

Quality and Accreditation Unit Plan 2025-2026

The Quality and Accreditation Unit Tasks

The Quality and Accreditation Unit's main function is to develop, implement, and monitor quality assurance, policies, and procedures to enhance the academic standards of the College. This unit strives to develop and foster a culture of quality in all operational activities from academics to research and service. One of the main aims of the unit is to prepare the College for national institutional accreditation and national & international academic program accreditation by meeting the standards and requirements. This unit has the following tasks:

Tasks of the Unit:

The tasks are grouped to follow a complete accreditation cycle:

Planning → Implementation → Monitoring → Improvement → Communication.

1. Strategic Alignment and Planning

2. Establish the vision and mission of the Quality and Accreditation Unit in alignment with the College and Vice Deanship.
3. Develop and update the policies, procedures, objectives, and operational frameworks of the Quality and Academic Accreditation Program.
4. Support departments in preparing program and course specifications and ensure periodic review.
5. Identify and develop academic and administrative performance evaluation measures and prepare the related manuals.

2. Quality Assurance System Implementation

5. Supervise the implementation and continuous development of the college-wide quality program.
6. Provide support and oversight for the implementation of national and international academic accreditation requirements for all programs.
7. Train college employees at all levels on quality assurance standards, procedures, and documentation.
8. Promote a culture of quality, performance measurement, and continuous improvement through training courses, workshops, lectures, and seminars.

3. Accreditation Requirements & Documentation

9. Oversee the fulfillment and documentation of all institutional accreditation requirements, including evidence collection, verification, and submission.
10. Support academic departments in conducting their self-study according to NCAAA-approved standards.
11. Prepare, review, and periodically update the College Policies and Procedures Manual.
12. Follow up the updating of the college website to ensure accuracy and alignment with accreditation needs.

4. Monitoring, Evaluation, and Performance Measurement

13. Collect, compile, and analyze institutional and program-level performance indicators annually.
14. Conduct benchmarking activities with comparable local academic institutions.
15. Supervise the implementation of the annual plan for measuring program learning outcomes and ensure timely reporting.
16. Monitor the development of educational facilities, including modernization of laboratories.
17. Follow up on the performance evaluation of faculty members, academic leaders, administrative staff, and other beneficiaries.
18. Prepare periodic reports on performance evaluation results and recommend actionable improvements.

5. Surveys, Feedback, and Stakeholder Engagement

19. Develop and implement mechanisms to identify the expectations and satisfaction levels of internal and external stakeholders.
20. Prepare, distribute, and analyze beneficiary satisfaction surveys; prepare reports; share results; and supervise the execution of improvement plans.
21. Announce survey results periodically to relevant stakeholders.
22. Conduct regular meetings with students, faculty members, graduates, and other beneficiaries to collect feedback and close the quality loop.

6. Continuous Improvement and Problem-Solving

23. Study challenges faced by quality and development initiatives and propose evidence-based solutions.
24. Follow up on the activities related to creativity, excellence, and academic/research performance awards within the college.
25. Communicate findings, recommendations, and improvement opportunities to all relevant departments and units.

Related KPIs

	KPI	Target 2025-2026
1.	Holding at least 5 activities inside the College (workshop or training program) related to quality and accreditation	5
2.	Activating Quality week in November each year	Activating the week
3.	Providing a consultation and quality support activities to all departments or unites members each year	At least 100 consultation
4.	Satisfaction rate of stockholders with the services provided by the quality assurance department	Target satisfaction rate (4 at Likert scale from 5)
5.	Review the program Report	Review 100% of the program Report
6.	Review e courses specification	Review at least 4 of the courses specification
7.	Review courses report	Review at least 4 of the courses report
8.	Review field experience report	Review 100% of the field experience report
9.	Review courses guide	Review at least 4 of the courses guide
10.	Review courses report	Review at least 4 of the courses report
11.	Review courses portfolio	Review at least 4 of the courses portfolio
12.	Review Faculty portfolio	Review at least 4 of the Faculty portfolio
13.	Review course blueprint	Review at least 4 of the course blueprint
14.	Prepare annual KPIs report	Prepare annual KPIs report for institution and program
15.	Launch all needed surveys	<ul style="list-style-type: none"> ● Launch all Core surveys ● Launch the non- core surveys according to departmental needs
16.	Review operational plans of the programs	Review 100% of the operational plans of the programs
17.	Percentage of faculty members and other staff participated in quality assurance workshops	50%
18.	Number of internal revision (department/unites/committees)	6

College Mission:

Enriching the community with outstanding nursing staff academically and professionally which contributes to the service of the community and the development of scientific research nationally and internationally.

College Strategic Goals:

1. Excellence in Education and Learning.
2. Advancing Scientific Research to Serve Community Issues.
3. Elevating the College's Status and Ranking Locally, Regionally, and Globally.

Nursing Program Goals:

- Prepare students with a high-quality education that equips them with the professional requirements to achieve career success through nursing licensure.
- Prepare graduate nurses to provide safe, ethical, evidence-based, and patient-centered care to diverse populations.
- Promote an innovative and collaborative environment for learning and professional development, integrating communication and leadership skills essential for modern nursing practice.
- Create and promote a research environment for students and faculty, advancing both education and patient care, while supporting continuous professional development and lifelong learning.
- Encourage participation in local community services, building community partnerships within the scope of nursing and health care.

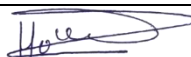
No	Name Of Activities	Alignment With College Strategic Goals	Alignment With Nursing Program Goals	Responsibility	Time	Evidences / Key Performance Indicators
1.	Working to achieve the college's mission and strategic goals in cooperation with the various departments within the college.	3	3	Quality and accreditation unit members	Throughout the academic year	<ul style="list-style-type: none"> • Prepare required documents needed for review visit for Institutional accreditation • Prepare required documents needed for review visit for Nursing program accreditation
2.	Spreading the culture of quality within the college by holding conferences, meetings, discussion sessions and events related to quality and academic accreditation.	3	3	Quality and accreditation unit members	Throughout the academic year	<ul style="list-style-type: none"> • Holding at least 5 activities inside the College (workshop or training program) related to quality and accreditation • Activating Quality Day in November
3.	Providing the necessary support to all departments and units members of the college to carry out their work and activities in the field of quality in order to obtain academic accreditation.	3	3	Quality and accreditation unit members	Throughout the academic year	<ul style="list-style-type: none"> • Providing at least 100 consultation or quality support activities to all departments or unites members each year • Target satisfaction rate for quality and accreditation support (4 at Likert scale from 5)

4.	Review program report	1	1	Quality and accreditation unit members	At the end of academic year	Review 100% of the program Report
5.	Review sample of courses specification	1	1	Quality and accreditation unit members	At the beginning of academic year	Review at least 4 courses specification
6.	Review sample from course reports	1	1	Quality and accreditation unit members	At the end of academic year	Review at least 4 courses report
7.	Review field experience report	1	1	Quality and accreditation unit member	At the end of academic year	Review 100% of the field experience report
8.	Review sample from course guide	1	1	Quality and accreditation unit members	At the beginning of academic year	Review at least 4 courses guide
9.	Review sample of courses report	1	1	Quality and accreditation unit members	At the end of academic year	Review at least 4 courses report
10.	Review sample of courses portfolio	1	1	Quality and accreditation unit members	At the end of academic year	Review at least 4 courses portfolio
11.	Review Samples of Faculty portfolio	1	1	Quality and accreditation unit members	At the end of academic year	Review at least 4 Faculty portfolio

12.	Review sample of course blueprint	1	1	Quality and accreditation unit members	Throughout the academic year	Review at least 4 course blueprint
13.	Prepare KPIs annual Report	1	1	Quality and accreditation unit members	At the end of academic year	Prepare annual KPIs report for institution and program
14.	launch the college Core surveys according to its schedule and preparing its statistical reports (the weakness, strengths and action plan is responsibility of other departments according to type of survey)	1	1	Quality and accreditation unit members	Throughout the academic year	<ul style="list-style-type: none"> • Launch all Core surveys • Launch the non- core surveys according to departmental needs
15.	Review the operational plan of the program	1	1	Quality and accreditation unit members	At the end of academic year	Review 100% of the operational plans of the programs
16.	Prepare annual college report	3	3	Quality and accreditation unit members	At the end of academic year	Prepare annual college report
17.	Survey activation and distribution to beneficiaries	1	1	Quality & Accreditation Unit	Throughout the academic year	Target response rates achieved
18.	Review organizational structure and approve updates	3	3	College Dean & Head of Quality and Development	As needed	Approved organizational structure and job descriptions

19.	Formation of Self-Study Committee and draft preparation	3	3	Quality & Accreditation Unit	Accreditation preparation period	Draft Self-Study Report completed
20.	Review and update accreditation templates	3	3	Quality & Accreditation Unit	Accreditation preparation period	Updated templates aligned with NCAAA
21.	Identify and develop missing KPIs using SMART criteria	3	3	Quality & Accreditation Unit	Beginning of academic year	New KPIs approved by College Council
22.	Conduct internal audits for academic and administrative entities	3	3	Quality & Accreditation Unit	Throughout the academic year	≥10 internal audits conducted with reports

Approval

Name	<u>Dr Howaida Amin Elsaba</u>
Signature	
Date	<u>17-8-2025</u>