

**Developmental Review  
Program Review Schedule at King Saud University**

**Responsible Faculty member: Dr. Osama Al-Gohary  
Mobile: 0452201451 (4677151)**

**Day 1 Saturday November 8**

Sr. #	Time	Location	Who	Activity	Room #	Participants
	8.00		TT	Depart from Hotel for Draeah Campus		
1	8.30	Central location	TT	Initial meeting with NCAAA representatives (Background, queries, organizational arrangements, clarification of matters relating to standards if required). Initial team meeting.		
2	10.00	Central location	TT	Meeting with Quality Director, Senior representative from women's campuses. Explanation of general processes for self study and organizational arrangements for reviews, technical assistance arrangements, within-institution transport arrangements, etc.		
	10.30			----- Break -----		
3	11.00	Central location	TT	Meeting with Academic Vice Rector and representatives of senior academic council. (Brief presentation followed by questions and discussion) Explanation of processes for approval of new programs and major program changes, and institutional monitoring of program quality.		
	12.00			----- Prayer -----		
4	12.15	Central location	TT	Initial meeting with Rector, Vice Rectors. (Brief presentation followed by discussion) Overview of issues and priorities for the institution, discussion of main elements of strategic planning arrangements.		
5	1.00		TT	----- Lunch -----		
6	2.15	Departments	PTs (M&W together)	Meetings in meeting rooms in academic departments. Deans, heads of department and members of self study steering committees. Overview of program structure and objectives. Discussion of processes for conduct of self study. Explanation of materials provided and arrangements for assistance.	2159	Dr. Mogren, Dr.Tassan, Dr.Gohary, Dr.Fadan, Dr.Namir, Dr.Abouelmajd
7	3.00	Departments	PTs	Panel Meetings. Review of materials provided	2151 & 2153	
	3.30			----- Prayer -----		
8	3.45	Departments	PTs	Panel meetings. Discussion of issues arising from self study documentation, review of investigation strategies.		
9	4.30			----- Finish -----		
	4.45		PTs	Return to Hotel		

## Day 2 Sunday November 9

Sr. #	Time	Location	Who	Activity	Room #	Participants
	8.00		PTs	Depart from Hotel. Men travel to Draeah campus, and women to women's campuses where programs are located.		
10	8.30	Depts. In M/ F Campuses	PTs	Meeting with heads of departments or senior women involved in programs on each campus. Tour of facilities for the programs – classrooms, laboratories, etc. For female reviewers in women's sections introduction to documents and materials available for reference.	G068,G069, G072,1012, 2129, 2130, 2132, 2133	Dr. Gohary Dr. Abdou, Dr. Khateeb Arch. Haithem Eng. Kaleem
11	09.15	Depts. In M/ F Campuses	PTs	Meeting with member(s) of committee(s) responsible for preparation of self study analysis of standards 1, 2 and 3. (Mission and Objectives, Program 'Administration).	2151	Dr. Tassan, Dr.Gohary, Dr.Fadan, Dr.Namir
	10.00			----- Break -----		
12	10.30	Depts. In M/ F Campuses	PTs	Review of examples of student tests and assignments, information about grade distributions, evidence of standards of achievement.	2153	
13	11.15		PTs	Panel Meeting		
	12.00			----- Prayer -----		
14	12.15	Depts. In M/ F Campuses	PTs	Meeting with members of committees responsible for preparation of self study analysis of standard 4 (Learning and Teaching).	2151	Dr. Tassan, Dr.Gohary, Dr.Fadan
	1.00		PTs	Working Lunch	2151	
15	1.30	Depts. In M/ F Campuses	PTs	Meeting with undergraduate students –cross section of students from different years within the program.	2151	
16	2.15	Depts in M/ F Campuses	PTs	Meeting with cross section of staff teaching in the program –range of courses and mix of recent and long term staff.	2151	Dr.Otahbachi, Dr.Balila, Dr. Abdou, Dr. Tayyash Arch.AIFadal,
	3.00			----- Prayer -----		
17	3.15		PTs	Panel Meeting.		
18	3.45	Depts in M/ F Campuses	PTs	Meeting with representatives of sub-committee responsible for self study analysis of standard 5, (Student Administration and Support Services) and representatives of staff responsible for career advice and student counseling within the program.	2151	Dr. Tassan, Dr.Gohary, Dr.Fouzan, Dr.Fadan, Dr.Degheishem, Dr.Jammaz
	4.30		PTs	Return to Hotel		
	5.00		PTs	For programs with programs on male and female campuses, De briefing meeting at Hotel		

**Day 3 Monday November 10**

Sr. #	Time	Location	Who	Activity	Room #	Participants
	8.00		PTs	Depart from Hotel. Men travel to Dreah campus, and women to women's campuses where programs are located.		
19	8.30	Central location	MPTs	Dreah Campus Meeting with staff responsible for maintenance and dissemination of statistical data on student performance and progression, KPIs and internal information systems. (Combined meeting for all program review panels).		
19a	08.30	Depts. in female Campuses	WPTs	Meeting with senior staff responsible for monitoring student employment outcomes, identifying employment needs and following up of graduates. Discussion of employment outcomes for female graduates and strategies for increasing employment outcomes (all students).		
20	09.15	Male and female Campuses	PTs	Visit to library (Branch or central library as appropriate – may be combined group of several programs). Discussion with library staff about matters considered in Standard 6.	1021	Dr. M. Hussayen
	10.15			----- Break -----		
21	10.30	Depts in male/female campuses	PTs	Panel Meetings.		
22	11.15	Depts. In male/female campuses	MTs	Meeting with graduates		
	12.00			----- Prayer -----		
	12.15	Depts. in Male/ Female Campuses	PTs	Working Lunch		
23	1.00	Depts in Male/ Female Campuses	MT	Meeting with representatives of sub-committees responsible for self study report on standards 7 and 8. (Facilities and Equipment and Financial Planning and Management) and with head of department or senior female faculty member responsible for program planning and administration.	2151	Dr. Mogren, Dr.Gohary, Dr.Fouzan, Dr.Fadan
24	1.45	Depts in male/female campuses	WT	Meeting with representatives of sub-committees responsible for self study report on standard 9 (Employment Processes) and with head of department or senior female faculty member involved with program planning and administration.	2151	Dr. Tassan, Dr.Gohary, Dr.Fadan

Sr. #	Time	Location	Who	Activity	Room #	Participants
25	2.30	Depts in male/female campuses	PTs	Panel Meeting		
	3.00			----- Prayer -----		
26	3.15	Depts in male/female campuses	PTs	Consultation about research activities and research development strategies in department. Meet with representatives of sub-committee on Standard 10 and Head of department or alternative person involved with research development.	2151	Dr.Abdou, Dr.Abbasi, Dr. Fadan, Dr.Jammaz
27	4.00	A Depts in male/female campuses	PTs	A. For teams for programs with male or female students only, review of days activities. General conclusions and identification of matters requiring further consideration. B. For teams for programs with male and female students, return to hotel for meeting to consider similarities, differences general conclusions etc.		
	4.45		PTs	A Return to hotel. B. Meeting at hotel as described above.		

**Day 4 Tuesday November 11**

Sr. #	Time	Location	Who	Activity	Room #	Participants
	8.00		PTs	Depart from Hotel. Men travel to Dreah campus, and women to women's campuses where programs are located.		
28	8.30	Depts in male/female campuses	PTs	Meeting with representatives of sub-committee responsible for self study report on relationships with the community and staff in the program involved with development and support for those relationships.	2151	Dr. Mogren, Dr.Fouzan, Dr.Jammaz, Dr.Aamir, Mr. Salmi
29	09.15	Depts. in male/female Campuses	PTs	Meeting with employers of graduates	2151	Dr. Hathloul Dr. Mousalli Arch.Tashkandi Arch.Shoaiibi Arch.Shawaf Arch. Hamrah Arch. AlJohar
	10.00			----- Break -----		
30	10.15	Depts in male/female campuses		Panel Meeting		
31	10.45	Depts in male/female campuses	PTs	For programs with a significant field experience component (Work experience, summer program, internship, clinical placement etc.) meeting with a representative group of staff responsible for supervision of students in those placements..	2151	Dr. Gohary, Dr. Balila, Dr.Fadan, Dr.Abbasi, Dr.Abanomy, Dr.Otahbachi
32	11.30	Depts. In male/female campuses	PTs	Meeting with representatives of sub committee preparing self study report on standard 3 (Management of Quality Assurance Processes) and staff responsible for planning/management of ongoing quality assurance arrangements.	2151	Dr. Tassan, Dr. Fadan
	12.00			----- Prayer -----		
	12.15			Women return to Dreah campus.		
	12.45	Depts		Working Lunch		
33	1.30	Depts	TT	Drafting and consultations about sections of report. Further consultations or visits if required.		
	3.30			----- Prayer -----		
	3.45	Depts		Continuation of drafting of sections of report		
	4.45			Return to Hotel		
	4.45		PTs	A Return to hotel. B. Meeting at hotel as described above.		

**Day Wednesday November 12**

Sr. #	Time	Location	Who	Activity	Room #	Participants
	8.30		PT	Depart from Hotel for Dreah campus.		
34	9.00	Depts	TT	Review of recommendations and suggestions for report. Amendments to draft if required.		
	10.15			----- Break -----		
35	10.30	Depts		Briefing meeting on report with Dean, Head of Department, Chair of Steering Committee	2151	Dr. Mogren, Dr.Tassan, Dr. Gohary, Dr.Fadan
36	11.00	Depts.		Briefing and summary reports to department staff. (Male/female combined if possible).		
	12.00			----- Prayer -----		
37	12.30	Central location		Combined briefing for Rector, Vice Rector Academic (All Programs)		
	1.30			----- Lunch -----		
38	2.30	Central location		Combined summary reports to general meeting.		
	3.30			-----Prayer-----		
	3.45			Concluding Activities		
	4.00			Depart for hotel/airport		



Sr. #	Time	Location	Who	Activity	Room #	Participants
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	3.00			----- Prayer -----		
26	3.15	Depts in male/female campuses	PTs	Consultation about research activities and research development strategies in department. Meet with representatives of sub-committee on Standard 10 and Head of department or alternative person involved with research development.	2151	Dr.Abdou, Dr.Abbasi, Dr. Fadan, Dr.Jammaz
27	4.00	A Depts in male/female campuses	PTs	A. For teams for programs with male or female students only, review of days activities. General conclusions and identification of matters requiring further consideration. B. For teams for programs with male and female students, return to hotel for meeting to consider similarities, differences general conclusions etc.		
	4.45		PTs	A Return to hotel. B. Meeting at hotel as described above.		