

The University of Hafr Al-Batin's Academic Program Development Policies



بيت الحكيم

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First: Introduction

With the use of this document, the University of Hafr Al-Batin will be able to establish and approve new and amended academic programs with consistency. These instructions are required to make sure that:

- The program's needs are accurately determined.
- Program Quality.
- The recognition and accessibility of the required resources.
- Consistency and compatibility.

There are two primary sections to the regulations. The first section specifies the components that should be present in the program's curriculum, while the second section outlines the steps involved in the accreditation and approval processes.

The following are the key components of the academic program document:

- Introduction
- Program's Needs Analysis
- Program Objectives.
- The Desired Learning Outcomes (the outputs comprise the skills and duties that graduates are required to execute)
- Course Training Catalog
- Matrix of output analysis according to learning outcomes cycles
- Grading Scheme/Plan
- Academic Course Description

- Program Requirements (laboratory, number of workers needed, facilities, and capacity)
- Internal and External Auditing

This document will discuss each of these components as well as how to get university clearance and accreditation. The structure of this paper is as follows: Each academic program component's content is covered in Section 2 while the accreditation and approval procedure is covered in Section 3. Sample matrices, a form for evaluating the program, a checklist, and a form for approving the program are all available as attachments.

Second: Academic Program Content

The substance of the primary program documents that have been proposed or updated is examined in this section.

2.1 Introduction:

The following is included in the introduction:

- The purpose of the program.
- Basic program characteristics.
- Results of contrasts with other programs of a similar nature.
- Sorting out documents.

2.2 Program Analysis

The following should be considered in program analysis:

- Proof of both domestic and foreign demand (market research, strategic mapping of locations with potential student populations, etc.).
- The program's distinctive opportunities.

- Current and equivalent initiatives in the Kingdom of Saudi Arabia
- A comparison of the proposed program with the present one, taking into account the following:

Lists of New courses

Lists of Canceled courses

Lists of Modified courses

2.3 Program Objectives:

The program's objectives should be specific, quantifiable, and aligned with the university's and the college's missions.

The following information has to be in the thorough description:

- Program Objectives
- Statement of the University and College Mission
- An explanation of the program's goals and how closely they align with the institution's and college's mission statements
- The program's content must, if applicable, satisfy the standards of the appropriate international accreditation organization. The curriculum must adhere to the National Committee for Academic Accreditation and Assessment's standards.

2.4 Program Learning Outcomes:

The numerous objectives, as well as the skills and duties that graduates are anticipated to possess after completing this program, should be listed in this section.

2.5 Course list

This part of Appendix A should be accompanied with a sample output-related matrix.

The programs and matrices that are accessible that are connected to the learning objectives courses must provide a list of the courses (course title and number only). A sample of the relevant matrix is shown in Appendix A.

2.6 Grading Plan

A grading plan, which displays the sequence of courses in each semester, must be linked to the program.

2.7 Course Specification:

The following list of new and suggested course descriptions should be included with the program:

- Course ID and name
- The program and its outcomes
- Course Specification
- Prerequisites
- E-books and sources
- if any weekend computer use
- labs, and (if any) laboratories
- The distribution of the material among the credit hours (if any) for math, the fundamental sciences, engineering, including engineering sciences and engineering design, the core requirements of the College of Industrial Administration, and general education requirements.

Existing programs come with a comprehensive booklet.

2.8 Program Requirements

Clearly defined program criteria must include the following:

1. Mandatory manpower:
2. Support workers
3. Laboratories and labs (capacity, tools, and equipment) Offices (capacity, furnishings, and equipment)

2.9 Initial Implementation Plan

The department is required to create an initial implementation strategy that contains the following elements:

- The program's anticipated start date
- The transition from the current program to the suggested program
- The accessibility of program criteria.

2.10 Internal and external Auditing

The department must carry out the following throughout the creation of the new or updated program:

- Have faculty members with expertise in the program's field conduct a thorough evaluation of the program. Utilize the checklist for program assessment given in Appendix B.
- Compare your program against 10 others that are both domestic and abroad. The following is included in the comparison:

Admission standards, as applicable

Basic courses

Elective courses

Courses required for higher education

- Try to input information for the program-related departments at the University of Hafr Al-Batin. Within two weeks, data from other departments must be sent as well.
- Make an effort to perform an outside evaluation of the program, involving both business and academics. Utilize the Appendix B Program Evaluation Form.

A program checklist found in Appendix B aids in determining if specific things are mentioned in the program documentation. Additionally, a program approval form is provided to track the inflows and outflows of the suggested program.

Third: The Accreditation and Approval Process:

Below are specifics of the program's accreditation and approval processes:

1. The department council must get a copy of the program's final draft before it can be discussed or approved. The program is sent to the College Council for additional work after receiving the Department Council's approval.
2. Within four weeks of the program's submission, the college council will assess it. If the program is accepted, it will be sent to the academic committee for bachelor's programs or the Postgraduate Studies Council for postgraduate programs, depending on the situation.
3. Within six weeks of the program's submission date, the Graduate Studies Council must assess and evaluate any postgraduate programs. It will be submitted to the academic committee for additional work if it is accepted. Within six weeks of the program's submission date, the Academic Committee will analyze and review bachelor's programs. The program will be sent to the University Rector if it is accepted.
4. Within six weeks of the program's submission, the Academic Committee examines, assesses, and recommends any required changes to His Excellency the Rector of the University. The appropriate department will be asked by the chair of the academic committee to create a program implementation plan in collaboration with the Deanship of Admission and Registration.

5. The University Rector receives the program for review and approval.

6. Before being presented to the University Council, the program is referred to the Review and Publication Committee for editing.

It shouldn't take more than two weeks to edit the document.

7. The University Council will be consulted before final approval of the curriculum is granted.

8. If the program is authorized by the University Council, the pertinent department and the Deanship of Admission and Registration will be informed when it goes into effect.

Appendixes

Appendix A (Samples)

A.1 A sample of a matrix of learning outcomes for program objectives

B. A Sample program output matrix in A.

A.1 sample of a matrix of learning outcomes for program objectives

Program Learning Objectives					Program Learning Outcomes
Thinking skills,, problem-solving, and communication	beginning to manage change	Recognize the profession and assume responsibility	IT Recruitment	Empowering organizations to make the best decision	
			×	X	Mathematics, Applied Science and Engineering
X				X	Experimental Design and Data Analysis
	X		X	X	Integrated Systems Development
X	X				Effective Communication
			X		Using Updated SE Tools
X		X			courteously and professionally

B. A Sample program output matrix in A.

Courses Program	Program Learning Objectives					
	Mathematics, Applied Science and Engineering	Experimental Design and Data Analysis	Integrated Systems Development	Effective Communication	Using Updated SE Tools	Courteously and Professionally
Math 102 Math 201 Math 260 SE 201 SE 205 SE 325 SE 320	X	X				
SE 303 SE 421 SE 305			X		X	
SE 323 SE 405				X		
SE 307 SE 447	X					
ENGL 101 ENGL 102 ENGL 214 IAS 201 IAS 301				X		
IAS 212 IAS 322						X

Appendix B (Forms)

B.1 Form for Program Evaluation/ Assessment

B.2 Form for Program Checklist

B.3 Form for Program Approval

B.1 Form for Program Evaluation/ Assessment

This form is used to examine the proposed/modified academic curriculum internally and externally.
Please complete the form with your reasons.

1- Does the evaluation you're looking at allow you to give the program your blessing?

- ☐ strongly disagree
- ☐ refuse
- ☐ I agree
- ☐ Strongly agree

The reasons:

.....

2- Program Objectives

- ☐ Very Important
- ☐ Important
- ☐ Not Important

The reasons:

.....

3- Program Outcomes

- ☐ Very Important
- ☐ Important
- ☐ Not Important

The reasons:

.....

4- Program objectives and learning outcomes are in line with each other.

- ☐ strongly disagree
- ☐ refuse
- ☐ I agree
- ☐ Strongly agree

The reasons:

.....

5- The program's objectives and requirements are aligned.

- ☐ strongly disagree
- ☐ refuse
- ☐ I agree
- ☐ Strongly agree

The reasons:

.....

6- Program research offers the breadth and depth needed for the proposed degree.

- ☐ strongly disagree
- ☐ refuse
- ☐ I agree
- ☐ Strongly agree

The reasons:

7- Does the design element fit with this program?

- ☐ Enough
- ☐ Less than Enough
- ☐ Not Enough
- ☐ Not applicable

The reasons:

8- Does the program analysis fit with this program?

- ☐ Enough
- ☐ Less than Enough
- ☐ Not Enough
- ☐ Not applicable

The reasons:

9- Does the lab/lab component fit with this program?

- ☐ Enough
- ☐ Less than Enough
- ☐ Not Enough
- ☐ Not applicable

The reasons:

10- Does the use of the computer fit with this program?

- ☐ Enough
- ☐ Less than Enough
- ☐ Not Enough

The reasons: -----

11- Do the available resources—people, space, labs, factories, etc.—support the program effectively?

- ☐ Enough
- ☐ Less than Enough
- ☐ Not Enough

The reasons:

12- How would you grade the proposed program in comparison to comparable well-liked programs?

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Acceptable

The reasons:

13- Do you have any recommendations for enhancing the suggested program?

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B.2 Form for Program Checklist

Put a tick (✓) in front of the thing that's in the program documentation list.

Reasons for not listing	Included		Item
	No	Yes	
			1. Program Analysis
			2. Program Objectives
			3. Learning Outcomes
			4. Training Course List
			5. Grading Plan
			6. Course Specification
			7. Facilities (lab/laboratory, offices, etc.)
			8. Manpower Requirements
			9. Executive Plan
			10. Other Well-Known Programs
			11. contributions from other University of Hafr Al-Batin departments
			12. External Evaluation of New programs

B.3 Form for Program Approval

Maximum Period in Weeks	Receipt Date	Submission Date	Unit
4			College Council
6			Postgraduate Council
6			Academic Committee
2			Publication and Review Committee