

CASPP020- Quality Assurance Procedure

1. Purpose

The aim of these procedures is to achieve quality in the teaching and learning process according to the standards set by Oman Academic Accreditation Authority (OAAA)

2. Abbreviations/ Definitions

OAAA: Oman Academic Accreditation Authority

QA: Quality Audit

ISA: Institutional Standards Assessments

IA: Intuitional Accreditation

Oman Academic Accreditation Authority

The OAAA is an entity with legal status and financial and administrative independence, which reports to the Education Council. OAAA was established to continue the efforts initiated by the Oman Accreditation Council (OAC) in the dissemination of a culture of quality and accreditation of institutions and/ or their programs. This is in order to enable Omani graduates to compete in the labor market, and to contribute effectively to the sustainable development of the country.

Institutional Accreditation

The process of IA involves a number of processes to ensure that institutions pursue their missions and strategies, while ensuring that minimum standards are realized.

Quality Audit

QA is the first of the two main stages in the institutional accreditation process. It involves an internal self-study process followed by an external review carried out by an independent OAAA panel. The judgments are made against the institution's own strategic and operational intentions.

Standard Assessment

The second stage of IA involves an internal process followed by an external review carried out by an independent OAAA panel. The judgments are made against national institutional standards rather than the institution's own strategic and operational intentions, and the result is summative. Thus, the Higher Education Institution (HEI) will be judged to either have met or not met the standards. If the standards are met, then the institution will be accredited.

3. Procedures

1. The college undergoes IA including both stages: QA and ISA as per OAAA requirements.
2. The college undergoes QA once and goes through ISA every five years in order to get Institutional Accreditation.
3. Academic programs undergo Program Accreditation process as per OAAA requirements which are similar to the IA process.
4. The General Foundation Program undergoes an audit as per OAAA requirements.
5. The college reviews its academic programs every five years and incorporates review outcomes in the development of programs to ensure suitability of the graduates' attributes in relation to the labor markets.
6. A feasibility study is carried out before introducing any new academic program or specialization according to specific templates and procedures.
7. Policies of the Colleges of Applied Sciences are reviewed and developed according to the Colleges' Policy Management Policy.
8. The strategic plan is reviewed periodically to ensure its alignment with OAAA requirements as well as those of the labor market.
9. The College reviews its operational plans annually to ensure its alignment with the strategic plan according to a specific review template.
10. The Quality Assurance Department is responsible to observe the implementation of the following:
 - Procedures for exam invigilation and assessments.
 - Students' participation in the evaluation of courses by the end of each academic semester.
 - Quality assurance of faculty members and the development of professional development plans.
 - Increased retention of faculty members.
 - Review of the performance of academic and non-academic departments based on progress reports of operational plans by the end of each academic year.

- Review the performance of committees based on their reports by the end of each academic year.
- Regular collection and analyses of data related to key performance indicators projected.
- Efficient mechanisms to measure effectiveness of services provided.
- Efficient mechanisms to measure staff and student satisfaction levels.
- Annual report submission to the Director General of the Colleges of Applied Sciences by the end of each academic year.

4. Supporting Materials

QAAA Quality Audit Manual
QAAA Institutional Standards Assessment Manual
QAAA General Foundation Program Audit Manual.
Academic Program Review reports
Examination Management regulations
Course-Instructor Evaluation Form

5. Approval Agency

Board of Trustees

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures' Sponsor

Director General of CAS

8. Contact person/office

Performance Evaluation Unit at the DG office