Preparation for Institutional Accreditation visit

*Documents requested to be available in the base room*

Prepared by
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Agenda

• Documents requested to be available hard and soft (if possible)
• Teaching Protocol
• Timetable
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 the 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’.

• 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)

• The Inspector will not participate in the class in any way.

• Staff should not invite the Inspector to contribute to the class.

• All staff and students should be made aware that this activity will be taking place throughout the inspection.
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