

College of …

… Program

|  |  |
| --- | --- |
| Program Enhancement Plan | The <Program Name> Program |
| Based on program faculty reflections, analysis and recommendations and taking into consideration the external review team’s findings and recommendations  | *Month Day, 20-*- |

This document is to be produced during the follow up phase of the Academic Program Review process.

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# Background Information

**College:** …

**Academic Program:** …

**Academic Program Review Cycle:** 2020-2027

**Review Date:** …

**Visit Date:** …

**Peer Review Team:**

* **External Reviewer(s):**
* …
* …

# Introduction

*<< Please give a brief overview of the process followed in developing the Program Enhancement Plan (PEP) and the extent of faculty participation in the development and review of the plan.* *List members of the* ***Program Enhancement Plan Committee******(PEPC)*** *that was established upon receipt of the External Review Report to lead the development of the plan. This committee should include the following members (among others):*

* *Head of the Department as Chair.*
* *Chair of the* ***Academic Program Review*** *Committee (at the program level).*
* *Chair(s) of the* ***Curriculum and Quality Assurance*** *Committee(s) at the department/program level.*
* *Chair of the* ***Program Strategic Planning*** *Committee at the department/program level (if applicable).*

*>>*

# Program Strategic Goals and Areas of Improvement

*<< In light of the findings and recommendations in the External Review Report and the insightful findings in the Self Study Report, please list and discuss the program/college strategic goals and key areas of improvement for the next five (5) years.*

 *It is essential to align the program’s goals with Qatar University Strategy (2018 - 2023), with emphasis on adopting the* ***QU’s Qualifications Framework****, and implementing the* ***five Educational Excellence themes****. >>*

# Main Program Review Findings & Improvement Actions[[1]](#footnote-2)

*<< For each of the seven dimensions that are defined in Table 1 in Appendix A, please use the attached excel Table of Findings and Improvement Actions (in Appendix B) to list and discuss the following:*

* *The concerns and weaknesses identified in the External Review Report and the SWOT analysis of the Self Study Report, noting that* ***ALL*** *identified concerns/weaknesses are to be recorded in the table (even if no recommendation was provided in the External Review Report to address an identified concern/weakness).*
* *The recommendations suggested by the external reviewers or program faculty to address the related concern/weakness or observation.*
* *Justification(s) for not adopting a recommendation suggested by the external reviewers (if/where applicable). As such,* ***ALL*** *recommendations mentioned in the External Review Report need to be included.*
* *The suggested improvement actions to address the related concern/weakness or observation.*
* *A timeline (over a 3-5 years period) for implementing each improvement action.*
* *The program strategic goal(s) related to each improvement action.*
* *The required resources with an estimate of the budget required for implementing the improvement action (if/where applicable).*
* *The assigned main actor / person in charge of implementing each improvement action.*
* *The priority level (high/medium/low) for implementing each improvement action.*

*>>*

# Next Steps in the Follow up Phase[[2]](#footnote-3)

*<< After the submission of the Program Enhancement Plan, it will be reviewed by the Academic Program Review (APR) Taskforce whose members include representatives from all QU Colleges in addition to representatives from the Academic Planning and Quality Assurance (APQA) office.*

*The APR Taskforce is expected to develop a PEP review report that will be sent to the program to guide the program’s next steps towards implementing the suggested improvement actions. This may include a request to update and resubmit the PEP.*

*At the end of each of the three to five academic years following the submission of the PEP, the program will be requested by the APQA office to report the status of implementing the improvement actions (with the provision of appropriate evidence).*

*Endorsed improvement actions should be integrated in the strategic and operational plans of the college/department offering the program.*

*>>*

# Appendix[[3]](#footnote-4) A: Program Dimensions

**Table 1: Dimensions**

|  |  |
| --- | --- |
| **Dimensions** | **Scope / Elements** |
| 1. **Program Specifications**
 | **Mission** |
| **Operational Objectives / Strategic Goals** |
| **Educational Objectives** |
| **Learning Outcomes** |
| **Description (Nb. Credit Hours, Language of Instruction, Mode of Delivery, etc.)** |
| **Others** |
| 1. **Curriculum**
 | **Curriculum Structure** |
| **List of Courses** |
| **Course Sequencing** |
| **Curriculum Mapping**  |
| **Alignment with QU Graduate Attributes**  |
| **Alignment with QU Strategic Goals**  |
| **Compliance with Accreditation Standards (*if applicable*)** |
| **Others** |
| 1. **Teaching & Learning**
 | **Course Delivery (Mode of Delivery and Pedagogy)**  |
| **Implementation of QU Education Excellence Themes** |
| **Class size** |
| **Course Offering** |
| **Assessment** |
| **Others** |
| 1. **Students**
 | **Admission and Enrollment**  |
| **Progression and Performance**  |
| **Advising** |
| **Student Support Services** |
| **Co-curricular Activity** |
| **Others** |
| 1. **Faculty**
 | **Size** |
| **Qualifications** |
| **Research Productivity and Quality** |
| **Others** |
| 1. **Program Administration and Operations**
 | **Organization, administration and operation** |
| **Interrelations with other programs** |
| **Relations with external stakeholders** |
| **Others** |
| 1. **Facilities and Resources**
 | **Facilities and Equipment** |
| **Admin and Support Staff**  |
| **Financial Resources** |
| **Others** |

# Appendix B: Findings and Improvement Actions Table

|  |  |
| --- | --- |
| **Document Description** | **Embedded file** |
| Table of Findings and Improvement Actions\* |  |

**\****After opening the embedded excel table, use “file => save as” to create a copy of the excel table to be submitted with the program enhancement plan. Name the excel file* ***date\_APQA\_PEP\_Table\_Program-Name.xlsx***

1. *This section is for communicating guidelines; please remove it when you submit the program enhancement plan*. [↑](#footnote-ref-2)
2. *This section is for communicating guidelines; please remove it when you submit the program enhancement plan*. [↑](#footnote-ref-3)
3. *Please remove the Appendices when you submit the program enhancement plan*. [↑](#footnote-ref-4)