

**QA Awareness activities**

| <b>Activity</b>   | <b>Purpose</b>  | <b>Targeted</b>   | <b>Date</b>              |
|---|---|---|--------------------------|
| <b>2013/2014</b>  |   |   |                          |
| QA dep. meetings with the departments and Centers   | Follow-up the departments performance and the addressing of the OAAA recommendations  | Heads of Departments and Centers  | Nov 2013                 |
| Presentation about QA system and standards  | Introduce students to the academic accreditation standards  | New students  | Induction week 2013/2014 |
| <u>Commendation ceremony</u>  | Honoring members of quality assurance committees participating in the first phase of the "quality audit phase" and reviewing the audit results report issued by the accreditation body in May 2013                                | Members of the Quality Assurance Committees (academic year 2011-2012) and the college staff | 25/2/2014                |
| Meeting with the college's departments and centers  | Meeting to discuss the Operational plan of the college's departments and centers  | Heads departments and centers   | 4/5/2014                 |
| QA committee's meeting  | Meetings are held to discuss the accreditation criteria and recommendations of quality audit and put forward views and proposals on mechanisms to develop the work of the College to comply with national accreditation standards | QA committee's members  | Every month              |
| Apply the annual questionnaire to students and employees  | Apply the annual questionnaire to students and employees  | All Staff and students  | Annually (April – May)   |
| Evaluate the implementation of the operational plan for the current year and prepare the operational plan for next year | Meeting with each department / center   | All Departments and Centers   | Annually (July - August) |
| Key Performance Indicators data   | Collect Data for KPI project  | All Departments and Centers   | Annually (July - August) |