








Essential EEP Quality Assurance Documents

| Document Name | Description | Frequency/ Time | Responsible | Helping Tools |
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| Course Specification | A document including detailed information of the course (Code, Title, Credit Hours, ...), learning outcomes, teaching strategies, assessment methods, Topics, textbook, etc. Must be shared with student via NBU Blackboard LMS system from the first teaching week. | Revised periodically and as needed. | Course Coordinator/ Systems and Study plans Committee /EED – CoE - NBU Councils . | NCAA Course Specification Template (last version) available on the internal Quality website |
| Course Report | A comprehensive evaluation of implementation of a course specification, summarizing student performance, feedback, and areas for improvement. | Prepared at the end of each course. | Course Coordinators with instructors | NCAA Course Report Template available on the internal Quality website |
| Peer Review Report | A report evaluating the quality of a faculty member's teaching, based on peer assessment of course portfolio. It provides valuable insights into the quality of course instruction and assessment practices. Key metrics evaluated in the reports include course completeness, accuracy, and overall consistency with course specifications. The report is submitted via official email to the course instructor. | Conducted at the end of each term. | Peer Reviewers (Faculty Members) & QAAC (Management) | Peer Review Dashboard accessible from internal Quality website. |
| Program Specification | A comprehensive document outlining the program's Mission, objectives, learning outcomes, curriculum structure, study plan presenting all courses information distributed over levels and years, alignment between Courses and PLOs, Teaching and learning strategies, Assessment Methods, ..., Program Quality Assurance, KPIs, etc. | Updated Periodically or as needed. | Systems and Study plans Committee /EED – CoE - NBU Councils. | NCAA Program Specification Template |
| Survey Reports | Reports summarizing the findings of various surveys, such as Program Survey, Course survey, Student Experience survey, and employer surveys. | Conducted periodically (End Term/ annually). | Deanship of development and Quality/QAAC | Surveys are available to students before the announcement of term results. MS Excel Analysis File is prepared. |
| PLOs Assessment Plan | It is a comprehensive document that outlines the strategies, methods, and procedures for assessing program learning outcomes (PLOs) in EE program during one academic year. It serves as a roadmap for ensuring that the program is effectively achieving its objectives. | Prepared during the First week in the Academic year/ updated during the year as needed. | QAAC | PLOs Assessment Plan of past year. |
| PLOs Analysis Report | A report analyzing the results of PLOs assessments and identifying areas for improvement. | Conducted annually (Prepared during the first week of the next year). | QAAC | PLOs Automation (Indirect/Direct) Assessment File. |

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| EEP KPIs Analysis Report | A report analyzing the performance of key performance indicators (KPIs) related to the EE program. | Conducted annually. (Prepared during the first week of the next year). | QAAC | EEP KPIs Measurement and Follow-up Dashboard. |
| EEP Objectives and Mission Analysis Report | A report evaluating the KPIs defined for each program objective and then evaluate Program Objectives and mission. The report also analyzes the results of POs and Mission and identify Strength and areas for improvement. | Conducted annually. (Prepared during the first week of the next year). | QAAC | POs-KPIs Measurement and follow-up Dashboard. |
| EEP Operational Plan | A detailed plan outlining the program's activities, resources, and timelines for a EEP to make it operational. | Developed annually. (Prepared during the first two weeks of the year) | QAAC | Operational Plan of the past year. |
| EEP Operational Plan Achievement Report | A report evaluating the progress and achievements of the program's operational plan. | Conducted at the end of each academic year. | QAAC | Operational Plan Evaluation and follow-up Dashboard. |
| EEP Improvement Plan | A plan outlining actions to address identified areas for improvement in the program. The document includes all improvement priorities contained in all quality reports such that: KPIs, quality surveys, course reports, and the program annual report, operational plan, etc. | Developed annually. (Prepared during the first two weeks of the academic year) | QAAC | Improvement Plan of the past year. |
| EEP Improvement Plan Achievement Report | A report evaluating the progress and outcomes of the program's improvement plan. | Conducted at the end of each academic year. | QAAC | Improvement Plan Evaluation and follow-up Dashboard. |
| Annual Program Report | It is a comprehensive document that provides a detailed overview of a program's activities, achievements, and challenges over the past year. It serves as a valuable tool for stakeholders, including faculty, students, administrators, and external reviewers, to understand the program's progress, effectiveness, and areas for improvement. | Conducted at the end of each academic year. | QAAC | NCAAA Annual Program Report Template |

Signature of the EE-QAAC President and Members (13/11/2023)

| | Name | Signature |
|---------------------|--------------------------------|---|
| Committee President | Dr. Ali Hamdan Alenezi |  |
| Members | Dr. Ezzeddine Salah Touti |  |
| | Dr. Hady El-Said Abdel-Maksoud |  |
| | Dr. Habib Abdallah Kraiem |  |
| | Dr. Ahmed Mahmoud Agwa |  |
| | Dr. Shaaban Mohamed Shaaban |  |
| | Dr. Hafedh Mahmoud Zayani |  |