|  |  |
| --- | --- |
| **Program Name:** |  |
| **Qualification Level:** |  |
| **Department:** |  |
| **College:** |  |
| **Institution:** |  |
| **Academic Year:** |  |
| **Main Location:** |  |
| **Branches offering the Program:** | * …………………………………………….. * …………………………………………….. * …………………………………………….. |

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# A. Implementation of Previous Action Plan

Considering the recommendations of previous year annual report, list the planned actions and their status.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Planned Actions** | **Responsibility of Action** | **Planned**  **Completion Date** | **Level of Completion** | | **If Not Completed** | |
| Completed | Not Completed | Reasons | Proposed Actions |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# B. Program Statistics

## 1. Students Statistics (in the year concerned)

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Results** |
| 1 | Number of students who started the program |  |
| 2 | Number of students who graduated |  |
| 3 | Number of students who completed major tracks within the program (if applicable) | |
| **a.** |  |
| **b** |  |
| **c.** |  |
| 4 | **a.** Number of students who completed the program in the minimal time |  |
| 5 | **a.** Percentage of students who completed the program in the minimal time (Completion rate) |  |
| 6 | Number of students who completed an intermediate award specified as an early exit point (if any) |  |
| 7 | Percentage of students who completed an intermediate award specified as an early exit point (if any) |  |
| **Comment on any special or unusual factors that might have affected the completion rates:** | | |

## 2 . Cohort Analysis of Current Graduate Batch

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Categories**  **Years** | | **Total cohort enrollment** | **Withdrawn** | **Retained till**  **year end** | **Not passed** | **Passed** | **Passing rate** |
| **Three Years Ago** | M |  |  |  |  |  |  |
| F |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |
| **Two Years Ago** | M |  |  |  |  |  |  |
| F |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |
| **Last Year** | M |  |  |  |  |  |  |
| F |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |
| **Current Year** | M |  |  |  |  |  |  |
| F |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |
| **Comments on the results:** | | | | | | | |

\* add more rows for further years ( if needed )

\*\* attach separate cohort analysis report for each branch

## 3.Analysis of Program Statistics

(including strengths, areas for improvement, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# C. Program Learning Outcomes Assessment

## 1. Program Learning Outcomes Assessment Results.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Program Learning Outcomes** | **Assessment Methods**  (Direct and Indirect) | **Performance Target** | **Results** |
| **Knowledge** | | | | |
| K1 |  |  |  |  |
| K2 |  |  |  |  |
| K3 |  |  |  |  |
| K4 |  |  |  |  |
| K.. |  |  |  |  |
| **Skills** | | | | |
| S1 |  |  |  |  |
| S2 |  |  |  |  |
| S3 |  |  |  |  |
| S4 |  |  |  |  |
| S.. |  |  |  |  |
| **Competence** | | | | |
| C1 |  |  |  |  |
| C2 |  |  |  |  |
| C3 |  |  |  |  |
| C4 |  |  |  |  |
| C.. |  |  |  |  |
| **Comments on the Program Learning Outcome Assessment results.** | | | | |
|  | | | | |

\* Include the results of measured learning outcomes during the year of the report according to the program plan for measuring learning outcomes

\*\* Attach a separate report on the program learning outcomes assessment results for male and female sections and for each branch (if any)

## 2. Analysis of Program Learning Outcomes Assessment

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# D. Summary of Course Reports

## 1. Teaching of Planned Courses / Units

List the courses / units that were planned and not taught during the academic year, indicating the reasons and compensating actions.

| **Course** | **Units/Topics** | **Reasons** | **Compensating Actions** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 2. Courses with Variations

List courses with marked variations in results that are stated in the course reports, including: (completion rate, grade distribution, student results, etc.), and giving reasons for these variations and actions taken for improvement.

| **Course Name &Code** | **variation** | **Reasons for variation** | **Actions taken** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 3. Result Analysis of Course Reports

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# E. Program Activities

## 1. Student Counseling and Support

|  |  |
| --- | --- |
| **Activities Implemented** | **Brief Description\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Comment on Student Counseling and Support \*\*** | |
|  | |

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

## 2. Professional Development Activities for Faculty and Other Staff

|  |  |
| --- | --- |
| **Activities Implemented** | **Brief Description\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Comment on Professional Development Activities for Faculty and Other Staff \*\*** | |
|  | |

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

## 3. Research and Innovation

|  |  |
| --- | --- |
| **Activities Implemented** | **Brief Description\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Comment on Research and Innovation \*\*** | |
|  | |

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

## 4. Community Partnership

|  |  |
| --- | --- |
| **Activities Implemented** | **Brief Description\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Comment on Community Partnership \*\*** | |
|  | |

\* including action time, number of participants, results and any other statistics.

\*\* including performance evaluation on these activities

## 5. Analysis of Program Activities

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# F. Program Evaluation

## 1. Evaluation of Courses

| **Course Code** | **Course Title** | **Student Evaluation**  ( Yes-No) | **Other Evaluations**  (specify) | **Developmental Recommendations** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 2. Students Evaluation of Program Quality

|  |  |
| --- | --- |
| **Evaluation Date :** | **Number of Participants:** |
| **Students Feedback** | **Program Response** |
| **Strengths:** |  |
| **Areas for Improvement::** |  |
| **Suggestions for improvement:** |  |

\* Attach report on the students evaluation of program quality

## 3. Other Evaluations

(e.g. Evaluations by independent reviewer, program advisory committee, and stakeholders (e.g., faculty members, alumni, and employers)

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation method :** | **Date:** | | **Number of Participants :** |
| **Summary of Evaluator Review** | | **Program Response** | |
| **Strengths:** | |  | |
| **Points for Improvements::** | |  | |
| **Suggestions for improvement** | |  | |

\* Attach independent reviewer’s report and stakeholders’ survey reports ( if any)

## 4. Key Performance Indicators (KPIs)

List the results of the program key performance indicators (including the key performance indicators required by the National Center for Academic Accreditation and evaluation)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **KPI** | **Target**  **Benchmark** | **Actual**  **Value** | **Internal**  **Benchmark** | **Analysis** | **New Target**  **Benchmark** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **Comments on the Program KPIs and Benchmarks results :** | | | | | | |
|  | | | | | | |

## 5. Analysis of Program Evaluation

(including strengths, Areas for Improvement:, and priorities for improvement)

|  |
| --- |
| **Strengths :** |
|  |
| **Areas for Improvement:** |
|  |
| **Priorities for Improvement:** |
|  |

# G. Difficulties and Challenges Faced Program Management

|  |  |  |
| --- | --- | --- |
| **Difficulties and Challenges** | **Implications on the Program** | **Actions Taken** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*Internal and external difficulties and challenges

# H. Program Improvement Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Priorities for Improvement** | **Actions** | **Action**  **Responsibility** | **Date** | | **Achievement Indicators** | **Target Benchmark** |
| Start | End |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |

# I. Report Approving Authority

|  |  |
| --- | --- |
| **Council / Committee** |  |
| **Reference No.** |  |
| **Date** |  |

# J. Attachments :

* **A separate cohort analysis report for male and female sections and for each branch**
* **A report on the program learning outcomes assessment results for male and female sections and for each branch (if any)**
* **A report on the students evaluation of program quality**
* **Independent reviewer’s report and other survey reports (if any)**