

**ANNUAL PROGRESS REPORT ACCORDING TO ACTION PLAN
DATE 3/5/2022**

Completed
 Progress
 Not completed

Milestones	No	Actions	TimeLine	status	Consideration
Change s of internal monitoring system	1	Rename of curriculum committee	End of January	M	Renamed to program review committee
	2	Membership of program review committee	End of January	M	Members were selected in faculty level and university level. Student voice chancellor is member in this committee as a representative of exam committee.
	3	TOR will be defined	End of January	M	defined
	4	Orientation of internal monitoring system for head of department	End of February	M	Through representative of departments they are informed. Also a workshop was conducted for them
	5	Student survey form and teachers survey form for identifying gap between student and lecturers perception of program	End of march	M	This survey form is established and delivered to departments for filling by head of departments. It was delivered to students.
Modern izing educational tools	6	Publicity of uptodate	End of march	M	Brochures of uptodate delivered to representative of departments.
	7	Training of uptodate	End of September	P	50% of lecturers already trained and the remaining 50% will be trained through representatives of departments who participated in training workshop on March
	8	Engagement of lecturers with digital libraries	End of December	P	The representative of departments started to engage their departments members
Modern izing pedagogy	9	Publicity through web and brochures	End of February	M	Publicized through web
	10	Design workshop	End of April	M	For 30 lectures from different faculties for 15 days
	11	Deliver workshop	End of	M	For 25 lecturers delivered in 15 days

			August		
	12	Selection of trainers	End of December	P	After 30 march it will be selected the 50 percent mark for being a trainer is analyzed and the remaining 50 percent is according to teaching portfolio
Monitoring assessment of students	13	Permanent exam committee in the university level within the framework of PRC	End of march	M	The committee selected and the main members are student vice chancellor, deans of faculty , from each faculty two members selected
	14	Delivering workshops regard to MCQ	End of march	N	
	15	Develop questionnaire for feedback (midterm, final term)	End of June	M	Questionnaire is developed
	16	Collect assessment tasks and results from departments	End of december	N	
	17	Analyze alignment of outcome with assessment	End of sept	P	
	18	Recommend actions for improvement	End of Nov June and July	N	
	19	Prepare report for VCAA	End of December	N	
Student advising	20	Psychological advising consultant center established and psychology department academic members are responsible in rotation	End of June	M	This center is established and is open for 3 hours in a week.
	21	Publicizing for students	End of June	M	The time and day that this center is open for students is publicized through announcement boards
	22	This center will Prepare report	End of December	M	
Student representative	23	Student council establishment	End of may	M	Not only in university level but in faculty level.
	24	TOR of the council	End of June	M	
Student support	25	A committee within the framework of discipline committee will be established for	End of march	M	Members from discipline committee are selected and are responsible for this process.

		receiving and processing the Mcomplaints			
	26	Providing complaints box	End of July	M	A complaints box is established
	27	Informing students from their complaints result And report to IQAU	End of July	M	
Systematic mechanism for student feedback	28	Revision of questionnaire in regard to feedback of students from the quality of learning and individual lecturers	End of march	M	These questionnaires are revised and delivered to representative of departments for implementation
	29	Form for student skills	End of June	M	established
	30	Questionnaire will be filled by students	End of July	M	The questionnaires filled by students
	31	Analyze the responses and report to chancellor		M	The student feedback questionnaire and quality of teaching questionnaire were analyzed and reported
	32	Result will be announced	End of December	M	The result is announced to students, deans and deparments
Professional development of faculty staff	33	Conducting workshops by research center	End of July	M	Official letter in this regard has been sent to research center and will be followed.
	34	Analyze lecturers feedback in this issues	End of December	N	
Professional development of nonacademic staff	35	25% to computer courses	End of July	M	The second group introduced and the course started from 8 march and will be continued for two month (36 members are introduced)
	36	25% to English courses	End of December	M	The second group introduced and the course started from 5 July and will be continued for two month (40 members are introduced)
Changes in performance review	37	One meeting with vice chancellors	End of the march	M	Conducted and they supported the changes
	38	Conduct two workshop with head of department in this	End of June	P	One workshop is conducted about this issue

of lecturers		regard			
	39	Five workshop for lecturers in regard to work plan	End of June	N	
	40	Performance panel will be selected and approved by academic council	End of July	N	
	41	Short orientation for performance panel review members	End of December	N	
Define the quality assurance	42	Develop booklet	End of January	M	
	43	publicity	End of April	M	The important actions and result of last year analyzes and 12 criteria is already published in website
	44	Implementing commitment culture	End of January	M	two workshop conducted for academic and nonacademic staff
	45	Appointing representative for each department	Up to end of December	M	Representatives introduced officially to IQAU and they are connected through quality assurance representative google group .Their responsibilities were clarified for them.
	46	Meeting with representative		M	They have regular responsibilities and Three meeting was conducted with them, they are reporting regularly to IQAU.
Support university in implementation of its plan	47	Assess progress against barriers	End of August	M	
	48	Develop a plan that focused on what is possible	End of December	M	
To support award procedure of KMU	49	Support departments that have innovations in regard to improving management and academic quality of departments	End of July	M	Certificate of appreciation according to last semester evaluation has been designed and prepared for them soon it will be delivered for them. This process will be continued for this year two semesters.