


NCAAA Program Accreditation Site Visit Schedule

King Saud University, College of Engineering, Riyadh, KSA
Electrical Engineering 26-30 April 2015

NCAAA Information		King Saud University Information		Review Panel
Office Manager	Mr. Mashari M. Alsikan msaikan@ncaaa.org.sa	KSU Quality Director	Dr. Mohammed Sharaf Mobile: 050646967 mfsharaf@ksu.edu.sa	<ol style="list-style-type: none"> 1. Nabil Sarhan 2. Barry Mills (Chair) 3. Danny Morton
Accreditation Consultant	Dr. Gregory J. Maffet 053 307 4347 gjmaffet@hotmail.com	KSU Public Relations		
Approved	 Dr. Saad S. Al-Zahrani Assistant Secretary General April 20, 2015	KSU Visit Coordinator		

Below is a basic template to be used to develop a Review Panel Schedule for a particular program site visit. On the template position titles are used as samples for illustrative purposes. The template will be developed and revised by the Review Panel Chair, Program officials, and NCAAA to fit each specific program. When the template has been fully developed for a particular program then it will say it is the "Final Schedule" on the cover page. The NCAAA Assistant Secretary General determines the Final Schedule.

During the visit the Review Panel, under the direction of the Chair, may suggest adjustments to the schedule as necessary to successfully carry out the Review. Unforeseen or unanticipated situations, concerns, emergencies, or issues may arise that require changes to be made. Members of the Review Panel, Program officials, and NCAAA Accreditation Consultant are expected to be flexible, respectful, and committed to the success of the Review.

When the schedule is developed, essential elements include: all levels of administration and stakeholders are to be included; adequate time needed for travel between male and female sections (if applicable); all program departments must be included in the program review visit; sufficient time is needed for food and refreshments, group meeting size should not exceed 12; once the visit officially starts the Chair has final authority over the schedule after consultation with the Accreditation Consultant.

The NCAAA *Academic Coordinator* will attempt to ensure that all Review Panel members arrive with sufficient time to attend the orientation and organizational meeting.

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Notations:

1. The schedule includes specific times for the Review Panel to privately and confidentially work, discuss observations, exchange ideas, and write. Positions and title names will be different among institutions and programs, adjustments will be made to fit.
2. Normally groups are made up of eight to ten members.
3. Groups may be determined to include males and females unless separate sections are identified; groups should be cross-sections to represent a wide range of participants from various programs or departments. The Review Panel attempts to maximize the number of different personal contacts.
4. Once specific dates are determined then dates will be inserted at the top of each page and **prayer times will be included by the Program leaders.**
5. Dinner gatherings should not go beyond 9 pm. Breakfast is optional or may be requested by Chair.
6. Coffee, tea, or other drinks and refreshments will be provided by university or college program.
7. Please provide NCAAA with the names and titles of staff and students attending the meetings and place their names on the meeting tables.
8. Where there are different Program campuses serving the institution, teams may split in order that some Review Panel members can visit each campus.
9. When there is one Dean overseeing more than one program/department then there will be combined meetings with the Review Panels.
10. When there are concurrent, multiple program review visits at an institution then there are both separate and concurrent parallel meetings designed to efficiently meet jointly for program institutional discussions and separately for specific program discussions. **Each Review Panel Chair is to select a Review Panel member to attend the combined program meetings and the other members will attend their specific, individual program meetings.**

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Friday, April 24

Time	Activity	Participants	Location
Per flight schedule	Riyadh arrival and transport to hotel.	Review Panels	Hotel
Between 7:00 pm-9:00 pm	Dinner – Informal social gathering, review work expectations, and establish a collegial and supportive relationship. Discussion of issues arising from self study, documentation, and questions.	Review Panels NCAAA Accreditation Consultant (AC)	Hotel

** If translation is needed, the Program is responsible. Translation should not be provided by the administrators or faculty members of the institution.*

Saturday, April 25

Time	Activity	Participants	Location
6:30am- 9:00	Breakfast	All Review Panels	Hotel
9:00am- 9:30	Travel to King Saud University	All Review Panels	
9:30am- Noon	NCAAA Orientation Mtg.	All Review Panels, NCAAA AC	KSU
Noon- 1:30	Lunch & Prayer	All Review Panels, NCAAA AC	KSU
1:30pm- 4:00	Review Panel Organization Mtg. (separate panel mtgs.); assignments, questions, discussion, evidence, and schedule. Chair appoints members to attend joint panel mtgs.	All Review Panels, NCAAA AC	KSU
7:00pm- 9:00	NCAAA social dinner	All Review Panels, NCAAA AC	

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Day 1 –Sunday, April 26				
Session No.	Time	Activity	Participants	Location
	6:30am – 7:30	Breakfast – as determined by Chair	Review Panels	Hotel
	7:30am	Depart to Institution	Review Panels	Hotel
1	8:15am– 8:30	Mtg. with ACs, review protocol, schedule, logistics, & activities.	All Review Panels & AC. (NO KSU STAFF)	Joint Program Mtg. Room
2	8:30am- 9:45	Reception-Orientation; establish collegial & supportive relationship College of Engineering (CoE) Administration Formal mtg. with College Dean; overview of vision, mission, goals, objectives, and priorities. Discussion about the main elements of the CoE approach to quality assurance and strategic planning (Standard 1 & 3).	All Review Panels & AC Dean of College, Vice Deans of Programs QA Director / Quality Coordinators Dr. Khalid Alhumaizi, (Dean of CoE); Dr. Waleed Zahid (Vice Dean for Dev .& Quality) Dr.Abdulmohsen Albedah (Vice Dean) Dr.Ahmad Alashaikh (Vice Dean for Academic Affairs) Dr.Mohammed Alashaikh (Vice Dean for research and graduates studies Affairs) Dr.Mohamed Sharaf (Head of Quality Unit) ELECTRICAL, CIVIL, PETUROLUM and NUTRAL GAS, INDUSTRIAL Department Chairmen & (Surveying Program Coordinator)	Joint Program Mtg. Room 1A36

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Day 1 –Sunday, April 26				
Session No.	Time	Activity	Participants	Location
3	9:50am-10:00	CoE Accreditation Coordinator & team to discuss Arrangements for the visit, materials, evidence, technical support, and logistical arrangements or assistance.	All Review Panels & AC CoE Accreditation Coordinator & team Dr. Waleed Zahid (Vice Dean for Dev.& Quality) Dr.Mohamed Sharaf (Head of Quality Unit) Electrical, Civil, Petroleum & Natural Gas, Industrial Departments Chairmen, & (Surveying Program Coordinator) Coordinators of Accreditation Unit & Team for 4 Programs	Joint Program Mtg. Room 1A36
4	10:00am-11:15	Break and Tour CoE Campus Tour facilities (Standard 7).	All Review Panels (4 separate tours)	CoE Campus
5	11:15am-Noon	SSRP; discussion on the process & preparation of the SSRP, KPI's with benchmarking & analysis, and the ongoing quality assurance processes and arrangements (Standard 3).	Review Panel + AC Program Coordinators; QA team responsible for the SSRP Dr. Abdulhameed Al-Sanie Dr. Ibrahim Elshafiey	Program mtg. rooms

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Day 1 –Sunday, April 26				
Session No.	Time	Activity	Participants	Location
6	12:05pm-1:00	Informal Lunch & Prayer	All Review Panels + AC CoE Dean & Vice Deans/Program Coordinators, QA Director Dr. Khalid Alhumaizi, (Dean of CoE); Dr. Waleed Zahid (Vice Dean for Dev.& Quality) Dr.Abdulmohsen Albedah (Vice Dean) Dr.Ahmad Alashaikh (Vice Dean for Academic Affairs) Dr.Mohammed Alashaikh (Vice Dean for Research & Graduates Studies) Dr.Mohamed Sharaf(Head of Quality Unit) Electrical, Civil, Petroleum & Natural Gas, Industrial Engineering Departments Chairmen. Coordinators Of Accreditation Unit For 4 Programs.	CoE Sporting Hall
7	1:05pm– 1:55	Program Coordinators; discussion and overview related to vision, mission, goals, objectives, and priorities for the Program-Department, including the main elements of the Program approach to QA & strategic planning (Standards 1, 2 and 3).	Review Panel + AC Program Coordinators & Assistants, Quality Committee for the program. Dr. Abdulhameed Al-Sanie Dr. Ibrahim Elshafiey Member of Acc. & quality Unit	Program mtg. rooms

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Day 1 –Sunday, April 26				
Session No.	Time	Activity	Participants	Location
8	2:00pm– 2:55	Explanation of division of responsibilities among different levels of the Program, processes for approval of new tracks & major program changes, level monitoring of program quality, planning, accountability & reporting arrangements, & documentation of policies & procedures; KPI's & benchmarking,(Standard 2 & 3).	Review Panel + AC Program Coordinators, senior officials for academic affairs, Vice Dean of Acad. Affairs, Vice Dean of Quality; Dr. Waleed Zahid (Vice Dean for Dev.& Quality) Dr. Ahmad Alashaikh (Vice Dean for Academic Affairs) Coordinators Of Accreditation Unit For 4 Programs (Electrical, Surveying, Petroleum & Natural Gas, Industrial.	Joint Program Mtg. Room 1A36
9	3:00pm– 3:30	Break & Prayer	All Review Panels	Panel Rooms
10	3:30pm- 4:30	Review Panel mtg., preparation & questions Review of resource materials and evidence	Review Panel + AC	Panel Room
	4:30pm- 5:00	Depart to hotel		
	7:00pm-9:00	Dinner & meeting – determined by Chair	All Review Panels	Hotel

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Day 2 – Monday, April 27				
Session No.	Time	Activity	Participants	Location
	7:30am- 8:00	Depart to Institution	All Review Panels	Hotel
	8:15am– 8:30	Reception		Panel Room
11	8:30am– 9:25	Discussion with 8-10 undergraduates (Standards 4, 5, 6 & 7)	Review Panels + AC Undergraduate students (cross sample)	Program mtg. rooms
12	9:30am– 10:25	Discussion with graduates & alumni; 8-10 from those who graduated in the last 5 years (Standards 4, 5, 6, & 7)	Review Panels + AC Cross-sample of alumni	Program mtg. rooms
13	10:30am-10:45	Break	Review Panel	Program mtg. rooms
14	10:45am–11:45	Program and Course Learning Outcomes, LO Assessment & Mapping (Standard 4.1 & 4.4 – LO & Assessment).	Review Panel + AC Faculty (cross sample). (will provide names the first day of visit)	Program mtg. rooms
15	11:50am-1:00	Working Lunch & Prayer	All Review Panels	Panel Room
16	1:00pm – 2:00	Teaching staff mtg. to discuss, Course Specifications, Course Reports, Field Experience, Annual Reports, and KPIs; National Qualifications Framework (Standard 3 & 4).	Review Panel & AC Faculty Members (cross-sample) (will provide names the first day of visit)	Program mtg. rooms
17	2:05pm– 3:00	Discussion of research development strategies, support for extending research faculty, & program research activities (Standard 10)	Program Director Department Chair of Research and research committees; faculty representatives actively in research (will provide names the first day of visit)	Program mtg. rooms
18	3:00pm– 3:30	Break & Prayer	All Review Panels	Panel Rooms
19	3:30pm– 4:30	Review Panel mtg. to discuss findings, prepare for additional mtgs. or visits (determined by Chair), review evidence, and writing.	Review Panels	Panel Rooms
	4:30pm	Return to hotel		
	7:00pm- 9:00	Informal dinner & discussion determined by Chair		

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Day 3 – Tuesday, April 28

Session No.	Time	Activity	Participants	Location
	7:30am	Depart to Institution	All Review Panels	Hotel
	8:15am– 8:30	Reception		
20	8:30am– 9:25	Finance & budgeting and human resources mtg. Discuss issues related to staffing, finance & budgeting, risk management, and human resources (Standards 8 & 9). Joint Meeting	Review Panel + AC Board Finance Committee member Vice Dean of Finance & Admin. HR Senior Officer One Panel member from each team Dr. Khalid Alhumaizi, (Dean of CoE); Dr. Waleed Zahid (Vice Dean for Dev. & Quality) Dr. Abdulmohsen Albedah (Vice Dean) Coordinators Of Accreditation Unit For 4 Programs (Electrical, Surveying, Petroleum & Natural Gas, Industrial)	Joint Program Mtg. Room 1A36
21	8:30am- 9:25	Community Service mtg. Discuss planning and activities regarding community services by faculty members (standard 11).	Review Panels + AC Officers for community service	Program mtg. rooms
22	9:30am– 10:15	Library visit and discussion with staff responsible for library services, resources, availability, and use; (Standard 6) Joint Meeting.	Director and senior staff of the Library and learning resources One Panel member from each team. Need names of library staff members	Library (arrange with central library)
23	9:30am- 10:15	Visit Classrooms, Review Evidence	Review Panels	CoE Campus
24	10:15am-10:30	Break	All Review Panels	Panel Rooms
25	10:55am-11:55	Discussion with staff responsible for facilities, campus development and maintenance (Standard 7). Joint Meeting	Vice Dean of Finance & Admin. Director of Facilities & Campus Development Head of Maintenance One Panel member from each team Dr. Waleed Zahid (Vice Dean for Dev. & Quality)	Joint Program Mtg. Room 1A36

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			Dr.Abdulmohsen Albedah (Vice Dean) Maintenance Head	
26	10:55am-11:55	Visit Classrooms, Review Evidence	All Review Panels	Panel Rooms
27	12:00am- 1:15	Working Lunch & Prayer. Discussion, analysis and summary of information collected.	Review Panels	Panel Rooms
28	1:15pm- 2:05	Employers of graduates' discussion with 4-6 employers (Standards 4, 5, 6, & 7).	Review Panels + AC Representatives of employers	Program mtg. rooms
29	2:10pm- 3:00	Teaching staff discussion; teaching load, class size, teaching methods, professional development, recruitment, evaluation, research, & promotion (Standards 4 & 9).	Review Panel & AC Faculty (cross-sample). (will provide names the first day of visit)	Program mtg. rooms
30	3:00pm- 3:40	Break & Prayer	All Review Panels	Panel Rooms
31	3:45pm- 4:30	Review Panel meeting, preparation and writing	Review Panels + AC	Panel Rooms
	4:30pm	Return to hotel	All Review Panels	
	7:00pm-9:00	Dinner + Informal Discussions determined by panel members	Review Panels	Hotel

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Day 4 –Wednesday, April 29				
Session No.	Time	Activity	Participants	Location
	7:30am	Depart to Institution		
	8:15am-8:30	Reception	All Review Panel	Panel Room
32	8:30am-9:25	Discussion with College leadership staff responsible for student records, statistics and website maintenance, (Standard 5). Joint Meeting	Admissions Director & Registrar IT Director IRAP Officer(Institutional Research & Academic Planning) One Panel member from each team Dr. Abdulmohsen Albedah (Vice Dean) Dr.Ahmad Alashaikh (Vice Dean for Academic Affairs)	Joint Program Mtg. room 1A36
33	8:30am-9:25	Discussion with staff responsible for student counseling, career advice, medical services, extra curriculum activities (Standard 5)	Vice Dean of Student Affairs Student Development Unit Staff Career Advising Consultant Student Counselor, Admissions & Enrollment Dr.Ahmad Alashaikh(Vice Dean for Academic Affairs Eng. Adel Youssef(responsible for student counseling) Coordinator of Career Advisory Committee from each program	Program Mtg. Rooms 1A36
34	9:30am- 10:30	Visit Labs (with students present) and classrooms.	All Review Panels (lab demonstrators & students)	Labs & Classrooms
35	10:00am-10:15	Break		Panel Room
36	10:15am–11:10	Curriculum discussion; teaching and learning, course approval, course specifications, course reports, annual reports, field experience, including discussion about the processes and ongoing quality assurance arrangements at College and program departments; including Program Specifications and KPI's (Standards 2, 3, and 4)	Preview Panel + AC Program Director, Committee chairs, selected senior faculty (will provide names the first day of visit)	Program mtg. rooms

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37	11:15am–Noon	Joint Chair discussion for consistency	All 4 Review Panel Chairs + AC	Joint Program Mtg. Room 1A36
38	Noon – 1:00	Working lunch & Prayer	All Review Panels	Panel Rooms
39	1:00pm– 3:00	Discussion and summarizes findings. (Review of issues and preliminary planning of exit meeting presentation, drafting and consultations about sections of report, further consultations or visits if required)	Review Panel + AC	Panel Room
	3:00 – 4:00	Break & Prayer	All Review Panel	
	4:00	Return to hotel	All Review Panel	
	6:30	Dinner: Determined by panel members	All Review Panel	Hotel
	7:00pm-9:00	Review Panel mtg. if needed (Issues & planning of exit mtg. presentation, writing, consultations, further visits if required).	Review Panel	Hotel

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Day 5 –Thursday, April 30				
Session No.	Time	Activity	Participants	Location
	7:30am	Depart to Institution	All Review Panels	Hotel
	8:15am– 8:30	Reception	Review Panels	Panel Rooms
40	8:30am-12:00	<p>Preparing the final report; review of recommendations and suggestions for report; continuation drafting report</p> <p>Before noon:</p> <ol style="list-style-type: none"> 1. Review Panel Report (first draft) submitted to AC 2. Review Evaluation Form submitted to AC 3. Expense Claim Form submitted to AC 4. Review Panel Report signature pages signed submitted to AC. <p>Paper shred all confidential documents delete work & files on PCs</p>	All Review Panels	Panel Rooms
41	Noon– 1:00	Working lunch & prayer	Review Panels	Panel Rooms
42	1:00pm-1:40	Debriefing on findings of the review for the Vice Rector of QA & Dean	All Review Panel Chairs + AC Vice Rector for QA & Dean	Vice Rector's Office
43	2:00pm– 2:50	<p>General Exit Meeting: Closing presentation (NCAAA Template) by Panel Chairs for all program leaders, faculty and distinguished official from the university higher administration (Interpreting if necessary by representative of NCAAA) (NO Q & A).</p> <p>Closing procedural remarks by NCAAA AC</p>	<p>Review Panel members from all programs + AC Dean and Vice Deans Program Coordinators (others as invited by the Dean)</p> <p>Dr. Waleed Zahid (Vice Dean for Dev.& Quality) Dr.Abdulmohsen Albedah (Vice Dean) Dr.Ahmad Alashaikh (Vice Dean for Adamic Affairs) Dr.Mohamed Sharaf (Head of Quality Unit) Electrical, Civil, Petroleum & Natural Gas,</p>	1A36

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			Industrial Engineering Chairmen. Coordinators & members of Accreditation Unit for 4 Programs.	
	3:00pm- 3:40	Break & prayers	All Review Panels	
	3:45pm- 4:30	Review Panel closed wrap-up mtg. and farewells with program leaders	Review Panel + AC	Panel Rooms
	4:30pm	Departure to hotel or airport	All Review Panels	