**(Quality-N- Teaching-3)**

1400/1400

Template for Program External Evaluator at Najran University

Program:………..

College:………..

Najran University**-**Vice-Rectorship for Development & Quality**-** Deanship of for Development & Quality**-** Teaching & Learning Unit

The following report expresses the scientific and objective opinion of Mr./ Prof….. Current position:

Evaluated Program:………………….. Date of Evaluation: / /

The attached program specification was reviewed and evaluated upon the request of:

Department:……………. College:……………….. University: Najran

**Fundamental Data:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Achieved** | **Not achieved** |
| Fundamental data of the program |  |  |
| Name of the coordinator |  |  |

Comments of the evaluator:

............................................................................................................................................................................................................................................................................................................................

**Academic Evaluation**

**Mission and Goals of the Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Clear | | Unclear | |
| **Mission of the program** |  | |  | |
| **Goals of the program** |  | |  | |
|  | Measurable | Unmeasurable | Quantitative measurement | Qualitative measurement |
| **The program goals are measurable.** |  |  |  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**The Targeted Learning Outcomes of the Program**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Targeted learning outcomes** | Clear | Unclear | | | **Relationship between the targeted learning outcomes and goals of the program** | | | Related | Unrelated |
|  |  | | |  |  |
| **The learning outcomes match the National Qualification Framework** | | | Match | | | Don’t match | | | |
|  | | |  | | | |
|  | | | | | | | | | |
| **Achievement of the targeted learning outcomes through courses** | | | | Achieved | | | Not achieved | | |
|  | | |  | | |
| **Appropriateness of the matrix for the goals** | | | | Appropriate | | | Inappropriate | | |
|  | | |  | | |

**The targeted learning outcomes match the specifications of the program’s graduate regarding:**

|  |  |  |
| --- | --- | --- |
| **Field** | Match | Don’t match |
| **Knowledge** |  |  |
| **Cognitive skills** |  |  |
| **Skills of interpersonal relationships and assuming responsibility** |  |  |
| **Communication, using information technology and numeric skills** |  |  |
| **Psycho-motor skills (if applicable)** |  |  |
|  |  |  |
| **The targeted learning outcomes of the program match the scientific development in the field.** | Match | Don’t match |
|  |  |
| **The targeted learning outcomes of the program match the labor market needs.** | Match | Don’t match |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Learning Outcomes of the Program:**

|  |  |  |
| --- | --- | --- |
| **Appropriateness of the learning outcomes for the specifications of the program’s graduates** | Appropriate | Inappropriate |
|  |  |
| **Achieving the learning outcomes via the specification of the program** | Achieved | Not achieved |
|  |  |
| **Approving the program’s learning outcomes from the College Council** | Approved | Not approved |
|  |  |
| **Defining the performance indicators of the program’s learning outcomes** | Defined | Not defined |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Structure and Components of the Program:**

|  |  |  |
| --- | --- | --- |
| **Balance of the program’s structure with the graduate’s specifications** | Balanced | Unbalanced |
|  |  |
| **Percentage of basic science courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of specialized courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of humanities and social courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of supporting courses (computer science, language…etc.)** | Appropriate | Inappropriate |
|  |  |
| **Percentage of elective to compulsory courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of practical training/ field experience (if applicable)** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Teaching strategies**

|  |  |  |
| --- | --- | --- |
| **Appropriateness of the applied teaching strategies** **for the nature of the targeted learning outcomes** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Evaluation of Student Works**

|  |  |  |
| --- | --- | --- |
| **Appropriateness of the methods of evaluation for the nature of the targeted learning outcomes** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Developing Students’ Faculties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Does the program develop students’ faculties in a way that is beyond the normal expectations that the institution, college, or department tries to develop in all students?** | Yes | No | Appropriate | Inappropriate |
|  |  |  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Components of Field Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appropriateness of the components of field experience (if applicable) for the goals of the program** | Applicable | Not applicable | Appropriate | Inappropriate |
|  |  |  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Components of the Graduation’s Research/ Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appropriateness of the components of the graduation’s project/ research (if applicable) for the goals of the program** | Applicable | Not applicable | Appropriate | Inappropriate |
|  |  |  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Achievement of Student Achievement Standards**

|  |  |  |
| --- | --- | --- |
| **Adequacy of the processes adopted to ensure the achievement of student achievement standards (e.g. examining a sample of tests, assignments, independent evaluation by a college in another university…etc.)** | Adequate | Inadequate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Academic Counseling Services for the Students**

|  |  |  |
| --- | --- | --- |
| **The hours and services of academic counselling are adequate for the students** | Adequate | Inadequate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

.........................................................................................................................................................................................................................................................................................................................................

**Handling Student Complaints**

|  |  |  |
| --- | --- | --- |
| **There is a clear mechanism to handle student complaints.** | Available | Unavailable |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

.....................................................................................................................................................................

**Learning Resources (Books and References)**

|  |  |  |
| --- | --- | --- |
| **Appropriateness of books and references** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Guidance Information**

|  |  |  |
| --- | --- | --- |
| **Is the guidance information in a manual or on a website of the program (including the requirements of admission, attendance, and completion; elective and compulsory courses; score distribution; number of the required credit hours; prerequisites for department/ college and university; details of the courses that shall be studied in each year, semester, or level, i.e. study plan) available to all students or concerned parties** | Available | Unavailable |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Qualifications and Experience of the Faculty**

|  |  |  |
| --- | --- | --- |
| **The qualifications and experience of the faculty are adequate for the teaching responsibilities.** | Adequate | Inadequate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

...................................................................................................................................................................... .....................................................................................................................................................................

**Faculty Development**

|  |  |  |
| --- | --- | --- |
| **Procedures of developing faculty to improve their performance** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

...................................................................................................................................................................... .....................................................................................................................................................................

**Contribution of the Faculty to the Planning and Review of the Program**

|  |  |  |
| --- | --- | --- |
| **Contribution of the faculty to the planning, annual review and making the improvement plans of the program** | Clear | Unclear |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Student Contribution to** **Program Evaluation**

|  |  |  |
| --- | --- | --- |
| **Student contribution to program evaluation** | Clear | Unclear |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Contribution of the Employer’s and Involved Parties to Program Evaluation**

|  |  |  |
| --- | --- | --- |
| **Contribution of the employer’s and involved parties to program evaluation** | Clear | Unclear |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Periodic Audit of the Program**

|  |  |  |
| --- | --- | --- |
| **System of the program’s periodic audit** | Clear | Unclear |
|  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**Courses of the Program**

**In this part, evaluation depends on the careful review of course specifications in the program.**

**\* This table is duplicated to cover all courses in the program.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Course No.**  **Code:** | | **Course No.**  **Code:** | | **Course No.**  **Code:** | |
| Achieved | Not achieved | Achieved | Not achieved | Achieved | Not achieved |
| **Clarity of the course goals** |  |  |  |  |  |  |
| **Course objectives are related to program goals.** |  |  |  |  |  |  |
| **The targeted learning outcomes are measurable.** |  |  |  |  |  |  |
| **The targeted learning outcomes are appropriate for the course objectives.** |  |  |  |  |  |  |
| **The targeted learning outcomes match the program’s matrix of knowledge and skills.** |  |  |  |  |  |  |
| **The adopted teaching and learning strategies are appropriate for achieving the targeted learning outcomes.** |  |  |  |  |  |  |
| **Contents of the course are modern.** |  |  |  |  |  |  |
| **The adopted teaching and learning methods are adequate for the mentioned methods.** |  |  |  |  |  |  |
| **Student assessment methods are adequate.** |  |  |  |  |  |  |
| **References are appropriate and modern.** |  |  |  |  |  |  |

Comments of the evaluator:

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

.....................................................................................................................................................................

**Other comments:**

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

**The final opinion of the evaluator:**

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

......................................................................................................................................................................

Name of the external evaluator:…………………………… Signature:………………………………

Academic rank:………………………………………………………………………………………..

Specialization:…………………………………………………………………………………………

Educational institution: ……………………………………………………………………………….

Address of the institution: ……………………………………………………………………………

Mailing address:……………………………………………………………………………………..

E-mail:…………………………………………………………………………………………………

**The attachments that shall be sent to the external evaluator:**

1. Specification of the program
2. Learning outcomes of the program
3. Study plan
4. Specification of courses