

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020



Self-evaluation criteria for academic programs



Obtaining accreditation for academic programs is achieved by achieving quality standards for the work that is planned and implemented within the educational institution. To reach this requirement, and based on international standards, the Department of Quality Assurance, Accreditation and University Performance at the university has designed a program through which the committees responsible for academic programs can prepare and write a report. Self-evaluation of academic programs and independent verification by external assessors from the corresponding academic departments at the university.

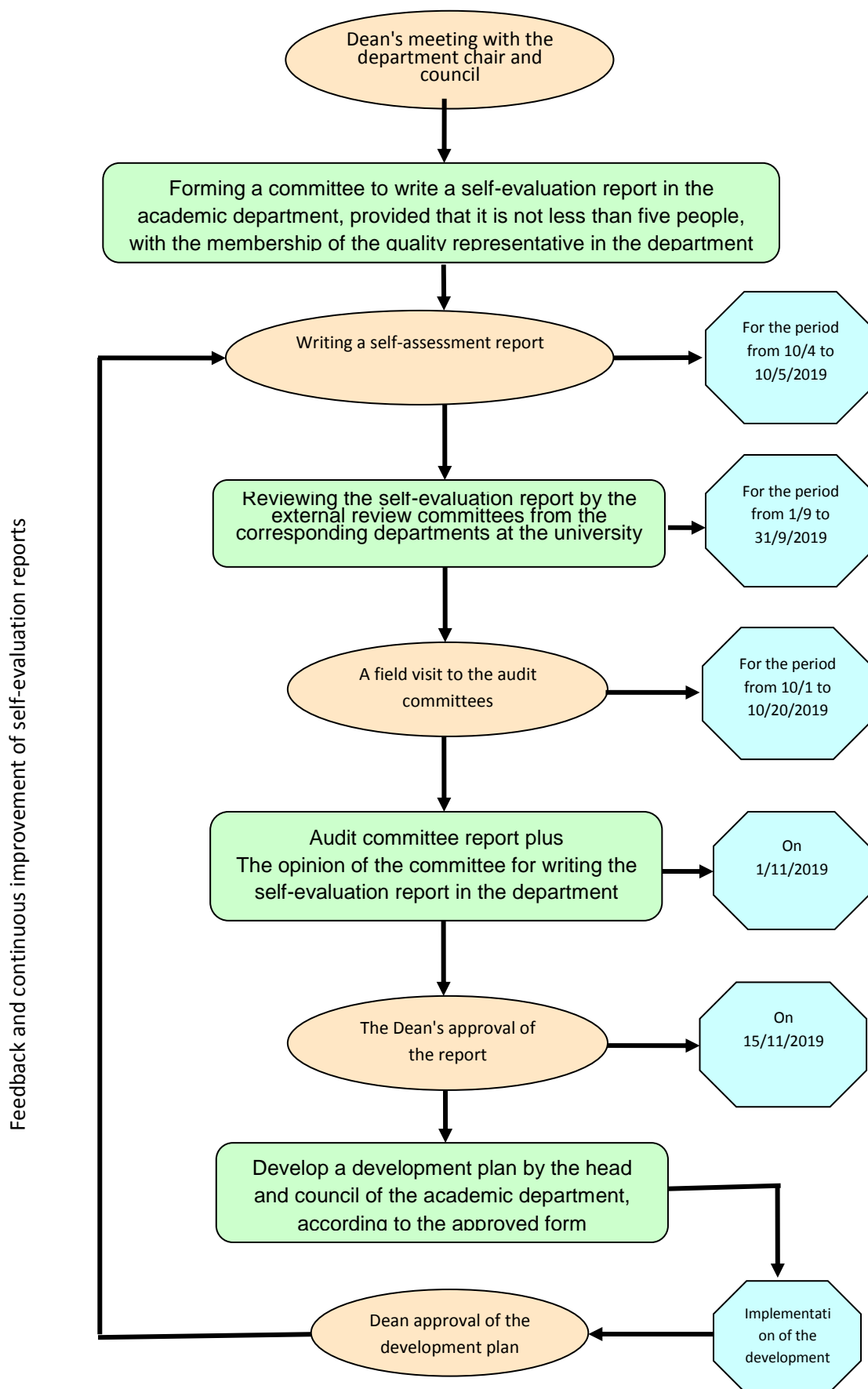
This program aims at the following:-

- 1- Providing descriptive standards of performance in various forms of activities to enable the academic program management to have clear bases for evaluation based on approved standards of good practices.
- 2- Assisting the academic program management in self-evaluation and planning to improve their performance on their own.
- 3- Identifying the strengths and weaknesses, the necessary steps for improvement in advance, and the urgent priority activities.
- 4- Establishing the necessary performance levels to reach program accreditation.

From the foregoing, it appears that a scale ranging from (0-5) will be used to enable the academic program leadership, teachers, staff and students to evaluate their performance level and the level of services provided. This scale can be detailed as follows:

- 1- Evaluation 0 (performance not available) indicates that this practice is not applied at all.
- 2- Evaluation 1 (Very poor performance) indicates that this practice is sometimes applied with very poor quality.
- 3- Evaluation 2 (Poor performance) indicates that this practice is often applied with poor quality.
- 4- Evaluation 3 (Good Performance) indicates that this practice is often applied with satisfactory quality, with room for improvement.
- 5- Evaluation 4 (high quality performance) indicates that this practice is applied continuously and with high quality for performance indicators accompanied by plans to improve quality.

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020



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University of Kufa/

college Administration and Economics/

department Business Administration

The date the department was established 1993 /

The date on which the study began 1993-1994

Department management/

**Chosen by the Dean in coordination with the University President type of study/
quarterly + yearly**

The total number of students is 594/

primary540/

higher diploma 15/

master 31/

doctorate 8.

Has the department obtained accreditation No/

the awarding body, if the answer is yes

Does the department have affiliations with other institutions No /

Institution If the answer is yes

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Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

Self-evaluation criteria for academic programs

These standards cover ten general axes for the activities of the academic program, which are :

- 1. The vision, mission and goals of the academic program.*
- 2. Leadership and management of the academic program.*
- 3. Teaching and learning.*
- 4. The curriculum.*
- 5. Student Affairs Department and Student Counseling Services.*
- 6. The supporting facilities, equipment and services.*
- 7. Faculty members.*
- 8. Academic Program Quality Assurance Department.*
- 9. Scientific research.*
- 10. Community service.*

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

The first axis: the vision, mission and objectives of the academic program							
5	4	3	2	1	0	Items	No.
*						The academic program has a clear and specific vision, mission and goals.	1
	*					The mission and objectives of the academic program are consistent with the mission of the educational institution in the planning and decision-making process.	2
		*				The mission of the academic program is translated into measurable and actionable goals in light of the limited resources available.	3
	*					The academic program vision and learning outcomes focus on encouraging scientific research, intellectual independence, and developing a spirit of teamwork.	4
	*					The objectives of the academic program include the learning outcomes expected of graduates.	5
					*	The academic program objectives and learning outcomes focus on introducing modern methods into the learning system that increase the student's creativity and innovation ability.	6
				*		The message is defined in consultation with and with the support of the primary (program-related) beneficiaries.	7
*						The academic program's mission, objectives and learning outcomes are officially endorsed by the concerned authority within the educational institution.	8
	*					The mission, objectives, and learning outcomes of the academic program are announced widely with those involved in the academic program, and necessary measures are taken to ensure that the message is known and supported by faculty, administrators, and students.	9
		*				The letter is periodically reviewed and approved or amended as necessary in light of changing circumstances.	10
				*		Beneficiaries are notified of the program's mission, objectives, and learning outcomes of any changes to them	11
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">4/stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">3.36</div> <div style="font-size: 24px; margin: 0 10px;">=</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">11</div> <div style="font-size: 24px; margin: 0 10px;">\</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">37</div> </div> <div style="text-align: right;">Rating score</div> </div>							assessment

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1. Extensive dissemination of the department's message 2. The existence of a strategy for the department approved according to the scientific plan 3. Consultation with stakeholders	strength point (3-5)
Not having enough funding	Weak points (0-2)
Implementation of strategic programs and activities	improvement plan
1. Administrative orders documenting the process of proposing and drafting the message or any amendments made to it. 2. Examining the answers through survey questions or conducting interviews with the faculty, staff, students, graduates and employers to identify the extent of their knowledge and support for the message. 3. Existence of reports, proposals or data to use the message as a basis for making decisions.	Evidence and evidence
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; width: 150px; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: center;">/stars</div> <div style="border: 1px solid black; width: 100px; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: center;">=11 \</div> <div style="border: 1px solid black; width: 50px; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: center;">Rating score</div> </div>	external resident
<div style="text-align: right; padding-right: 20px;">Notes</div>	

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The second axis: leadership and management of the academic program							
2-1 Leadership (department head, rapporteur, department board members)							
5	4	3	2	1	0	Items	No.
*						The presence of a department head with appropriate academic and administrative experience in the field of specialization to manage and promote the department.	1
*						The existence of a department council and supporting committees that meet periodically on a regular basis, document their work and follow up their decisions.	2
		*				The academic program leadership possesses leadership skills that are commensurate with the overall quality requirements of the academic program.	3
*						The academic program leadership supports mechanisms to advance scientific research.	4
	*					The academic program leadership is concerned with enhancing interaction with local community institutions.	5
	*					The academic program leadership is concerned with the opinions of student representatives in the specialized councils.	6
		*				Participation of students in decision-making and obtaining feedback from them.	7
*						The academic program leadership is keen on taking the opinions and suggestions of the department's employees and discussing their complaints	8
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">4/stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">4.25 = 8 \ 34</div> <div>Rating score</div> </div>							assessment
Possess strong relationships with economic institutions and civil society organizations The department has a teaching staff with extensive experience							strength point (3-5)
The lack of an independent budget for the activities of the department and its financial sale to the university							Weak points (0-2)
Seeking to make the college an independent unit of account							improvement plan
1- Existence of documents defining the policies, powers, roles, responsibilities and executive procedures of the main committees and administrative functions, and their publication on websites and advertisements. 2- Minutes of the department council. 3- Existence of the results of surveys of the opinions of faculty members, staff and students on administrative procedures and the level of awareness of these requirements. 4- The department's organizational and administrative structure.							Evidence and evidence

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<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px; text-align: center;">/stars</div> <div style="border: 1px solid black; padding: 5px; width: 150px; text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> =8 \ <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> </div> <div style="text-align: right;">Rating score</div> </div>						external resident	
							Notes
2-2 planning processes							
5	4	3	2	1	0	Items	No.
	*					The department has future work plans that show how to achieve its objectives.	1
	*					The department's plans are periodically reviewed and modified.	2
			*			The department is keen to involve faculty members, specialists and graduate beneficiaries in preparing annual plans and making decisions.	3
*						The department has an integrated database on the numbers of employees, faculty, their qualifications, experience, CVs, and others.	4
			*			Plans are formulated in light of the demand for graduates, and the skills they need in the labor market.	5
		*				The implementation of the plans is monitored, ensuring the extent to which the objectives (short and medium-term) are achieved, and the outcomes are evaluated.	6
	*					The planning process includes preparing reports on a regular basis on the key performance indicators to be submitted to the senior leadership of the organization.	7
*						Reviewing, developing and modifying plans and taking corrective decisions as required, in response to the changing circumstances that occur upon implementation.	8
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px; text-align: center;">4/stars</div> <div style="border: 1px solid black; padding: 5px; width: 150px; text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block; text-align: center;">3.62</div> =8 \ <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block; text-align: center;">29</div> </div> <div style="text-align: right;">Rating score</div> </div>						assessment	
Commitment to implementing the plan by the department's management							strength point (3-5)
Linking the process of student admission to the Ministry's annual admission plans, which puts pressure on the department's resources as a result of the increase in the number of accepted students exceeding the plan by up to							Weak points

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100%	(0-2)
The future work plan requires interaction between the department as an educational institution and community institutions that represent a market for work, but the implementation of this is accompanied by many difficulties.	improvement plan
1- Existence of documents defining the policies, powers, roles, responsibilities and executive procedures of the main committees and administrative functions, and their publication on websites and advertisements. 2- Minutes of the department council. 3- Existence of the results of surveys of the opinions of faculty members, staff and students on administrative procedures and the level of awareness of these requirements. 4- The department's organizational and administrative structure.	Evidence and evidence
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input style="width: 100%; height: 100%;" type="text"/> </div> <div style="text-align: center;">/stars</div> <div style="border: 1px solid black; width: 100px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input style="width: 100%; height: 100%;" type="text"/> </div> <div style="text-align: center;">=8 \</div> <div style="border: 1px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input style="width: 100%; height: 100%;" type="text"/> </div> </div> <div style="text-align: right; margin-top: 5px;">Rating score</div>	external resident
	Notes

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The third axis: teaching and learning							
3-1 Program development processes and student learning outcomes and assessments							
5	4	3	2	1	0	Items	No.
	*					There is a documented and announced plan for the teaching and learning strategy compatible with the vision, mission and objectives of the institution.	1
	*					The department has a clear vision of the level of information and knowledge required by the student and its provision in order to achieve his mission and future vision	2
			*			The department ensures that the educational methods used are related to the objectives of the academic program, the educational content and the intended educational outcomes.	3
	*					Use appropriate mechanisms for evaluating the educational program, including opinion polls.	4
	*					Course plans are set in course descriptions to include the knowledge and skills to be acquired, in addition to appropriate teaching and assessment strategies for learning groups.	5
		*				There are permanent advisory teams in all professional programs, whose membership includes distinguished practitioners from professions and functions related to the educational program, to follow up and provide advice on the content and quality of the programs.	6
	*					Courses and programs are evaluated and documented, and reports are prepared on an annual basis.	7
			*			There is a mechanism for reviewing the teaching and learning strategy in light of the examination results and the results of surveying the opinions of students, graduates and faculty members.	8
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">4 /stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">3.37 = 8 \ 27</div> <div>Rating score</div> </div>							assessment
The presence of a highly qualified angel Commitment to implementing the plans							strength point (3-5)
Not having enough capabilities Continuing to exceed the admission plans set by the department							weak points (0-2)
Providing additional classrooms							improvement plan
1- There are estimates provided by students, graduates and employers on the quality of programs. 2- Existence of tables and statistics on the completion of courses and programs 3- Existence of tables documenting the results of employment of graduates							Evidence and evidence

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4- Existence of tables documenting the ratios of students to the faculty 5- Existence of tables and statistics on the qualifications of the teaching staff 6- There are advices from independent experts on the appropriateness of teaching strategies and assessment methods used for different areas of learning. 7- The existence of evidence about the results of benchmarking the levels of learning outcomes with external reference standards through the presence of evidence of a correction review of samples of students' work, and independent evaluations of the level of test questions and students' answers to them.							
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">/stars</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">= 8 \</div> <div style="border: 1px solid black; padding: 5px; width: 20%;"></div> <div style="text-align: right; width: 30%;">Rating score</div> </div>							external resident
							Notes
3-2 Evaluation of students							
5	4	3	2	1	0	Items	No.
	*					Mechanisms for evaluating students' performance are commensurate with the required learning styles	1
*						Clarify the evaluation procedures for students at the start of teaching courses.	2
*						There is feedback for students on their performance and assessment results during each semester and is accompanied by mechanisms to help when necessary.	3
*						Students' work is evaluated fairly and objectively.	4
	*					Academic grievance mechanisms are known to students and are applied fairly.	5
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">5 /stars</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">4.6 =5</div> <div style="border: 1px solid black; padding: 5px; width: 20%;"></div> <div style="text-align: right; width: 30%;">Rating score</div> </div>							assessment
The presence of a highly qualified teaching staff The commitment of the department professors to impartiality and objectivity in the process of evaluating students							strength point (3-5)
Failure to complete exams and adopt paper calendar							Weak points (0-2)
Develop an electronic assessment system for students and work on applying the model system in all courses							improvement plan
1- There are estimates provided by students, graduates and employers on the quality of programs. 2- Existence of tables and statistics on the completion of courses and programs 3- Existence of tables documenting the results of employment of graduates 4- Existence of tables documenting the ratios of students to the faculty 5- Existence of tables and statistics on the qualifications of the teaching staff							Evidence and evidence

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<p>6- There are advices from independent experts on the appropriateness of teaching strategies and assessment methods used for different areas of learning.</p> <p>7- The existence of evidence about the results of benchmarking the levels of learning outcomes with external reference standards through the presence of evidence of a correction review of samples of students' work, and independent evaluations of the level of test questions and students' answers to them.</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input style="width: 100%; height: 100%;" type="text"/> /stars </div> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <input style="width: 40px; height: 20px;" type="text"/> =8 \ <input style="width: 40px; height: 20px;" type="text"/> </div> <div style="text-align: right;">Rating score</div> </div>	external resident
	Notes

3-3 The quality of teaching and its continuous improvement

5	4	3	2	1	0	Items	No.
			*			It offers effective programs for preparation and training for new and continuing faculty from previous years.	1
	*					The faculty adheres to the teaching and assessment strategies contained in the course and program descriptions, with sufficient flexibility to meet the needs of different groups of students.	2
*						Students are fully informed in advance of course requirements through course descriptions that include knowledge and skills to be developed, requirements to be performed, and student assessment processes.	3
	*					The textbooks and references are recent and include the latest scientific publications.	4
		*				Course books and other requirements are available in sufficient quantities before the start of the study.	5
	*					Those in charge of the program (the department head or other officials) are provided with reports on the teaching of each of the courses, provided that these reports include details about the contents of the course that were planned and not taught, and on any difficulties encountered when using the planned teaching strategies.	6
	*					It uses various teaching methods such as lecturing, discussion, brainstorming, project writing, and others.	7

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				*		Devices and tools are updated and diversified in line with the requirements of each field of knowledge.	8
	*					Faculty are encouraged to develop appropriate strategies to improve their teaching performance, and to keep a document file (portfolio) containing evidence and evidence of their evaluation processes and improvement strategies.	9
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> 4 /stars </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> 3,44 =9 \ 31 </div> <div>Rating score</div> </div>							assessment
Having strict and fair student discipline instructions Provides teaching staff with full knowledge of teaching and learning strategies							strength point (3-5)
The department has no authority to amend the curricula and the amendment process is linked to the decisions of the sectoral committee Low cognitive achievement of students admitted from middle school, especially in the fields of statistics and the English language							Weak points (0-2)
The department's teachers are obligated to amend the curricula in line with the allowed percentage of 20%.							improvement plan
1- There are estimates provided by students, graduates and employers on the quality of programs. 2- Existence of tables and statistics on the completion of courses and programs 3- Existence of tables documenting the results of employment of graduates. 4- Existence of tables documenting the ratios of students to the faculty 5- Existence of tables and statistics on the qualifications of the teaching staff 6- There are advices from independent experts on the appropriateness of teaching strategies and assessment methods used for different areas of learning. 7- The existence of evidence about the results of benchmarking the levels of learning outcomes with external reference standards through the presence of evidence of a correction review of samples of students' work, and independent evaluations of the level of test questions and students' answers to them.							Evidence and evidence
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> /stars </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> =9 \ </div> <div>Rating score</div> </div>							external resident
							Notes

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3-4 field experience activities							
5	4	3	2	1	0	Items	No.
		*				The department provides effective field training programs for students based on their actual needs and what is targeted.	1
		*				The department uses specific and clear mechanisms to implement, follow up and evaluate field training programs.	2
			*			Field training programs for students are diverse and include different disciplines.	3
		*				Appropriate forms are used to conduct the assessment of students during and after training.	4
			*			The effectiveness of the field training in achieving the targeted training results is ensured (students' opinion survey / evaluation results analysis.)	5
		*				Admission requirements are applied in an orderly and fair manner.	6
	*					A comprehensive orientation and orientation program is provided to new students to ensure that they fully understand the types of services and capabilities available to them, and their duties and responsibilities.	7
*						The Student Records System provides, on a regular basis, the statistical data necessary for the planning, reporting and quality assurance processes.	8
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">2 /stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">3.12 = 8 \ 25</div> <div>Rating score</div> </div>							assessment
College sponsorship of the summer training program for students of the third stage Forming specialized committees in the department to follow up and supervise the training process							strength point (3-5)
Lack of financial and administrative support for the training process							Weak points (0-2)
A proposal was submitted to open virtual workplaces for direct training of students in the department							improvement plan
1- The existence of estimates provided by students, graduates and employers about the quality of programs. 2- Existence of tables and statistics on the completion of courses and programs 3- Existence of tables documenting the results of employment of graduates 4- Existence of tables documenting the ratios of students to the faculty 5- Existence of tables and statistics on the qualifications of the teaching staff 6- There are advices from independent experts on the appropriateness of teaching strategies and assessment methods used for different areas of learning. 7- The existence of evidence about the results of benchmarking the levels of learning outcomes with external reference standards through the presence of evidence of a correction review of samples of students' work, and independent							Evidence and evidence

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Fourth Axis: Curriculum							
5	4	3	2	1	0	Items	No.
		*				Align the curriculum and its decisions with the general philosophy of the educational institution, and achieve its mission and objectives, and the needs of students and society.	1
*						The department has integrated files for each course that includes detailed data about it.	2
	*					The department provides advanced curricula that keep pace with the developments of the times and ensure their quality and continuous improvement.	3
		*				In designing the academic program, the observations and opinions of specialists, practitioners and beneficiaries are taken into account.	4
*						The department assigns students to prepare graduation projects at the end of the university stage.	5
*						The department fully defines the components of each study program in terms of the system followed (semester, annual, credit hours.(6
*						The department has a documentary portfolio about the courses for the last two semesters, including (course description, copies of students' assignments, exercises, projects, tests, grade distribution, and others.(7
		*				The department compares what is taught in each course with that of distinguished educational institutions.	8
*						The department lists the approved books as resources for each course.	9
			*			The curriculum and its contents achieve the skills required for the labor market, in addition to	10

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						developing scientific thinking and self-learning.	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">4/stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">4</div> =10 \ <div style="border: 1px solid black; padding: 2px; display: inline-block;">40</div> </div> <div>Rating score</div> </div>						assessment	
Good documentation of the department's program Electronic publishing of the department's program, which allows students and beneficiaries to be informed of it Students are required to prepare an independent graduation project							strength point (3-5)
Low academic achievement of accepted students							Weak points (0-2)
Updating the curricula at all levels to accommodate developments in the specialization							improvement plan
1- The semester plan of the academic program. 2- A sample file for one of the courses. 3- Academic program description file.							Evidence and evidence
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">/stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> =10 \ <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> </div> <div>Rating score</div> </div>						external resident	
							Notes

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Fifth Axis: Student Affairs Administration and Student Counseling Services							
5	4	3	2	1	0	Items	No.
*						Disclosure of the grievance procedures that students have the right to resort to, within regulations and rules that are published and widely known in the educational institution, and possible solutions to them.	1
*						The appeal and grievance procedures ensure that cases are dealt with impartially by persons or committees who are not related to the parties to the case, and those who issued the decision or imposed the penalty that is being grieved.	2
*						There are procedures to ensure the protection of students from being punished, unjustly or discriminated against as a result of looking into the grievance or appeal cases they submit.	3
	*					Appropriate policies and procedures are in place to deal with academic misconduct, including plagiarism and other types of cheating.	4
*						Providing educational guidance, taking into account the privacy and confidentiality of the topics raised with academic students.	5
*						Faculty are available at sufficient and scheduled times to provide advice and guidance appropriate to the request.	6
			*			The effectiveness of academic guidance and counseling processes is evaluated through the use of available electronic media and data.	7
*						It tracks the progress of students' performance individually, and provides assistance and guidance to those facing difficulties.	8
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">5 /stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">4.5 = 8 \ 36</div> <div>Rating score</div> </div>							assessment
The existence of an integrated program to guide students at all levels of study The presence of strong support from the college in the field of educational guidance Extensive experience of faculty members							strength point (3-5)
							Weak points

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<p>The inflexibility of laws and instructions and their absorption of new developments in the current situation</p> <p>Many exceptions made by the Ministry in some cases</p>	(0-2)
<p>Organizing lectures at the beginning of each academic year to explain the rights and duties of students and faculty members</p>	improvement plan
<p>1- There are surveys for students' opinions about the quality of services provided, the extent to which they achieve their desires, and the rates of use of different services.</p> <p>2- The time taken to make decisions about student admission and outcomes, rates and outcomes of disciplinary action.</p> <p>3- Additional evidence may be obtained through reviews that include such things as visits to student services websites and discussions with students and staff.</p> <p>4- Guidance guide.</p> <p>5- Tasks and duties of educational guidance.</p> <p>6- Student sanctions regulations.</p>	Evidence and evidence
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input style="width: 100px; height: 30px;" type="text"/> /stars </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input style="width: 40px; height: 30px;" type="text"/> =8 \ <input style="width: 40px; height: 30px;" type="text"/> </div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Rating score</div> <div>external resident</div> </div>
	Notes

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

Sixth Axis: Facilities, equipment and supporting services

6-1 Managing Learning Resources

5	4	3	2	1	0	Items	No.
				*		The equipment purchased meets the needs of the academic programme.	1
*						The faculty is consulted before purchasing the basic equipment to ensure that it is suitable for the current and projected needs that may arise in the future.	2
			*			Equipment planning includes planning and scheduling purchases, maintenance and replacement on schedule.	3
	*					Good use of learning resources in the educational process through the optimal use of them.	4
*						The section provides instructions for the use of equipment available in laboratories and workshops.	5
		*				The department provides the educational technologies and devices required in the teaching process (data display devices, transparencies, slide shows, video, and others.)	6
*						Information about students and their grades is stored and documented electronically.	7
	*					The faculty and students participate in the surveys of the beneficiaries that deal with the adequacy of the learning resources, the extent of their use, and their consistency with the requirements of teaching and learning.	8
	*					The department provides the opportunity for faculty members to be trained on the types of educational technologies available in the department.	9
			*			The department uses modern technologies in administrative and office work.	10
<div> <div>4 /stars</div> <div> <div>3.5</div> <div>=10 \</div> <div>35</div> </div> <div>Rating score</div> </div>							assessment
Availability of electronic references in the department for students of the finished stage and postgraduate students Provides a comprehensive database of students							strength point (3-5)
Lack of funding and lack of financial independence							Weak

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

Lack of qualified staff for quality needs and database management							points (0-2)
The demand to make the college an independent unit of account Providing human resources from specialists in database management							improvement plan
1- Existence of questionnaires to measure user satisfaction. 2- Existence of tables of student success rates in accessing the reference materials for the courses, and documents that explain the processes of determining and providing course requirements. 3- Existence of tables detailing the times when the facilities are available for the use of students and faculty. 4- The presence of reference comparisons with similar educational institutions that offer similar programs, and related to the level of what they provide through books, periodicals and electronic resources.							Evidence and evidence
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <input style="width: 100px; height: 30px;" type="text"/> /stars </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <input style="width: 40px; height: 30px;" type="text"/> =10 \ <input style="width: 40px; height: 30px;" type="text"/> </div> <div style="margin-left: 20px;">Rating score</div> </div>							external resident
							Notes
6-2 Quality and adequacy of facilities and equipment							
5	4	3	2	1	0	Items	No.
			*			The department buildings are designed for the same purpose they are used for.	1
			*			The size of the department's buildings and classrooms is commensurate with the students' capacity, space, ventilation, lighting, and others.	2
			*			The department provides offices and decent places for faculty members.	3
			*			The department provides a library, an internet hall, information bases and more.	4
		*				The department has a seminar room and other rooms according to the nature and needs of the academic program.	5

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		*				The department has a meeting room.	6
		*				The department has a break for faculty members.	7
		*				The department provides security and safety conditions in all its facilities.	8
			*			Quality assessment processes include feedback from primary users on the adequacy and quality of facilities, as well as specific mechanisms for dealing with and responding to such feedback.	9
				*		Suitable facilities are available for students, faculty, and staff with special needs.	10
			*			All services, such as cleaning, waste disposal, minor maintenance, safety dumps and environmental management, are carried out adequately and efficiently.	11
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">3 /stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">2.45</div> = 11 \ <div style="border: 1px solid black; padding: 2px; display: inline-block;">27</div> </div> <div>Rating score</div> </div>							assessment
Cooperation of the scientific departments in securing the halls Existence of a plan to improve the situation of the classrooms							strength point (3-5)
The growing pressure caused by the ministry's commitment to accepting and accommodating all middle school students							Weak points (0-2)
1- Reducing the number of accepted students or working according to the absorption plan 2- Addressing the Deanship for the purpose of providing a break for the two teachers at the college level 3- Establishing a fund for proposals by all employees and students in the department 4- The necessity of establishing special facilities for people with special needs							improvement plan
1- Existence of opinion polls on user satisfaction. 2- The existence of a benchmark comparison on the availability of equipment with other educational institutions that offer similar programs. 3- There are opinions of independent evaluators about the availability and quality of							Evidence and evidence

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

<p>equipment.</p> <p>4- Availability of evaluation processes for equipment status and maintenance schedules, information on quality and maintenance of facilities and basic equipment.</p> <p>5- Existence of regulations and rules of conduct for the use of expensive facilities and devices.</p> <p>6- Evidence of the quality of management practices of these facilities, equipment, and security arrangements.</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="text"/> /stars </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="text"/> =11 \ <input type="text"/> </div> <div style="text-align: right;">Rating score</div> </div>	external resident
	Notes

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

Seventh Axis: Faculty Members							
5	4	3	2	1	0	Items	No.
*						The department has a clear vision of its needs from faculty members.	1
*						The department provides a sufficient number of faculty members in terms of number, experience and diversity of specializations	2
				*		The department adopts clear and transparent criteria for selecting faculty members.	3
	*					Academic qualification for new faculty members.	4
		*				Provides professional development and continuing education programs for its faculty members.	5
*						The department applies the teaching hours instructions set for faculty members according to their academic degrees.	6
	*					The department assigns to each faculty member a group of students to guide them academically during the years of study.	7
*						The department provides the opportunity for faculty members to participate in the permanent and temporary scientific committees inside and outside the department.	8
*						Existence of an integrated system for evaluating faculty members periodically and improving their performance.	9
		*				Extent of freedom and responsibility of faculty members in evaluating and developing the curriculum.	10
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">4 /stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">4.2 =10 \ 42</div> <div>Rating score</div> </div>							assessment
The department has an appropriate number of holders of the title of professor and assistant professor Extensive participation of faculty members in mentoring tasks and permanent and temporary committees							strength point (3-5)
Not giving complete freedom to develop the primary study curricula.							Weak points (0-2)
The need for advanced and intensive training courses Overture to the sectoral committee on curriculum development							improvement plan
1- A table showing the names, qualifications, ranks and specializations of the							Evidence and

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

faculty members and the subjects they study. 2- Updated curriculum vitae of faculty members 3- A model for evaluating the performance of the teaching staff. 4- Terms and standards of faculty members. 5- Development and training plan template for faculty members.		evidence
<div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="margin: 0 5px;">/stars</div> </div>	<div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="margin: 0 5px;">=10 \</div> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> </div>	Rating score external resident
		Notes

Eighth Axis: Academic Program Quality Assurance Management							
5	4	3	2	1	0	Items	No.
*						A faculty member is responsible for leading the quality assurance operations department while engaging faculty and staff in quality assurance activities.	1
		*				The department has specialized guides for the quality of academic programs, according to which it applies work mechanisms.	2
			*			The department conducts self-evaluation of its specialized programs on a regular basis.	3
					*	The department has links with international program accreditation institutions.	4
*						The department has an internal and external calendar system.	5
	*					Active mechanisms are available to continue improving and developing the teaching process.	6
	*					There are active mechanisms for evaluating the performance of faculty members.	7
				*		Mechanisms for continuous academic development are available for faculty members and support staff.	8
		*				Quality management mechanisms and procedures are applied and their	9

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

						effectiveness in improving quality.	
		*				The department documents all its data and procedures related to the evaluation and development process.	10
			*			The academic program is subject to performance evaluation by third parties.	11
			*			The department is interested in the results of evaluation reports and benefits from them in developing plans for improvement and development for all areas of the college's performance.	12
			*			Errors and weak points are acknowledged by those responsible, and the resulting information is used as a basis for planning processes for improvement.	13
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">3 /stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">2.76 =13 \ 36</div> <div>Rating score</div> </div>							assessment
The university actively supports the strengthening of the quality system in the faculties and scientific departments Supporting the Dean of the College of Quality System at the level of scientific departments Seeking to spread the culture of quality among the department's employees							strength point (3-5)
Unavailability of contracting with an academic accreditation institution							Weak points (0-2)
Contracting with an institution for academic accreditation							improvement plan
1- Evidence documenting the extent to which the faculty and staff participate in the academic program within the quality assurance processes. 2- Evidence documenting the appropriateness of the quality assurance steps that were taken in response to the evaluations conducted for the program and for the decisions and other prepared reports. 3- Examine the cumulative data to see if there is a continuous improvement in planning and management and in the learning outcomes achieved by students.							Evidence and evidence

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4- Opinion polls or discussions with faculty, staff or students in the program about the quality assurance processes in place			
5- The quality of the reports prepared by those in charge of managing the program, including the extent to which the quality evaluation processes are based on evidence and appropriate reference comparisons with external standards.			
<div></div> /stars	<div></div> =13 \ <div></div>	Rating score	external resident
			Notes

The ninth axis: scientific research							
5	4	3	2	1	0	Items	No.
	*					The department adopts clear and declared mechanisms to follow up on the implementation of its research plan.	1
	*					The department's research plan is compatible with its available human and material capabilities.	2
*						The department documents its research plan and approves it in the department council.	3
					*	The department allocates a special financial budget to support and publish scientific research.	4
	*					The department uses its scientific research activities to address and develop society's problems and implement scientific research related to the needs of society and the labor market.	5
*						Provides assistance to faculty to conduct joint research agreements with colleagues in other local or international educational institutions.	6
*						The department gives priorities to field scientific research that has material and economic returns to the local community and its institutions.	7
	*					The department encourages innovative research that opens new scientific or applied horizons.	8
	*					The department encourages faculty members to obtain research grants inside	9

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

						and outside the country.	
		*				Research skills development programs for research assistants are available in the department.	10
		*				Students participate in scientific conferences and symposia.	11
	*					The department seeks to hold scientific, cultural, developmental and training seminars.	12
				*		A sufficient number of laboratories, equipment, libraries, information systems and resources are available to support the research activities of the faculty and students in the areas of programs offered by the educational institution.	13
			*			The existence of security systems in laboratories to ensure the safety of researchers and their research activities, and all those within the educational institution community and in the surrounding areas of the institution.	14
			*			The department provides the necessary equipment and tools for research operations and establishes rules that ensure their efficient use.	15
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">3 /stars</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">3 =15 \ 45</div> <div>Rating score</div> </div>							assessment
<p>🔼 Save the section on distinguished researchers</p> <p>The existence of postgraduate studies that allow the production of high-quality research</p> <p>The Ministry's commitment to support the scientific research process</p>							strength point (3-5)
Lack of financial support for research professors							Weak points (0-2)
Emphasis on implementing the department's scientific plan and following up on the research completion process							improvement plan
1- A review of the department's scientific research strategy. 2- Existence of documents regarding the extent and quality of research outputs for each faculty member belonging to the program. 3- Viewing scientific research activities from the reports of faculty members and scientific departments, and from simulating evaluation and promotions. 4- The existence of additional evidence that can be obtained by looking at							Evidence and evidence

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<p>research cooperation agreements and agreements for joint use of major research equipment.</p> <p>5- The existence of surveys for the opinions of staff and students on the appropriateness of what is provided for research facilities and equipment.</p> <p>6- Performance indicators used in scientific research for the number of researches published for each faculty member.</p> <p>7- Having a reference comparison with similar departments and institutions.</p> <p>8- There are indications of the extent to which these scientific and research activities have turned into applications in the relevant academic or professional fields.</p> <p>9- Scientific research plan.</p>	
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;"> <input type="text"/> </div> <div style="text-align: center;">/stars</div> <div style="border: 1px solid black; padding: 5px;"> <input type="text"/> = 15 \ <input type="text"/> </div> <div style="text-align: right;">Rating score</div> </div>	external resident
	Notes

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

The tenth axis: community service							
5	4	3	2	1	0	Items	No.
		*				The services that the academic program is committed to provide are defined in a way that reflects the community.	1
		*				Submit annual reports on the community service contributions made by faculty members.	2
		*				The criteria for promoting faculty members and evaluating their performance include the contributions they make to community service.	3
*						Faculty are encouraged to participate in seminars in which important issues in society are discussed.	4
		*				Relationships are established with the local industrial sector and employers, when offering vocational programs to assist in the evaluation of those programmes.	5
				*		The participation of employers and professionals related to the academic program to join the appropriate advisory committees that look into the program and other activities of the educational institution.	6
				*		Communication is maintained with the alumni on a regular basis, they are kept informed of the developments of the program, and they are invited to participate in the activities.	7
<div>3 /stars</div> <div>3 =7 \ 21</div>						Rating score	assessment
Participation in conferences and seminars							strength point
The department has a good relationship with professional and economic organizations							(3-5)
Lack of funding for conferences and scientific symposia							Weak points
							(0-2)
Involving civil society organizations in financing scientific activities in community service							improvement plan
1- Existence of documents describing the educational institution's policies towards community service. 2- The performance evaluation and promotion of faculty members include the extent of the contributions they make to community service. 3- Existence of data representing the extent of community members' use of the institution's facilities. 4- Existence of data documenting the participation of the teaching staff in various community committees or development projects, and interaction with schools and other bodies and institutions.							الشواهد والأدلة

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5- The number of official courses and other services provided by the departments or provided by individuals belonging to the institution and documented in the form of reports that reduce its records in a central information system. 6- A survey of the society's opinions about the quality of the institution. 7- A model of one of the studies related to community service.	
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; width: 150px; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: center;">/stars</div> <div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">=7\</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-left: 5px;"></div> </div> <div style="text-align: right; font-weight: bold;">Rating score</div> </div>	external resident
	Notes

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Self-evaluation report writing committee data form

- 1- An order to form a self-report writing committee (with a copy attached)
- 2- The date the self-assessment process began
- 3- The number of days of the self-scheduling process
- 4- Number of assessors:
- 5- Entities and personalities that were interviewed and discussed

No.	Self-evaluation criteria for academic programs	Standard degree
1	The vision, mission and goals of the academic program	3.36
2	Leadership and management of the academic program	3.93
3	.Education and learning	3.63
4	.The curriculum	4
5	Student Affairs Administration and Student Counseling Services	4.5
6	.Supporting facilities, equipment and services	2.97
7	. faculty of school	2.4
8	Academic Program Quality Assurance Department	2.76
9	Research	3
10	Community Service	3

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

The documents, records and reports that were reviewed:

- Scientific plan of the department
- Description of the courses
- Department board minutes
- Polls
- Course completion percentages
- Qualifications of faculty members

Names and signatures of the members of the self-evaluation committee

Ass. Prof. Dr. Sajjad Mohamed Attia

Ass. Prof. Dr. Amir Naama Mukif scary

Dr. Muhannad Hamid Yasser

Ass. Prof. Dr. Rafid Hamid Abbas

Ass. Prof. Dr. Haider Jassim Obaid

Academic Program Self-Evaluation Report and SWOT Analysis for Self-Improvement 2019-2020

External Audit Committee Data Form

- 1- The order for the formation of the external audit committee (with a copy of it attached)
- 2- Date of the visit process:
- 3- Number of visiting days:
- 4- Number of external auditors:
- 5- Entities and personalities that were interviewed and discussed:
- 6- Documents, records and reports that were viewed:
- 7- Documents, records and reports that were viewed:
- 8- Names and signatures of the members of the External Auditors Committee

((Improvement plan preparation form))

Time period		Entity responsible for implementation	Actions and Activities (improvement plan)	Weak points	themes
To	From				
2024-2019		Department chair and professors	Implementation of strategic programs and activities	The difficulty of introducing modern methods into the education system in light of limited resources and the Corona pandemic	The first axis: the vision, mission and goals of the academic program
					The second axis: leadership and management of the academic program

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2020-2022	College Dean	Seeking to make the college an independent unit of account	The inability to implement all the requirements of total quality due to poor funding	2-1 Leadership (department head, rapporteur, department board members)
2018-2023	department chair	The future work plan requires interaction between us as an educational institution and community institutions that represent a market for work	Linking the process of student admission to the Ministry's annual admission plans, which puts pressure on the department's resources as a result of the increase in the number of accepted students exceeding the plan by up to 100%	2-2 planning processes
				The third axis: teaching and learning
2019-2024	College Dean	Providing additional classrooms	Lack of the necessary educational methods such as halls and equipment related to the objectives of the academic program	3-1 Program development processes and student learning outcomes and assessments
2019-2022	Department professors	The department's teachers are obligated to amend the curricula in line with the allowed percentage of 20%.	Lack of capabilities to update and develop infrastructure in line with the requirements of the knowledge field	3-3 The quality of teaching and its continuous improvement
continuous	Heading the	A proposal has	Lack of financial	3-4 field

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	department in cooperation with the Dean of the College	been made to open the virtual market, and these attempts will be the main door to directly training students in the department	and administrative support for the training process	experience activities
continuous	Department professors	Updating the curricula at all levels to accommodate developments in the specialization	The adoption of some courses approved by the Sectoral Committee on the academic theoretical aspects and the failure to meet the full requirements of the labor market	Fourth Axis: Curriculum
continuous	Department professors and the Educational Guidance Committee	Organizing lectures at the beginning of each academic year to explain the rights and duties of students and faculty members	Limited electronic data available on students regarding the effectiveness of academic guidance and description	Fifth Axis: Student Affairs Administration and Student Counseling Services
				Sixth Axis: Facilities, equipment and supporting services
2019-2022	College Council and College Dean	The demand to make the college an independent unit of account Increase the staffing of specialists in database management	Lack of funding to provide the requirements of the academic program and the educational process	6-1 Managing Learning Resources
continuous	The Deanship of the College and the Presidency of the University	Reducing the number of accepted students or working according to the absorptive plan 2- Opening a	Continuous pressure as a result of the ministry's commitment to accepting and accommodating all	6-2 Quality and adequacy of facilities and equipment

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		break for teachers at the college level 3- Establishing a fund for proposals by all professors, workers and students in the department 4- The necessity of establishing special facilities for people with special needs	middle school students	
2019-2022	Department Chair and College Dean the University	Advanced and intensive training courses	Weak training and development programs for faculty members	Seventh Axis: Faculty Members
2019-2024	College Dean	Contracting with an institution for academic accreditation	It is not possible to contract with an institution to obtain academic accreditation	Eighth Axis: Quality Assurance Management of the Academic Program
continuous	department chair	Emphasis on implementing the department's scientific plan and following up on the research completion process	Lack of financial support for research professors	The ninth axis: scientific research
2019-2024	department chair	Involving civil society organizations in financing scientific activities in community service	Weak participation of employers and professionals in the activities of educational institutions	The tenth axis: community service

Dean of the College

Head of the scientific department

Prof. Dr. Youssef Hajim Al-Taie

Ass. Prof. Dr. Haider Jassim Obaid