

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

2_Review Report of SSRP Major Evidence_Bachelor Degree_Program Title:.....

1- Standard One: Program Management and Quality Assurance

#	Evidence	Related Criterion	Rating out of 4	Recommendations
1.	The Program Operational Plan	1-1-1		
2.	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		
3.	Program Organizational Structure Manual, including councils, committees, and positions, with clearly defined roles and authorities	1-1-3		
4.	Job Descriptions for All Program Personnel, including leadership, faculty members, and administrative staff	1-1-3		
5.	Quality of the Organizational Climate: clarity, comprehensiveness, and dissemination of educational, academic and research policies and procedures	1-1-3		
6.	Quality of the Organizational Climate: clarity of performance evaluation policies and procedures	1-1-3 4-0-6		
7.	Operational Plan Achievement Report(s)	1-1-4		
8.	Program handbook* (one of the required documents for the review visit)	1-1-7		
9.	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		
10.	Quality Assurance System Document* (one of the required documents for the review visit)	1-2-1		
11.	Key Performance Indicators (KPIs) Report*	1-2-2		
12.	Improvement Plans Based on the Analysis of KPI Results***	1-2-2		
13.	Report on the results of surveys for 2 years prior to the visit* (one of the required documents for the review visit)	Miscellaneous		

The evidence highlighted in red is required either within the core criteria of the standards or as part of the eligibility requirements for the accreditation visit. Therefore, it should be given the highest level of attention and priority in cases where observations or deficiencies are identified, particularly within the Teaching and Learning Standard.

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

2_Review Report of SSRP Major Evidence_Bachelor Degree_Program Title:.....

2- Standard Two: Teaching and Learning

#	Evidence	Related Criterion	Rating out of 4	Recommendations
14.	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		
15.	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		
16.	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).			
17.	PLOs Assessment Plan* (one of the required documents for the review visit)	2-1-4		
18.	PLOs Assessment Report* (one of the required documents for the review visit)	2-1-4		
19.	Completion of the NCAAA PLOs Assessment Verification Form (one of the required documents for the review visit)			
20.	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		
21.	Policies and procedures for the approval and modification of the academic program and courses.* (one of the required documents for the review visit)			

The evidence highlighted in red is required either within the core criteria of the standards or as part of the eligibility requirements for the accreditation visit. Therefore, it should be given the highest level of attention and priority in cases where observations or deficiencies are identified, particularly within the Teaching and Learning Standard.

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

2_Review Report of SSRP Major Evidence_Bachelor Degree_Program Title:.....

22.	- 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		
23.	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		
24.	Field Training Manual and Quality Monitoring Mechanisms for Field Training (if applicable)* (one of the required documents for the review visit)	2-2-6		
25.	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		
26.	Program Specifications* (one of the required documents for the review visit)	2-2-7		
27.	Course Specifications* (one of the required documents for the review visit)	2-2-7		
28.	Program Report (Annual Program Report)* (one of the required documents for the review visit)	2-3-1		
29.	Course Reports + samples of students' work* (one of the required documents for the review visit)	2-3-1		
30.	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		
31.	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		

The evidence highlighted in red is required either within the core criteria of the standards or as part of the eligibility requirements for the accreditation visit. Therefore, it should be given the highest level of attention and priority in cases where observations or deficiencies are identified, particularly within the Teaching and Learning Standard.

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

2_Review Report of SSRP Major Evidence_Bachelor Degree_Program Title:.....

3- Standard Three: Students

#	Evidence	Related Criterion	Rating out of 4	Recommendations
32.	Student Handbook	3-0-2		
33.	Academic and Career Advising Manual*	3-0-3		
34.	Results of the Key Performance Indicator (KPI) Measuring Student Satisfaction with the Services Provided*	3-0-7		
35.	Improvement Plans Based on the Results of Student Satisfaction Surveys*	3-0-7		

The evidence highlighted in red is required either within the core criteria of the standards or as part of the eligibility requirements for the accreditation visit. Therefore, it should be given the highest level of attention and priority in cases where observations or deficiencies are identified, particularly within the Teaching and Learning Standard.

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

2_Review Report of SSRP Major Evidence_Bachelor Degree_Program Title:.....

4- Standard Four: Faculty

#	Evidence	Related Criterion	Rating out of 4	Recommendations
36.	Adequacy of the Number of Faculty Members*	4-0-1		
37.	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		
38.	Faculty CVs * <i>(one of the required documents for the review visit)</i>	4-0-1		
39.	Faculty Research Activity Indicator* <i>(one of the required KPIs by NCAAA)</i>	4-0-3		
40.	Faculty Community Engagement Activity Indicator	4-0-4		
41.	Faculty Professional Development and Training	4-0-5		

The evidence highlighted in red is required either within the core criteria of the standards or as part of the eligibility requirements for the accreditation visit. Therefore, it should be given the highest level of attention and priority in cases where observations or deficiencies are identified, particularly within the Teaching and Learning Standard.

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

2_Review Report of SSRP Major Evidence_Bachelor Degree_Program Title:.....

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

#	Requirements	Rating out of 4	Recommendations
42.	Adequacy of Learning Resources in Relation to the Nature of the Courses	5-0-1	
43.	Approved mechanisms for the maintenance and updating of laboratories, workshops, and equipment.	5-0-1	
44.	Technical Support Available to the Program, including the Learning Management System (Blackboard)	5-0-2	
45.	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	
46.	KPI Results on Faculty, Staff, and Student Satisfaction with Technical Services, Educational Services, and Learning Resources*	5-0-3	
47.	Improvement Plans Based on the Analysis of Satisfaction KPI Results Related to Technical Services, Educational Services, and Learning Resources*	5-0-3	

The evidence highlighted in red is required either within the core criteria of the standards or as part of the eligibility requirements for the accreditation visit. Therefore, it should be given the highest level of attention and priority in cases where observations or deficiencies are identified, particularly within the Teaching and Learning Standard.