Qatar University Programs Learning Outcomes Assessment Committee

Terms of Reference

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AUTHORS

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VERSION HISTORY

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APPROVALS

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1. BACKGROUND

Over the last two decades of increased attention to assessment in higher education, many campuses have found creative and sophisticated ways to gather evidence of student learning, discover the degree to which courses and programs accomplish intended outcomes, and probe the achievement of institutional goals and mission. Qatar University wide Program Learning Outcomes Assessment Committee must works with the designated university programs to revise, validate endorse and manage programs' learning outcomes assessment plans.

2. ROLE OF QU PROGRAMS LEARNING OUTCOMES ASSESSMENT COMMITTEE

The role of QU Programs Learning Outcomes Assessment Committee is as follows:

1. **Revise**, and if necessary devise assessment tools to substantiate program learning outcomes assessment plans.
2. **Make** sure that every assessment plan is aligned and adequately designed to assess the program based on its mission, goals, identified learning outcomes and activities.
3. **Provide** a framework, guidelines, and timeline for assessment plan implementation at program level.
4. **Provide** guidance and training for coordinators particularly on how to develop assessment tools and make use of them in program assessment
5. **Provide** coaching on how to set assessment measures e.g. rubrics for each tool
6. **Make sure that** all the process work progress and all approved program assessment plan with timeline for all assessment are documented on Black Board Community website.
7. **Encourage programs** to report work progress to all college faculty in a forum or a symposium.
8. **Follow up** on identified and communicated Learning Outcomes Assessment plan for this academic year by academic programs
9. **Develop** and construct a Learning Outcomes Assessment website that will "go live" at the beginning of December 2008 to streamline assessment reporting and follow up strategies. The website should also includes a Learning Outcomes Assessment Glossary as well as other information, resources, and models,
10. **Provide** Recommendations and concerns to the VPCAO.
11. **Follow up** on the implementation of assessment feedback and recommendation as well as on strategies devised by academic program to ensure continuance improvement.
12. **Provide** annual report to VP&CAO.

3. RESPONSIBILITIES OF QU PROGRAMS LEARNING OUTCOMES ASSESSMENT COMMITTEE

The responsibilities of QU Programs Learning Outcomes Assessment Committee Chair are as follows:

1. Sets the agenda for each meeting.
2. Ensures that agendas and supporting materials are delivered to members in advance of meetings.
3. Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.

4. Clarifies and summarizes what is happening throughout each meeting.

5. Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings to two hours or less.

6. Encourages broad participation from members in discussion by calling on different people.

7. Ends each meeting with a summary of advice provided and assignments.

8. The chair, on behalf of the full committee, shall provide a written summary to the VP&CAO, along with a written recommendation on the academic program proposal

4. RESPONSIBILITIES OF QU PROGRAMS LEARNING OUTCOMES ASSESSMENT COMMITTEE MEMBERS

Individual QU Programs Learning Outcomes Assessment Committee members have the following responsibilities:

1. Understand the goals, objectives, and desired outcomes of the Committee.

2. Take a genuine interest in the Committee's outcomes and overall success.

3. Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Advisory Committee documents.

4. Support open discussion and debate, and encourage fellow members to voice their insights.

5. Hold meetings and discussions with pertinent academic departments and colleges during the various stages.

6. Hold a meeting and discussion with pertinent academic departments and colleges after receiving the external reviewers comments

5. GENERAL

Membership, frequency of meetings, agenda, minutes and supporting material, committee composition, and committee term of appointment

5.1 Membership

The table below lists the membership of QU Programs Learning Outcomes Assessment Committee.

Name	Title	College
Dr. Shaikha Bint Jabor Al-Thani	Chair	VP&CAO
Dr. Ali Abd El-Moneim	Member	Director of CCP
Dr. Adel Cherif.	Member	CEng
Dr. Mohamed Al-Naimi	Member	Office of Institutional Research and Planning
Dr. Salah Ismail	Member	CBE
Dr. Iman Moustafawi	Member	CAS
Dr. Dheen Mohamed	Member	CSIS
Dr. Hasan El-Barrawy	Member	CoL

5.2 Frequency of Meetings

The committee shall meet at least once a month per academic year. It is important for the committee to outlines the schedule for meetings. Ideally, this schedule is set out at the beginning of the academic year so that members can plan ahead and arrange their attendance.

5.3 Agenda, Minutes, and Supporting Materials

A package will be sent to members three to five business days in advance of Committee meeting. This package will include the following:

- Agenda for upcoming meeting.
- Minutes of previous meeting.
- A progress report.
- Documents / information to be considered at the meeting.

5.4 Composition

- One member from the College of Arts and Sciences, one member from College of Business, one member from College of Sharia, one member from College of Law and one member from college of engineering.
- The CCP Director, ex-officio member.
- The chairperson of the committee shall be the VP&CAO or any person nominated by the VPCAO either from within the committee or outside.

5.5 Term of Appointment

A typical term for membership on Programs Learning Outcomes Assessment Committee is three years. Each year, the membership of Committee will be reviewed by the VP&CAO and nominations for new members will be solicited from the Deans. To ensure continuity, membership should be rotated with the objective that the majority of the committee members will have served at least one year.

Resources

- ☑ Learning out come revision guidelines developed by AUB.
- ☑ Consultation, feed back, following up and input could be solicited from facilitators of work shops conducted by AUB team, specifically Pro. Saouma BouJouda (boujaoud@aub.edu.lb) , Prof. Karma Al-Hassan (kelhasan@aub.edu.lb) and Dr. Amal BouZeineddine (bouzein@aub.edu.lb).
- ☑ Web resources e.g. http://www.aacu.org/resources/assessment/index.cfm; and also see attached file on **Internet Resources for Higher Education Outcomes Assessment** (http://www2.acs.ncsu.edu/UPA/assmt/resource.htm)