A picture containing sky

Description automatically generated

**External Advisory Committee**

**Annual Report**

**College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year\_\_\_\_\_\_\_\_\_\_**

**First: Introduction**

**Second: Meeting's Data**

1. **Attendance**

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| **Meeting**  **Venue** |  | | **Meeting**  **Date** | |  |
| **Meeting**  **Chairperson** |  | | | | |
| **Participants** |  | **Name** | | **Designation** | |
| **1** |  | |  | |
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1. **Meeting's Agenda**

**Third: Meeting's Discussions**

1. **Review what have been achieved from the recommendations of previous meeting (if any) (First Meeting)**

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| **Most Significant Recommendations** | | **Implantation Status** | | **Difficulties encountered (if any)** | **If Not Complete in the time, Give** | | | **Analysis**  **Evaluate the Impact of the implementation of the Recommendations on the Development process of Colleges/Programs** | | | **Recommendation need to be carried over for discussion in the EAC next meeting** | |
| **Completed** | **Not Completed** | **Reasons** | **Proposed Action** | **Person in charge of the followup** | **Major** | **Medium** | **Low** | **Yes** | **No** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **Review and develop the College's strategic plan, action plan, mission, goals, objectives and its performance indicators.**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review and develop the College's strategic plan** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Action Plan** |  |  |  |  |  |  |  |  |
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| **Mission** |  |  |  |  |  |  |  |  |
| **Goals** |  |  |  |  |  |  |  |  |
| **Objectives** |  |  |  |  |  |  |  |  |
| **Key Performance Indicators** |  |  |  |  |  |  |  |  |

1. **Review and develop the specifications of the college graduate, program learning outcomes, compatibility of Los with the National Qualifications Framework; current and future labor market needs; the scientific development of the specialty and its impact on study plan.**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review and develop the specifications of the college graduate** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Program learning outcomes** |  |  |  |  |  |  |  |  |
| **Compatibility of Los with the National Qualifications Framework** |  |  |  |  |  |  |  |  |
| **Current and future labor market needs** |  |  |  |  |  |  |  |  |
| **The scientific development of the specialty and its impact on study plan.** |  |  |  |  |  |  |  |  |

1. **Review the results of measuring the learning outcomes, the performance indicators, teaching strategies and methods of evaluation in light of the scientific and technological developments and teaching strategies of assessment at the national, regional and international level, and review its action plans**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review the results of measuring the learning outcomes** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **The performance indicators** |  |  |  |  |  |  |  |  |
| **Teaching strategies and methods of evaluation in light of the scientific and technological developments and teaching strategies of assessment at the national, regional and international level** |  |  |  |  |  |  |  |  |
| **Review the action plans of teaching strategies and evaluation methods** |  |  |  |  |  |  |  |  |

1. **Review and develop research policy and plans, develop the research production of faculty and students in the specialty as well as local, regional and international community in quantity and quality; establishment of research partnerships to finance and market the research and innovation; develop career and research fields of faculty and student and create opportunities for research's partnerships, conferences and symposia**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review and develop research policy and plans** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Develop the research production of faculty and students** |  |  |  |  |  |  |  |  |
| **Establishment of research partnerships to finance and market the research and innovation** |  |  |  |  |  |  |  |  |
| **create opportunities for research's partnerships, conferences and symposia** |  |  |  |  |  |  |  |  |

1. **Review and develop the college/program projects and initiatives to serve the community, and conclude agreements with the community institutions to establish and projects and programs of voluntary work that serves the local community**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review and develop the college/program projects and initiatives to serve the community** |  |  |  |  |  |  |  |  |
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| **Conclude agreements with the community institutions to establish and projects and programs of voluntary work that serves the local community** |  |  |  |  |  |  |  |  |
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1. **Review and develop activities of the field experience and the relevant learning outcomes, and the criteria and mechanisms of its evaluation in line with the current and future needs of labor market; conclude agreements with the local industrial sector and employment programs that provide work experience and part time employment opportunities.**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review and develop activities of the field experience and the relevant learning outcomes, and the criteria and mechanisms of its evaluation in line with the current and future needs of labor market** |  |  |  |  |  |  |  |  |
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| **Conclude agreements with the local industrial sector and employment programs that provide work experience and part time employment opportunities.** |  |  |  |  |  |  |  |  |
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**8. Review and develop the program/college's key performance indicators and conclude agreements for conducting external benchmarking with other education institutions**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review and develop the program/college's key performance indicators** |  |  |  |  |  |  |  |  |
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| **Conclude agreements for conducting external benchmarking with other education institutions** |  |  |  |  |  |  |  |  |
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**9. Develop the college/program using the results of customer and stakeholder surveys as well as the results of performance indicators, program quality evaluation and learning outcomes; develop action plans and monitor the implementation of survey results (of at least the last two years)**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Develop the college/program using the results of customer and stakeholder surveys as well as the results of performance indicators, program quality evaluation and learning outcomes** |  |  |  |  |  |  |  |  |
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| **Develop action plans and monitor the implementation of survey results (of at least the last two years)** |  |  |  |  |  |  |  |  |
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**10. Establish agreements. memorandums of understanding and cooperation, and community partnerships with the industrial and the professional sectors and research centres to provide a source of financial income for the college/program through the provision of speciality related research and training services in which students, faculty members and all staff of the college/program are involved.**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Establish agreements. memorandums of understanding and cooperation, and community partnerships with the industrial and the professional sectors and research centres to provide a source of financial income for the college/program through the provision of speciality related research and training services in which students, faculty members and all staff of the college/program are involved** |  |  |  |  |  |  |  |  |
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**11. Review and develop policies, regulations and procedures and all academic, administrative, financial, research and community service activities of the college/program; activate the internal academic quality system of the college/ program.**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Review and develop policies, regulations and procedures and all academic, administrative, financial, research and community service activities of the college/program** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Activate the internal academic quality system of the college/ program** |  |  |  |  |  |  |  |  |
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**12. Discussion of what is referred to College/Departmental Board as it relates to the academic, research and community service issues as well as administrative and financial issues.**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Topics referred to the College/Departmental Board relates to the academic, research and community service issues as well as administrative and financial issues.** |  |  |  |  |  |  |  |  |

**13. Any further work in which the College/ program sees Scope for development and improvement.**

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| **Inputs** | **Recommendation** |  | | | | | | | |
| **Responsible Person** |  | | | | | | | |
| **Resources and Support Required** |  | | | | | | | |
| **Projected Timeline to achieve the Recommendation** |  | | | | | | | |
| **Outcomes** | **Discussion Topics** | **Decisions and Actions** | **Timeline** | | | **Responsibility** | **Implementation Status** | | |
| **Day** | **Month** | **Year** | **Started** | **Not started** | **Completed** |
| **Any further work in which the College/ program sees Scope for development and improvement** |  |  |  |  |  |  |  |  |

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| **المدخلات** | **قائمة الأعمال المستجدة** |  |

**Fourth: Summary of the Report**

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| **Most Significant Recommendations** | | **Implantation Status** | | **Difficulties encountered (if any)** | **If Not Complete in the time, Give** | | | **Analysis**  **Evaluate the Impact of the implementation of the Recommendations on the Development process of Colleges/Programs** | | | **Recommendation need to be carried over for discussion in the EAC next meeting** | |
| **Completed** | **Not Completed** | **Reasons** | **Proposed Action** | **Person in charge of the followup** | **Major** | **Medium** | **Low** | **Yes** | **No** |
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**Fifth: Attachments**

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| **No** | **Type** | **Description** |
| **(Letters, minutes, periodic reports, statistic reports)** | **Brief description of the contents of the attached documents** |
| **1** |  |  |
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**Sixth: Report's Adoption Data**

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| **The report prepared by** | **Designation:** |
| **Name:** |
| **Preparation Date:** |
| **Signature** |

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| **The report reviewed by** | **Designation:** |
| **Name:** |
| **Review Date** |
| **Signature** |

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| **The report adopted by** | **Designation:** |
| **Name:** |
| **Adoption Date** |
| **Signature** |