|  |  |
| --- | --- |
| **Program Name:** |  |
| **Qualification Level:** |  |
| **Department:** |  |
| **College:** |  |
| **Institution:** |  |
| **Academic Year:** |  |
| **Main Location:** |  |
| **Branches offering the Program:** | * …………………………………………….. * …………………………………………….. * …………………………………………….. |

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# A. Implementation of Previous Action Plan

Considering the recommendations of the previous year annual report, list the planned actions and their status.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Priorities for Improvement** | **Planned Actions** | **Responsibility of Action** | **Planned**  **Completion Date** | **Level of Completion** | | **If Not Completed** | |
| Completed | Not Completed | Reasons | Proposed Actions |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# B. Program Statistics

## 1. Students Statistics (in the year concerned)

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Results** |
| 1 | Number of students enrolled at all levels of the program |  |
| 2 | Number of students who started the program |  |
| 3 | Number of students who graduated |  |
| 4 | Number of students who completed major tracks within the program (if applicable) | |
| a. |  |
| b |  |
| c. |  |
| 5 | Number of students who completed an intermediate award specified as an early exit point (if any) |  |

## 2.Analysis of Program Statistics

(including strengths, areas for improvement, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# C. Program Learning Outcomes Assessment

## 1. Program Learning Outcomes Assessment Results.

| **#** | **Program Learning Outcomes** | **Assessment Methods**  (Direct and Indirect) | **Performance Target** | **Results** |
| --- | --- | --- | --- | --- |
| **Knowledge and Understanding** | | | | |
| K1 |  |  |  |  |
| K2 |  |  |  |  |
| K3 |  |  |  |  |
| K4 |  |  |  |  |
| K.. |  |  |  |  |
| **Skills** | | | | |
| S1 |  |  |  |  |
| S2 |  |  |  |  |
| S3 |  |  |  |  |
| S4 |  |  |  |  |
| S.. |  |  |  |  |
| **Values** | | | | |
| V1 |  |  |  |  |
| V2 |  |  |  |  |
| V3 |  |  |  |  |
| V4 |  |  |  |  |
| V.. |  |  |  |  |
| **Comments on the Program Learning Outcomes Assessment Results.** | | | | |
|  | | | | |

\* Include the results of measured learning outcomes during the year of the report according to the program plan for measuring learning outcomes

\*\* Attach a separate report on the program learning outcomes assessment results for male and female sections and for each branch (if any)

## 2. Analysis of Program Learning Outcomes Assessment

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# D. Summary of Course Reports

## 1. Teaching of Planned Courses / Units

List the courses / units that were planned and not taught during the academic year, indicating the reasons and compensating actions.

| **Course** | **Units/Topics** | **Reasons** | **Compensating Actions** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 2. Courses with Variations

List courses with marked variations in results that are stated in the course reports, including: (completion rate, grade distribution, student results, etc.), and giving reasons for these variations and actions taken for improvement.

| **Course Name &Code** | **variation** | **Reasons for variation** | **Actions taken** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 3. Analysis of Course Reports’ Results

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# E. Program Activities

## 1. Student Counseling and Support

|  |  |
| --- | --- |
| **Activities Implemented** | **Brief Description\*** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Comment on Student Counseling and Support \*\*** | |
|  | |

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

## 2. Professional Development Activities for Faculty and Supporting Staff

| **Activities Implemented** | **Number of participants** | | **Brief Description\*** |
| --- | --- | --- | --- |
| Faculty | Supporting Staff |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Comment on Professional Development Activities for Faculty and ~~Other~~ Supporting Staff \*\*** | | | |
|  | | | |

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

## 3. Scientific Research, Innovations and Inventions

**a. Research Achievements** (in the year concerned)

| **Scientific Production Source**  (Research Group/Research Chair/Individual Research/Research Project, etc.) | **Number of Participants** | | **Classification of Scientific Production**  (Research, worksheets, books, inventions, etc.) | **Production Status**  (Published, accepted for publication, patented, etc.) |
| --- | --- | --- | --- | --- |
| **Students** | **Teaching Staff** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

\* Attach a research production statement of the faculty and students in the program including basic data such as (researcher's name, research title, publishing entity, publishing date, etc.)

\*\* In the case of multiple scientific production, the program lists the numbers for each classification individually (Example in individual research: if the total number is (10) in the case of production (6) published, and (4) acceptable for publication, etc.)

**Comment on Research Achievements**

|  |
| --- |
|  |

**b. Theses**(approved during in the year concerned)

|  |  |  |  |
| --- | --- | --- | --- |
| **Thesis Title** | **Researcher's Name** | **Supervisor’s Name** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Comment on Theses**

|  |
| --- |
|  |

## 4. Analysis of Program Activities

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# F. Program Evaluation

## 1. Evaluation of Courses

| **Course Code** | **Course Title** | **Student Evaluation**  ( Yes-No) | **Other Evaluations**  (Specify) | **Developmental Recommendations** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 2. Evaluation of Scientific Supervision

**a. Students Evaluation of Scientific Supervision**

|  |  |
| --- | --- |
| **Evaluation Date :** | **Number of Participants:** |
| **Students Feedback** | **Program Response** |
| **Strengths:** |  |
| **Areas for Improvement::** |  |
| **Suggestions for improvement:** |  |

**b. Other Evaluation of Scientific Supervision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation method :** | **Date:** | | **Number of Participants :** |
| **Summary of Evaluator(s) Review** | | **Program Response** | |
| **Strengths:** | |  | |
| **Points for Improvements::** | |  | |
| **Suggestions for improvement** | |  | |

## 3. Students Evaluation of Program Quality

|  |  |
| --- | --- |
| **Evaluation Date :** | **Number of Participants:** |
| **Students Feedback** | **Program Response** |
| **Strengths:** |  |
| **Areas for Improvement::** |  |
| **Suggestions for improvement:** |  |

\* Attach report on the students evaluation of program quality

## 4. Other Evaluations (if any)

(e.g. Evaluations by independent reviewer, program advisory committee, and stakeholders (e.g., faculty members, alumni, and employers)

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation method :** | **Date:** | | **Number of Participants :** |
| **Summary of Evaluator(s) Review** | | **Program Response** | |
| **Strengths:** | |  | |
| **Points for Improvements::** | |  | |
| **Suggestions for improvement** | |  | |

\* Attach independent reviewer’s report and stakeholders’ survey reports ( if any)

## 5. Key Performance Indicators (KPIs)

List the results of the program key performance indicators (including the key performance indicators required by the National Center for Academic Accreditation and evaluation)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **KPI** | **Target**  **Benchmark** | **Actual**  **Value** | **Internal**  **Benchmark** | **Analysis** | **New Target**  **Benchmark** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **Comments on the Program KPIs and Benchmarks Results :** | | | | | | |
|  | | | | | | |

## 6. Analysis of Program Evaluation

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# G. Difficulties and Challenges Faced Program Management

|  |  |  |
| --- | --- | --- |
| **Difficulties and Challenges** | **Implications on the Program** | **Actions Taken** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*Internal and external difficulties and challenges

# H. Program Improvement Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Priorities for Improvement** | **Actions** | **Action**  **Responsibility** | **Date** | | **Achievement Indicators** | **Target Benchmark** |
| Start | End |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |

# I. Report Approving Authority

|  |  |
| --- | --- |
| **Council / Committee** |  |
| **Reference No.** |  |
| **Date** |  |

# J. Attachments :

* **A separate cohort analysis report for male and female sections and for each branch (if any)**
* **A report on the program learning outcomes assessment results for male and female sections and for each branch (if any)**
* **A research production statement of the faculty and students in the program including basic data such as (researcher's name, research title, publishing entity, publishing date, etc.)**
* **A report on the students evaluation of program quality**
* **Independent reviewer’s report and other survey reports (if any)**