



ISLAMIC REPUBLIC OF AFGANISTAN
MINISTRY OF HIGHER EDUCATION
KABUL MEDICAL UNIVERSITY



ACTION PLAN OF
INTERNAL QUALITY ASSURANCE UNIT
2017

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ACADEMIC PROGRAMS					
Strategic Goals / Milestones	Milestones 2017	Actions 2017	Completed by	outcome	Lead accountability
Change of internal program monitoring system	Existing Curriculum Committee will be renamed to Program Review Committee at university and faculty level.	<ul style="list-style-type: none"> - rename the Curriculum Committee to Program Review Committee by Academic Council. - Membership of Curriculum Committee will be reviewed by Academic Council. - Academic Council will select membership for Program Review Committee - TOR for this committee will be defined - Orientation of internal monitoring system for heads of department - Student survey form and teacher survey form will be designed to identify the gaps between student and teacher perceptions of programs - completion of survey forms by students and teachers - IQAU will analyze the forms (surveys and peer review forms) - IQAU will deliver an annual monitoring report. 	<ul style="list-style-type: none"> - End of January - End of February - End of March - End of August - End of October - End of December 	<ul style="list-style-type: none"> - A permanent committee will be established. - Gaps will be identified about the aim of each programme between students and teachers. 	Vice chancellor
Modernizing and improving educational tools	Orientation of students and lecturers with electronic resources	<ul style="list-style-type: none"> - publicity of UPTODATE - training of UPTODATE - engagement of lecturers with digital libraries 	<ul style="list-style-type: none"> - end of March - more than 90% of lecturers and students will use uptodate by the end of September - end of December 	Practical use of modern educational tools	IT center and EDC

modernizing pedagogy	Planning of implementation of OBE-SCL.	<ul style="list-style-type: none"> - Publicity through web and brochures - Design OBE-SCL workshop curriculum based on MoHE guidelines - Deliver workshops for lecturers - Selecting at least one trainer for each faculty to deliver future workshops 	<ul style="list-style-type: none"> - end of February - end of April - end of August - end of December 	- have specific trainers in each faculty	EDC
Monitoring of Assessment of students	Permanent exam committee will be established within the framework of program review committee	<ul style="list-style-type: none"> - Establish permanent exam committee at university level that will: - Deliver workshops regards to MCQ and implementation of PBL and CBL will be conducted for more improvement. - Develop three Feedback questionnaires will be given to students in regard to the quality of midterm and final exams. - Collect Assessment tasks and results of formative and summative assessment from all departments - Analyze the alignment with outcome and lesson plan and student questionnaires - Recommend actions for improvement. - Prepare report for VCAA. 	<ul style="list-style-type: none"> - End of March - End of the June - End of Sept - End of Nov - End of December 	- Standard assessment for reaching the outcome.	Student vice chancellor and academic vice chancellor
Collaborative partnership					

Student experience and support					
Strategic Goals	Milestones 2017	Actions 2017	Completed by	outcome	lead
Student advising	Psychological advising	<ul style="list-style-type: none"> - Appoint a regular psychological consultant in center of psychological advising of KMU. - Publicize opening hours to students - Conduct analysis of causes of stress - Submission of quarterly report to IQAU 	<ul style="list-style-type: none"> - End of June - End of December 	- identify causes of stress, the impact on student SV learning and explore solutions.	Student vice chancellor
Student representation	Establishment of Student Council	<ul style="list-style-type: none"> - Representative of each class of each faculty will be selected by VCSA - TOR and meetings timetable will be determined - Regular meetings every semester with Chancellor and VCs and Deans 	<ul style="list-style-type: none"> - End of may - End of June - End of year 	Real contact with students will be provided.	Students vice chancellor
Students support services	Appeal and complaints	<ul style="list-style-type: none"> - A committee within the framework of discipline committee will be established for receiving and processing complaints. It will be responsible for: 	<ul style="list-style-type: none"> - End of March - End of June 	- improve the learning environment for students	Students vice chancellor

		<ul style="list-style-type: none"> - Providing a complaints box for general complaints. - Informing the students about the result of their general complaints. - Submitting a regular three monthly report on procedure and processing of appeal and complaints of students to IQEU. 	<ul style="list-style-type: none"> - End of July - After July 2017 will regularly followed 		
A systematic mechanism for student feedback	<p>Systematic monitoring of feedback by Quality assurance committee</p> <p>Assessment of baseline skills of students</p>	<ul style="list-style-type: none"> - Revision of questionnaires in regard to feedback of students from teaching and learning quality and their feedback in regard to individual lecturers. - Questionnaires for students' language and other skills and abilities will be developed. - The questionnaire will be filled by students every year. - IQEU will analyze the responses and recommend actions to Chancellor. 	<ul style="list-style-type: none"> - End of March - End of June - End of July - End of august. - End of sept 	<p>Identify skills gaps and explore ways of developing key student skill sets</p>	<p>IQEU</p> <p>IQEU</p>

		<ul style="list-style-type: none"> - Result and actions will be announced to students. - Repeating the procedure for next semester. 	<ul style="list-style-type: none"> - End of December 		
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Faculty Members and staff					
Vision--- By 2021 significant development of performance of all staff will be achieved					
Strategic Goals / Milestones	Milestones 2017	Actions 2017	Completed by	outcome	lead
Professional development of faculty members	Improving the knowledge of research methodology	<ul style="list-style-type: none"> - Conducting workshops and supporting them by research center. - Improve their knowledge through connecting them with other researchers by professional links eg researchgate. - Analyze of lecturers feedback in this issue 	<ul style="list-style-type: none"> - End of July - End of Oct - End of December 	All lecturers will have knowledge of research methodology.	Head of research
Professional development of nonacademic members	Improving Language and computer skill	<ul style="list-style-type: none"> - 25% of nonacademic staff will be introduced to English self-learning center of KMU. - 25% newly admitted to English self-learning. These two group will be 	<ul style="list-style-type: none"> - End of July - End of December 	Improve communication between KMU units and international agencies	Administrative vice chancellor

		introduced to management skills in 2018			
Performance review of administrative staff					
Performance review of academic staff	<p>Changes of the process by academic council.</p> <p>Basic orientation of all academic staff about performance review.</p>	<ul style="list-style-type: none"> - Conduct one meeting with chancellor and vice chancellors and deans for considering teaching, research and service within the annual performance review process and link it to rank - Conduct two workshops with heads of department and deans of faculty - Conducting at least five workshops with lecturers in regard to providing an annual work plan and self-study report (performance against plan) that is aligned with goals of department and cover the three aspects (service, teaching and research) and inform them about the importance of performance review in their promotion. - A performance review panel for each faculty 	<ul style="list-style-type: none"> - At end of march - end of June - End of July 	Improve concentration of lecturers on teaching and learning and services.	VCAA

		will be approved by academic council. - Short orientation for all performance review panel members.	- End of December		
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Quality Assurance					
Strategic Goals	Milestones 2017	Actions	Completed by	outcome	Lead accountability
Maintain the standards of quality assurance in administrative and academic unit	Define and run the quality assurance process	<ul style="list-style-type: none"> - develop a booklet that clearly defines the KMU QA process - Publicity (website, brochures and banners) - Implementing a Commitment culture through conducting four workshop in 2017 for academic and nonacademic staff - Appointing a QA representative in each department - QA committee will conduct semester meeting with them. - IQAU will follow the timeline of MoHE for procedures. 	<ul style="list-style-type: none"> - end of January - end of April - end of January -up to end of December 	Effective quality assurance process	Vice chancellor

To support university in the implementation of its strategic plan	Consideration on strengths, barriers of action plan of university.	<ul style="list-style-type: none"> - Assess progress against barriers according to last year's Self-Assessment - Develop an Action Plan that focuses on what is possible given the strengths that exist in KMU 	<ul style="list-style-type: none"> - End of August - End of December 	To use maximum of facilities for improvement	Vice chancellor
To support awards procedures of KMU.	To support departments that have innovations in regard to promotion of student learning and staff development.	<ul style="list-style-type: none"> - The top department in the departmental evaluation receives a letter of appreciation from QA committee every semester. - Have meeting with top department to explore how best to apply their innovation across the university. 	<ul style="list-style-type: none"> - End of July - End of Nov - End of Sep and Nov - End of December 	To involve lecturers in innovation of quality assurance process	Vice chancellor