposed for improving the program.
- 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. Program Evaluation /Student Experience Survey Form



9. APPROVALS

PREPARED BY:

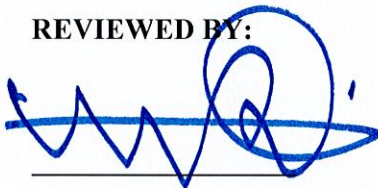


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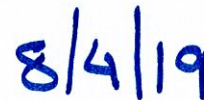
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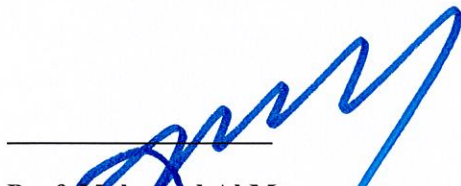
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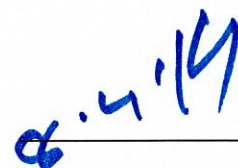


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APPROVED BY:



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King Saud bin Abdulaziz University for Health Sciences



EFFECTIVE DATE