

**QA Awareness activities**

| <b>Activity</b>   | <b>Purpose</b>  | <b>Targeted</b>             | <b>Date</b>   |
|---|---|-----------------------------|---|
| <b>2016/2017</b>  |   |                             |   |
| Workshops on Academic Accreditation of Colleges of Applied Sciences   | Introduce Staff to the Accreditation Process  | All Staff                   | 4 workshops (2 in English, and 2 in Arabic) during March 2017 |
| Introduce the Accreditation Standards to Departments and Centers  | Define the academic accreditation criteria for each department or center in detail and focus on the criteria that are directly related to the work of the department or center  | All Staff                   | April 2017  |
| 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)                                      |