

Preparation for Institutional Accreditation visit

Documents requested to be available in the base room

Prepared by

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Director of Quality Assurance and Accreditation Center

Agenda

- Documents requested to be available hard and soft (if possible)
- Teaching Protocol
- Timetable

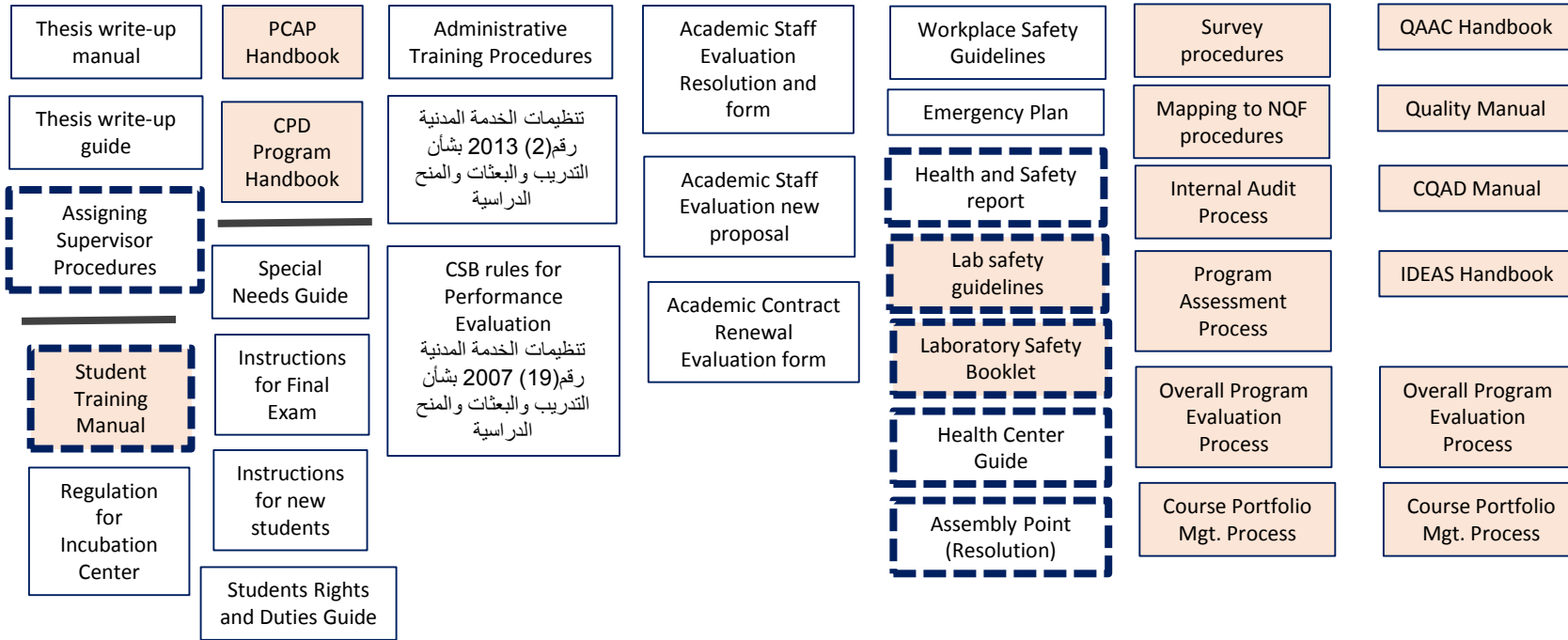
Decrees, Bylaws, Policies, Procedures, Forms

- Needs to be translated
- Available in English
- In English, but needs to be approved

Amiri Decrees	Amiri Decree No. 11 1978 إنشاء الكلية الجامعية للعلوم والآداب	Amiri Decree No. 16 1980 تعديل أحكام	Amiri Decree No. 2 1981 إصدار النظام الأساسي لكلية الخليج للتكنولوجيا	Amiri Decree No. 12 1986 إنشاء وتنظيم جامعة البحرين	Amiri Decree No. 18 1999 تعديل أحكام	Amiri Decree No. 31 2014 إنشاء مجلس الأمناء		
Bylaws	Scientific Research Bylaws - 1989	Academic Staff Bylaws – BOT(1) - 2006	Administrative Staff Bylaws – BOT(2) - 2006	Financial Bylaws – BOT(3) - 2006	Student Misconduct Bylaws – BOT(4) - 2006	Student Dress Code Bylaws – BOT(5) - 2006	Student Society Bylaws – BOT(6) - 2006	Student Club Bylaws – BOT(7) - 2006
Policies		Academic Promotion Policy	Administrative Staff Reward and Promotion Policy	Internal Audit Charter		Special Needs Policy	Fee Exemption Policy	
		Academic Retention/ Scale and Contract details	Admin Retention/ Scale and Contract details					Systems for Proposing, Developing and Reviewing Policies
	Academic Course and Program Development Regulations	Study and Exam Regulations	Program Quality Assurance and Enhancement Policy	Anti-plagiarism Policy	Postgraduate Regulations			IT Policies and Procedures
	Quality Policy	Mapping to NQF Policy and Procedures	Benchmarking Policy	Assessment and Moderation Policy	Advising Policy			Community Services and Continuing Education Policies
								Alumni Club Bylaws
	Academic Faculty regional and international participation in conferences/events/forums	Guidelines for Patent Inventions	Publication of Journals Policies	Academic Publication and Fees System	Press Regulations	Scholarship Bylaws		
Procedures								

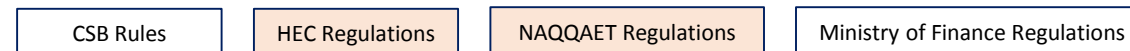
Decrees, Bylaws, Policies, Procedures, Forms

Procedures



Forms

References



Documents requested by Colleges/departments

- Academic reviews (ABA, ABET, NAAB, AACSB, CAEP, Canadian Society ...)
- Internal SER reports for review or accreditation purposes
- Recent publications (last three years)
- List of active research projects
- List of organizations with which the institution engages in research
- Destination data of the last cohort of graduates
- Employer/alumni survey results
- PAC (Advisory Committees or Boards) minutes of meetings
- College Strategic/Operational Plans
- Minutes of meetings for department council
- Minutes of meetings for college council
- External examination of senior projects
- External examination of MSc. And PhD projects
- Course files (4 for ever college/not department)
- List of course syllabus
- Catalogue description
- Absence sheets
- General correspondence/letters to students about 15% of absence or 25% for WF, or first probation, second probation (10 students provided by Deanship of admission and registration + 4 students from every college)

Documents requested by Colleges/departments

To provide the list of

- Suggested names of chairpersons to be interviewed (half number of the chairpersons) *on **Tuesday 26th of April, 09:00 to 10:30 (9 to 10:30 am)***
- Representatives of teaching staff (2 to 3 from each college) *on **Tuesday 26th of April, 13:00 to 14:30 (1 to 2:30 pm)***
- Representatives of students: 20 from every college (male/female, GPA, year of study, department) - *on **Monday 25th of April, 13:00 to 14:15 (1 to 2:15 pm)***
- Representatives of external stakeholders including alumni, employers and advisory board members (5 from each college) - *on **Monday 25th of April, 16:00 to 16:45 (4 to 4:45 pm)***

Documents requested by VP for Academic Affairs

- List of all programs
- Student cases (complaints, resolutions) = 10 cases
- CV for all managerial staff members
- Course descriptions for all programs
- Curriculum outline for all programs

Documents requested by Advisor to President for Academic Quality

- Faculty guide - CV for all faculty members
- Internal Audit reports
- Grades for all programs

Documents requested by FDC coordinator

- Filled Peer Observation Forms (5 samples)

Documents requested by Deanship of Scientific Research

- Scientific research policy
- List of recent publications for last three years
- List of active research projects
- Research guide for faculty and students

Documents requested by Human Resources (HR)

- Sample of Staff Files (5 files)
- Employment structure and process: Recruitment and employment instructions
- Adverts for employment (5 persons)

Documents requested by Deanship of admission and registration

- Transcripts of 10 students from every college who graduated from last semester
 - Summaries of Grades for all programs, distributed by course
 - Correspondence with students (15%, 25%, ...)
 - Last cohort graduates
 - General correspondence/letters to students about 15% of absence or 25% for WF, or first probation, second probation (10 students provided by Deanship of admission and registration
- + 4 students from every college

Documents requested by Deanship of Students Affairs

- Social programs
- Detail of sport and social facilities
- Induction Day program and report
- To provide the list of student support staff (3 persons) on Tuesday 26th of April, 15:00 to 16:00 (3 to 4 pm)
- Student Guide / Handbook

Documents requested by Documents requested by Engineering Office

- Maps for Isa Town Campus
- Maps for Salmaniya Campus

Documents requested by Library and IT

- Leaflets for students about:
 - Library
 - IT facilities
- Report on IT facilities available to students for both academic and personal use
- Utilization of IT resources
- Utilization of Library resources

Documents requested by QAAC

CVs of the Quality Assurance team

Teaching Observation

TEACHING OBSERVATIONS PROTOCOL

The purpose of inspectors observing teaching is not to assess the performance of individual lecturers. The observation of classes by the inspectors allows them to form an overview of the teaching methodology of an institution and to see first-hand how students are supported in their learning. It also provides an opportunity for inspectors to see the institution 'in action'.

The notes below are designed to inform staff of how the observations will be undertaken.

1. Inspectors will not attend classes for their entire duration. Typically, observations will be of 30 - 45 minutes duration, but may be shorter or longer as deemed appropriate by the Inspector.
2. Observations may commence at the beginning, in the middle or towards the end of classes. An Inspector may choose to return to a class later in the session.
3. Staff should be made aware that the Inspector may leave during the course of the lesson. The Inspector will seek to minimise any disruption to the class when entering and leaving and to may choose to sit at the back and/or near the classroom door.
4. For each class to be observed, the tutor should provide the Inspector with the relevant lesson plan in advance so that the session can be judged against its intended learning outcomes.
5. The class register showing attendance for the observed and related sessions should be made available to the Inspector.
6. Where feasible (for example where the observation will start at the commencement of the class or immediately after a break), it is helpful if the lecturer can meet and escort the Inspector to the class, explaining the context of the session and providing copies of any relevant learning materials.
7. The Inspector will not participate in the class in any way. Staff should not invite the Inspector to contribute to the class.
8. All staff and students should be made aware that this activity will be taking place throughout the inspection.

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- Inspectors will attend 30 - 45 minutes duration, which may commence at the beginning, in the middle or towards the end of classes. Staff should be made aware that the Inspector may leave during the course of the lesson.
- Sit at the back and/or near the classroom door.
-
- Based on the class selected, we should provide: course specification form (syllabus+CILOs+ lesson plan)
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- The Inspector will not participate in the class in any way.
-
- Staff should not invite the Inspector to contribute to the class.
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- All staff and students should be made aware that this activity will be taking place throughout the inspection.

Timetable

The University of Bahrain

Accreditation Inspection

Sunday 24 - Thursday 28 April 2016

Location: e-learning center

Inspection timetable

Sunday 24 April

0800 Team arrives at University

0815 Welcome and introduction from President and senior staff*

0900 Guide to the contents of the base room

0930 Quick tour of adjacent facilities

0945 Team scrutinises documentation in the base room

LUNCH (working lunch in base room preferred)

1400 - 1445 Meeting with President/Vice President

1445 - 1515 Team meeting

1515 - 1600 Meeting with Board of Trustees members

1600 - 1630 Meeting with external members of the University Council

1630 - 1730 Team Meeting

1730 Team departs⁺

*This is a courtesy/introductory meeting and not a 'working' meeting

+ The team may visit another campus on its return to their hotel

Conclusion

- Preparation for the visit –
 - Distribute all SER reports to the faculty members / available online
 - Post the projects
 - Ensure the readiness of classes, labs, safety precautions, code of ethics ...
- Submit all documents by tomorrow to the QAAC / VP Office
 - CD/ Flash memory
 - Hardcopy
- Punctuality, Honest, Love and Care, Dedication
- Teamwork
- Hope and Vision