

Naming and Compiling the Course File Folder

COURSE FILE PREPARATION GUIDE

To ensure high quality of our students learning experience, continuous improvement of our educational material is essential. The National Commission for Assessment and Academic Accreditation (NCAAA) requires the preparation of a course file, which is instrumental in achieving continuous review and improvement of our courses. The following is a guide on how to prepare the course file taking into consideration our unique set-up of multiple identical sections spread over many faculty and different branches for each course. Three sets are required:

1. Soft copy
2. Hard copy
3. Accreditation section copy

A. SOFT COPY

1. SOFT COPY CONTENTS

Electronic files must be archived and kept for each semester in the Quality Unit computer in the College.

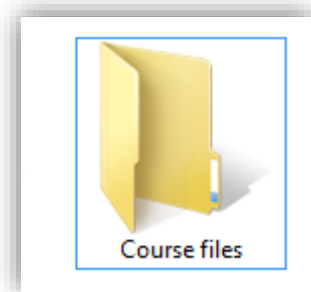
Soft copy		
1.	Teaching Philosophy	Unified across the University Available Upon request from the Quality Section at the VPPDQ
2.	Course Specification	One / course
3.	Course Outline	One / course to be obtained from the Black board
4.	CV of Teaching Faculty	One / teaching faculty in each section file
5.	Course Report	Course report / CRN Including survey results
6.	Integrated Course report	A single report per course compiled from all CRN reports Including survey results
7.	Review reports	Provide the department approved changes to the course specification in a single sheet (hard copy/soft copy)
8.	Sample Mid Term and Final Exam Questions	For the corresponding semester.(face to face and virtual) with answer Keys.
9.	Sample Of Answer Sheet	1 sample of each Low, mid, and high achievers, for each mid and final exam. total of 6 samples for each CRN.

		<p>In case there were no exams held during the semester, In some exceptional cases, instructors should provide the assessment methods that have been used in the course and have been approved by the collage council. In addition, a note should be attached within the course file.</p>
10.	Student Attendance	<p>For the past semester (face to face and virtual)</p>
11.	Student Activities	<p>In case there were no exams held during the semester, In some exceptional cases, ,Each CRN has to provide 5 activities samples as a minimum, including exams samples.</p> <p>Sample of 3 weekly assignments with student work of Low, mid, and high achievers (3 samples of each, total of 9 samples) For each CRN</p>

2. ARCHIVING SOFT COPY CONTENTS

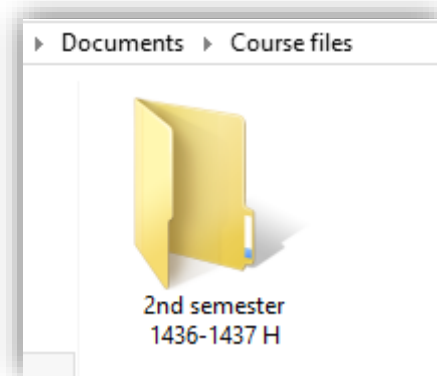
The course files folder must be archived electronically as follows:

- 1) Course files

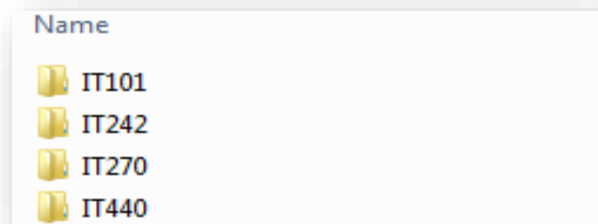


- 2) Course file folder contains another folder with year and semester with year and semester (2nd semester 1436-1437 H):

Taking into account semester and suitable school year of file creation

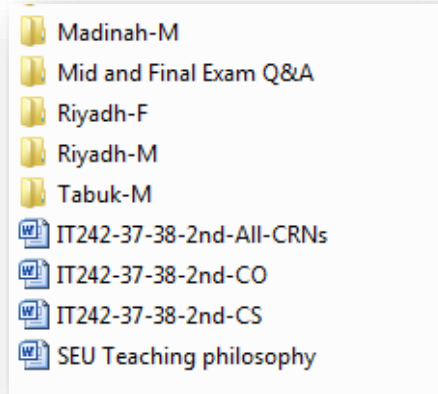


- 3) Year and semester folder contains Subfolders for each course presented during the academic year (e.g. IT242- IT101):

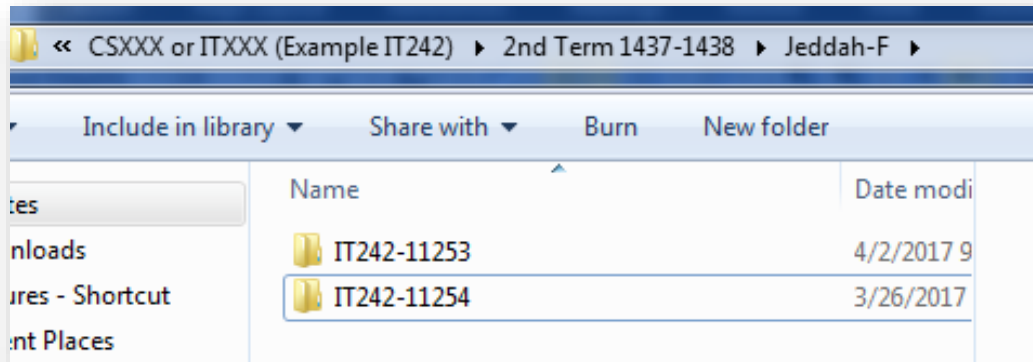


Each course folder contains the following:

- ✓ Teaching philosophy.
- ✓ Course Specification.
- ✓ Course Outline.
- ✓ Midterm and Final exam question and answer keys.
- ✓ Single course report compiled from all CRN reports.
- ✓ Subfolder for each Branch declares male "M" or Female "F"
- ✓ Review reports



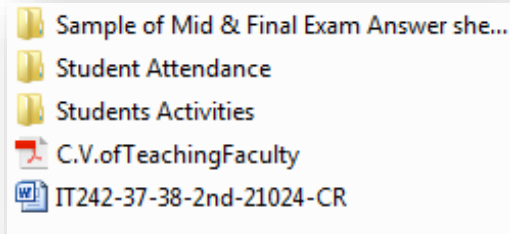
4) Each branch folder contains subfolders for each CRN (IT242-11253):



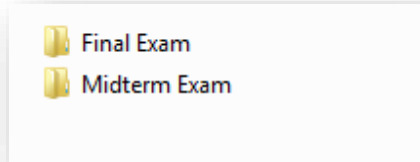
Each CRN folder contains the following:

- ✓ CV of teaching faculty.
- ✓ Course report.
- ✓ Sample of Answer Sheet.
- ✓ Student attendance.

- ✓ Student activities.



- 5) Sample of Answer Sheet folder contains two folders for midterm exam and final exam



Both Final exam and midterm exam samples contain the following:

- ✓ 1 sample of each Low, mid, and high achievers. (Total of 6 samples)
- ✓ NOTE:

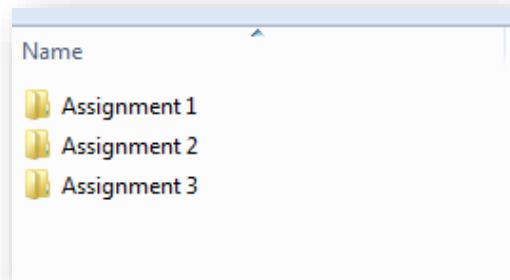
In case there were no exams held during the semester, In some exceptional cases, instructors should provide the assessment methods that have been used in the course and have been approved by the collage council. In addition, a note should be attached within the course file.

6) Student activities folder contains 3 folder for 3 activities

✓ NOTE:

In case there were no exams held during the semester, In some exceptional cases ,Each

CRN has to provide 5 activities samples as a minimum, including exams samples.



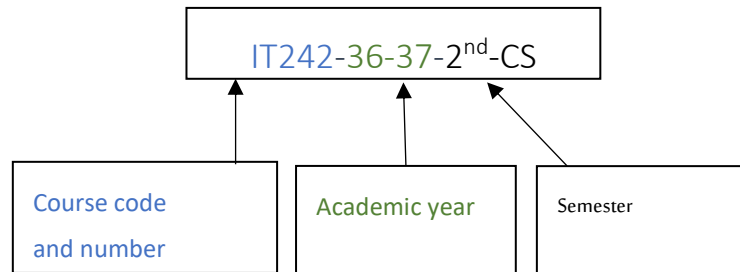
Each assignment folder contains the following:

- ✓ work of Low, mid, and high achievers
- ✓ (3 samples of each) total of 9 samples

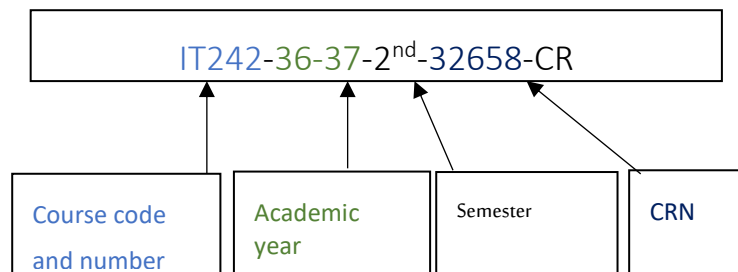
Notes

- ✓ Course specifications and course reports files, must be coded to reflect course number, semester and academic year for both, and CRN for course report.

- Course specifications:



- Section Course Report:



- ✓ Course components schedule in course report and course specifications forms must be filled in as shown below:

No.	Activity	Planned	Actual
1.	Lecture	28	28
2.	Laboratory/Studio		
3.	Tutorial		
4.	Others (Interactive learning)	28	28
Total		56	56

- ✓ Following course components schedule only applies for Academic skills ,communication skills and Islamic studies:

No.	Activity	Planned	Actual
1.	Lecture	18	18
2.	Laboratory/Studio		
3.	Tutorial		
4.	Others (Interactive learning)	23	23
Total		41	41

- ✓ All exam and activities samples, must be saved as PDF , each sample in a separate pdf in a good quality.
- ✓ If there are no CRN in a particular branch, it is recommended not create an empty branch folder
- ✓ If the student's grade does not appear in activity or exam paper, grade should be added in the attachment title as follows:

Example: IT242-37-38-2nd-11253-Middle-Mark(mark)

B. HARD COPY

Hard copies must be arranged in folders and shelved in the quality unit office in cabinets for easy access.

C. ACCREDITATION SECTION COPY

A copy must be forwarded to the Quality Section at the Vice Presidency of Planning, Development and Quality (VPPDQ).

The copy contains the following for each course in concerned semester:

- Course Specification
- Integrated course report that contains all sections data. Including survey results for all CRNs
- Teaching philosophy.
- Course outline
- Sample of students' activities .(Each CRN has to provide 5 activities samples as a minimum, including exams samples. As shown above)
3 activities , each should have 1 high grade , 1 middle grade and 1 low grade (so that the total sample activity is 9)
- Sample file of final and midterm exams papers each exam contains (1 high grade , 1 middle grade and 1 low grade (so that the total sample activity is 6) In case there were no exams held during the semester, In some exceptional cases, instructors should provide the assessment methods that have been used in the course and have been approved by

the collage council. In addition, a note should be attached within the course file. As shown above

- Student attendance in a specific section.
- CV of teaching faculty in the same section.
- Course report of the same section. Including survey results
- Sample Mid Term and Final Exam Questions
- Review reports

COURSE SPECIFICATION PROCEDURES:

According to the requirements of NCAAA, all study programs must use English forms and to be delivered to Quality Section at the VPPDQ.

	Sequence of steps	Responsibility	Notes	Time period	Attachments and used forms
1.	Course description. (for courses which has no description)	Course coordinator in collaboration with course teachers.	Each study course should have a course description based on NCAAA forms.	To be completed by the end of semester.	Course description form (attached)
2.	Course description. (for courses that already has description)	Handed over to the coordinator by the department, after including comments of course report and after being approved by the Department Board at the first meeting of the semester.	One course description shall be given to all teachers of that course by the course coordinator.	To be handed over to teachers by coordinator at the beginning of the semester.	Course description form(attached)

3.	Writing course report	Faculty members	Report for each CRN.	At the end of each semester just after submitting students final grades.	Course report form (attached)
4.	Writing the final course report	Course coordinator	Collecting course reports for all CRN and summarizing it in one final report.	To be handed over to the department chairman before the start of the next semester.	Course report form (attached)
5.	Review course report and suggested amendments	Department Board	Review course report and amendments proposed of the final report in the Department Board, not later than first week of the semester. Department Board would add notes and adopt appropriate amendments.		<ul style="list-style-type: none"> • Final course report. • Course Description. • Department prepares an additional sheet attached to the final report, contains title and number of the course. Department states in the sheet armaments or no amendments. All amendments have to be clearly included.
6.	Mechanism of applying amendments	Scientific Department	A/ If the amendments and remarks are simple.	A/Modifications are applied during the semester in which it has been discussed.	

			B / If the amendments and remarks are substantial.	B / Discuss and complete the requirements of the amendment strategy during current semester, and must be implemented at the beginning of the following semester.	
7.	Adding amendments to course specifications and Blackboard	Course coordinator	<ul style="list-style-type: none"> • Modifying the course specification. • Send course specification to faculty members. • Start procedure of executing amendments in Blackboard. 	Delivered to faculty during the second week of the semester.	