

Program Report Revision Check list Template

College:	Department:	Program:
Program Coordinator:		Reviewer:
Academic Year:	Semester:	Date:

No.	Revision Items (Item code in the content list of NCAAA-T6)	Fulfilment			Evidence(s)	Comments/ Recommendations
		Yes	Partial	No		
1	Report on the approved template					
2	List the action plans mentioned in the previous annual report of the program and the level of implementation (A).					
3	Student statistics (in the year of the report (B-1)).					
4	Commenting any special or unusual factors that may have affected completion rates (B-1).					
5	Analysis of the current cohort (for graduates of the year for which the report was prepared) and comment on the results (B2).					
6	Analysis of the program statistics results, including strengths, areas for improvement and priorities for improvement in light of program statistics results (B-3).					
7	Program learning outcomes assessment results and commentary (C-1).					
8	Analysis of the learning outcomes assessment results, including strengths, areas for improvement and priorities for improvement in light of the learning outcomes assessment results (C-2).					



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9	Summary of the course reports, specifying the courses / units that were planned and not taught during the academic year with the reasons and compensating actions (D-1).					
10	Courses with noticeable discrepancies in the results are clearly identified, according to what was stated in the course reports, including: (completion rate, distribution of grades, student results ... etc.) with an explanation of the reasons for these discrepancies, and improvement actions (D-2)).					
11	Results of the course reports were analyzed including strengths, areas for improvement, and priorities for improvement in light of the results of the course reports (D-3).					
12	Activities implemented for counseling and student support in the program and commentary (E-1).					
13	Professional development activities for faculty and supporting staff and commentary (E-2).					
14	Activities carried out in the field of scientific research and innovation and commentary (E-3).					
15	Activities implemented in the area of community partnership and innovation and commentary (E-4).					
16	Results of analysis for the evaluation of the program activities, including strengths, areas for improvement and priorities for improvement of program activities (E-5).					



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1 7	Program courses are evaluated, with questionnaire reports attached (F-1).					
1 8	Students' evaluation of the quality of the program (identifying strengths, areas for improvement, and suggestions for improvement), with students' evaluation reports for the quality of the program attached (F-2).					
1 9	Any other evaluations (if any) are included, such as: independent auditors, the program advisory committee, and beneficiaries (such as faculty, alumni, employers) (F-3).					
2 0	Program KPI's Results, benchmarks and commentary are included (F-4).					
2 1	Results of the program evaluation analysis, including strengths, areas for improvement, and priorities for improvement for the results of the program evaluation (F-5).					
2 2	Difficulties and challenges that faced the program management are identified (G).					
2 3	A program development plan is included (H).					
2 4	Report Approving Authority is completed (I).					
2 5	The following reports are attached: • Results of cohort analysis for male and female students and for each of the program branches. • Results of program learning outcomes' assessment for the male and female sections and for each branch. • Students' evaluation of the program's quality reports.					



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	• Independent reviewer and various questionnaires' reports (if any)					

General Comments

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Reviewer(s)

Name:
/

Signature:

Date: / / H, /

