

Committee for the Development, Evaluation, and Accreditation of Academic Programs

1_Review Report of SSRP Evidence for Essential Criteria_Bachelor Degree_Program Title:.....

1- Standard One: Program Management and Quality Assurance

#	Evidence	Related Criterion	Rating out of 4	Recommendations
1.	Statistics prove that the program has a sufficient number of qualified staff to perform its administrative, professional, and technical tasks, + their job description to define tasks and authorities. *	1-1-2		
2.	Program handbook* (one of the required documents for the review visit)	1-1-7		
3.	Manuals and procedures to activate the values of scientific integrity, intellectual property rights, rules of ethical practices, and proper conduct in all academic, research, administrative, and service fields and activities. *	1-1-8		
4.	Quality Assurance System Document* (one of the required documents for the review visit)	1-2-1		
5.	Key Performance Indicators (KPIs) Report*	1-2-2		
6.	Improvement Plans Based on the Analysis of KPI Results***	1-2-2		
7.	Report on the results of surveys for 2 years prior to the visit* (one of the required documents for the review visit)			

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2- Standard Two: Teaching and Learning

#	Evidence	Related Criterion	Rating out of 4	Recommendations
8.	Completion of the NCAAA Template for Program Alignment with the National Qualifications Framework (NQF)* (one of the required documents for the review visit)	2-1-2		
9.	Completion of the NCAAA Learning Outcomes Alignment Form with Academic Standards (where applicable)* (one of the required documents for the review visit)	2-1-2		
10.	Evidence demonstrating the alignment of learning outcomes with specialized academic standards and labor market requirements through matrices, benchmarking, surveys, and other relevant mechanisms (for programs for which no Specialized Academic Standards document has been issued by ETEC).			
11.	PLOs Assessment Plan* (one of the required documents for the review visit)	2-1-4		
12.	PLOs Assessment Report* (one of the required documents for the review visit)	2-1-4		
13.	Completion of the NCAAA PLOs Assessment Verification Form (one of the required documents for the review visit)			
14.	Minutes of meeting, decisions and forms to prove that the curriculum design considers fulfilling the program goals and learning outcomes and the educational, scientific, technical, and professional developments in the field of specialization, and it is periodically reviewed. * (one of the required documents for the review visit)	2-2-1		
15.	Policies and procedures for the approval and modification of the academic program and courses.* (one of the required documents for the review visit)			
16.	- A brief report or explanation within the Self-Study Report demonstrating how the study plan achieves balance and progression across academic levels between general requirements and specialization requirements, as well as between theoretical and practical components.* - (one of the required documents for the review visit)	2-2-2		

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17.	Verification, through the Program Learning Outcomes distribution matrix in the Program Specification document, of the sequential methodology for students' acquisition of knowledge and skills in terms of introductory, practice, and mastery levels, as well as the balanced horizontal and vertical contribution of courses to the achievement of the Program Learning Outcomes.	2-2-2		
18.	Field Training Manual and Quality Monitoring Mechanisms for Field Training (if applicable)* (one of the required documents for the review visit)	2-2-6		
19.	Formal Circulars and follow-up procedures to ensure a unified application of the study plan as well as the program and the course specifications offered at more than one site (sections of male and female students and different branches). *	2-2-7		
20.	Program Specifications* (one of the required documents for the review visit)	2-2-7		
21.	Course Specifications* (one of the required documents for the review visit)	2-2-7		
22.	Program Report (Annual Program Report)* (one of the required documents for the review visit)	2-3-1		
23.	Course Reports + samples of students' work* (one of the required documents for the review visit)	2-3-1		
24.	The program monitors the commitment of the teaching staff to the learning and teaching strategies and assessment methods included in the program and course specifications through specific mechanisms. *	2-3-1		
25.	Effective procedures are used to control academic integrity at the program level to verify that the work and assignments of students are their own. *	2-3-6		

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3- Standard Three: Students

#	Evidence	Related Criterion	Rating out of 4	Recommendations
26.	Academic and Career Advising Manual*	3-0-3		
27.	Results of the Key Performance Indicator (KPI) Measuring Student Satisfaction with the Services Provided*	3-0-7		
28.	Improvement Plans Based on the Results of Student Satisfaction Surveys*	3-0-7		

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4- Standard Four: Faculty

#	Evidence	Related Criterion	Rating out of 4	Recommendations
29.	Adequacy of the Number of Faculty Members*	4-0-1		
30.	Faculty Qualifications and Competency in Relation to the Program Specialization (<i>Evidence: Alignment Matrix between the Course List and Faculty Specializations</i>)*	4-0-1		
31.	Faculty CVs * (one of the required documents for the review visit)	4-0-1		
32.	Faculty Research Activity Indicator* (one of the required KPIs by NCAAA)	4-0-3		

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5- Standard Five: Learning Resources, Facilities, and Equipment

#	Requirements	Rating out of 4	Rating out of 4	Recommendations
33.	Safety, environmental conservation, and hazardous waste disposal standards are applied efficiently and effectively, and all public and occupational health and safety requirements are made available in facilities, equipment, and educational and research activities. *	5-0-3		
34.	KPI Results on Faculty, Staff, and Student Satisfaction with Technical Services, Educational Services, and Learning Resources*	5-0-3		
35.	Improvement Plans Based on the Analysis of Satisfaction KPI Results Related to Technical Services, Educational Services, and Learning Resources*	5-0-3		

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