

Portfolios Submission Policies and Procedures

2024-2025

Department of Accreditation and Quality Assurance

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Introduction

The submission of course, program, and college portfolios is crucial to maintaining the university's compliance with national and international accreditation standards. These submissions are integral to the continuous Plan-Do-Check-Act (PDCA) improvement cycle, which is essential for the planning, implementation, evaluation, and enhancement of academic programs. The Department of Accreditation and Quality Assurance (DAQA) is moving toward streamlining the submission process of critical digital academic and administrative documents. This document outlines the policies and procedures for the submission of course, program, and college portfolios to the DAQA Quality Shared Folder. The shared folder is a secure, local-network drive exclusively accessible to only authorized Alfaisal University staff.

Policy Statement

All Alfaisal University Faculty and staff are required to adhere to the guidelines set forth by DAQA for submitting the following key documents via the Quality Shared Folder:

- 1. Course Portfolio**
- 2. Program Portfolio**
- 3. College Portfolio**
- 4. Program Accreditation Submissions**

The Quality Shared Folder is designed to ensure the security, integrity, and timely submission of these documents. Access within each college is restricted to the Accreditation and Quality Assurance (AQA) Vice Dean and authorized personnel, ensuring that only qualified individuals manage the submission process. DAQA members have full access to review and manage these documents, thereby ensuring compliance and quality assurance across the university.

Policy Objective

The primary purpose of this policy is to ensure that Alfaisal University meets the standards required for accreditation and quality assurance. The submission process, anchored in the PDCA (Plan-Do-Check-Act) cycle plays a critical role in the university's commitment to academic excellence, continuous improvement, and institutional effectiveness. Proper submission and documentation are vital to maintaining accreditation, achieving strategic goals, and fostering an environment of accountability and transparency.

Stakeholder Engagement

The successful implementation of this policy requires active engagement from all relevant stakeholders, including faculty, administrators, and staff. Regular feedback will be solicited through scheduled internal audits and meetings to ensure that the policy remains responsive to the needs of the university community. Stakeholders will be involved in periodic reviews of the policy to ensure its ongoing relevance and effectiveness.

1. Course Portfolio Submissions

The Course Portfolio is a comprehensive documentation showcasing the design and execution of a particular course and includes all the crucial elements necessary for the successful execution of the course throughout the term. Course portfolios afford a comprehensive yet efficient means of documenting the intellectual work of teaching a particular course and to make recommendations for course improvement. Through such a portfolio, faculty members document the design and execution of a particular course, including results in student learning. In this way, teaching can be understood and presented as a form of scholarship, utilizing the accountability through peer review that already exists in higher education.

Procedure:

- **Step 1:** Faculty members must submit all the Course Portfolio documents to the respective Course Coordinators.
- **Step 2:** Course Coordinators will then review and consolidate these documents, submitting the completed Course Portfolios to the Chair of Department/ Department Quality Committee.
- **Step 3:** The Program Quality Committee, in collaboration with the Department Chair, will audit the Course Portfolio according to the Course Portfolio Checklist and prepare an audit report.
- **Step 4:** The Chair of the Department will submit the approved Course Portfolios along with the corresponding reports to the AQA Vice Dean.
- **Step 4:** The AQA Vice Dean will validate and upload Course Portfolios and Audit Reports to the DAQA Quality Shared Folder no later than week 18 of each term.

2. Program Portfolio Submissions

The Program Portfolio is a comprehensive and meticulously organized documentation that encapsulates the design, implementation, and continuous improvement of a specific academic program at Alfaisal University. It includes critical elements necessary for the program's success throughout the academic year, such as the approved curriculum, program specifications, annual reports, program KPIs, improvement action plans, research and community service activities, and assessments of program learning outcomes. Additionally, it contains detailed records of internal audits, council meetings, stakeholder survey results, etc. Each document is validated by key academic leaders within the college, ensuring the portfolio's integrity and alignment with national and international accreditation standards.

Procedure:

- **Step 1:** Program Director and Quality Committee need to gather and prepare all the Program Portfolio documents and submit them to AQA Vice Dean.
- **Step 2:** The AQA Vice Dean will ensure that the Program Portfolios for each program are correctly uploaded to the DAQA Quality Shared Folder no later than October 31st of each academic year.

3. College Portfolio

The College Portfolio is an extensive compilation of documents that represents the strategic direction, operational practices, and continuous quality improvement activities within a college at Alfaisal University. This portfolio serves as a crucial resource for assessing the college's alignment with institutional goals, accreditation standards, and overall performance metrics. It includes vital documentation such as the updated strategic and operational plans, which reflect the college's objectives and the steps taken to achieve them. The portfolio also contains annual reports that provide a comprehensive overview of the college's accomplishments, challenges, and areas for improvement over the past academic year.

In addition to these strategic elements, the College Portfolio includes detailed audit reports for all programs and courses, ensuring that quality assurance processes are consistently applied across the board. Stakeholder evaluations encompassing feedback from students, alumni, employers, and faculty are analyzed and documented to guide future improvements. Research activities, community service initiatives, and contributions to societal development are also meticulously recorded, showcasing the college's commitment to its broader mission.

The portfolio also highlights the college's educational partnerships and collaborative efforts. These include joint programs, projects, and other initiatives developed in collaboration with external partners. The effectiveness of these partnerships must be assessed and documented to ensure they contribute meaningfully to the college's academic offerings and strategic goals. Such collaborations are crucial for expanding the college's reach, enhancing educational quality, and promoting innovative practices.

Furthermore, the portfolio includes an accreditation progress report, detailing the college's compliance with national and international accreditation standards, as well as a ten-year projected plan for assessment and accreditation activities. This long-term planning is essential for sustaining accreditation status and for strategic growth. The College Portfolio also documents external income sources and collaborative efforts, which are vital for financial sustainability and fostering partnerships that enhance the college's academic offerings.

Overall, the College Portfolio is an indispensable tool for ensuring that each college within Alfaisal University not only meets but exceeds expectations in terms of quality, performance, and strategic alignment with the university's overarching mission.

Procedure:

- **Step 1:** The AQA Vice Dean and the College Quality Committee are responsible for gathering and preparing all College Portfolio documents for submission.
- **Step 2:** The AQA Vice Dean will ensure that the College Portfolio is complete, with all necessary signatures and approvals.
- **Step 3:** The AQA Vice Dean will upload the finalized College Portfolio to the DAQA Quality Shared Folder no later than October 31st of each academic year.

4. Program Accreditation Submissions

- **Step 1:** The AQA Vice Dean and Quality Committees within each college must compile all NCAAA Program Accreditation documents for their respective programs.
- **Step 2:** The AQA Vice Dean will be responsible for the final submission of all Program Accreditation Documents and uploading a copy to the DAQA Quality Shared Folder.

Additional Notes:

- **Data Security:** All submissions should adhere to the university's data protection and confidentiality policies. Documents uploaded to the Quality Shared Folder should be appropriately labeled and organized to facilitate easy access and review by DAQA.
- **Compliance:** Failure to adhere to the submission procedures may result in delays in accreditation processes and other critical evaluations. It is the responsibility of each AQA Vice Dean to ensure timely and accurate submissions.
- **Risk Management:** To mitigate potential risks, the university has implemented robust cybersecurity measures and regular audits of the Quality Shared Folder. In the event of non-compliance or technical issues, contingency plans are in place to ensure that all submissions are secure. The entire database is regularly backed up to ensure the safety of the data.
- **Ethics and Integrity:** The submission of documents must be conducted with the highest standards of honesty, transparency, and accuracy.
- **Compliance and Enforcement:** Failure to adhere to the submission procedures outlined in this document may result in delays, compromised evaluations, and reflect negatively on the college. It is the responsibility of the AQA Vice Dean to ensure that all submissions are timely, accurate, and complete.
- **Communication and Dissemination:** This policy will be communicated to all relevant stakeholders and included in the Alfaisal University Quality Manual. Ongoing communication will ensure that all staff members are aware of their responsibilities and the importance of compliance.
- **Recognition and Incentives:** The Program and Course Portfolios are part of the Faculty Activity Report (FAR). Departments or individuals who consistently meet submission standards may be recognized through awards, commendations, or other incentives. This approach encourages a culture of excellence and accountability.
- **Change Management:** To support the effective implementation of this policy, the university will provide training and resources to help staff adapt to any changes. A phased implementation plan will be used to ensure a smooth transition.

Appendices:

Appendix 1: Cours Portfolio Checklist

COLLEGE INFORMATION			
College		Department	
COURSE INFORMATION			
Course Title		Course Code	
Course Instructor/ Coordinator		Semester	
COURSE PORTFOLIO ITEMS			
No	Item	Submitted	Remarks
1	Course Specification (Use latest version of NCAAA form)	☐	
2	Course Syllabus	☐	
3	Course Reports Current Term and Previous Term (Use latest version of NCAAA form). Combined course reports for courses taught by multiple faculty members.	☐	
4	Copies of teaching materials (e.g., Lecture notes, ppt slides, etc.)	☐	
5	Students' Attendance Records	☐	
6	Samples of students' graded work (excellent, average, and poor)	☐	
7	Exams' answer keys or Assessment Rubrics	☐	
8	Course Learning Outcomes Assessment (Course ILOs attainment report)	☐	
9	Grades and Grade distribution	☐	
Portfolios Approval (approval)			
Department Chair:		AQA Vice Dean:	
Signature:		Signature:	
Date:		Date:	

Appendix 2: Program Portfolio Checklist

COLLEGE INFORMATION			
College Name		Program Name	
Program Director		Academic Year	
PROGRAM PORTFOLIO ITEMS			
No	Item	Submitted	Remarks
1.	Program Specification (Approved and signed using the latest version of NCAA form)	☐	
2.	Annual Program Report (Approved and signed using the latest version of NCAA form)	☐	
3.	Report on the achievement of the previous year's program improvement plan	☐	
4.	Course portfolios summary reports (Audit report of program courses)	☐	
5.	Program Research activities (Research activities in the program carried out by instructors and students)	☐	
6.	Program Community Services (All Community Service activities in the program carried out by faculty and students)	☐	
7.	A report on the results of surveys (stakeholders' surveys including students, alumni, employers, and faculty, etc.)	☐	
8.	Program Handbook and Training Manual (Internships or COOP)	☐	
9.	Program Operational Plan (Updated Version)	☐	
10.	Program Learning Outcomes Assessment Plan	☐	
11.	Program Learning Outcomes Assessment Reports	☐	
12.	Report on program consistency with the National Qualifications Framework (NQF)	☐	
13.	Program Advisory Board Reports	☐	
14.	Program Accreditation files as applicable (e.g., SSRP, Interim Report for accredited programs, etc.)	☐	
SIGNATURES (approval)			
Chair of AQA Committee:		AQA Vice Dean:	
Signature:		Signature:	
Date:		Date:	

Appendix 3: College Portfolio Checklist

COLLEGE INFORMATION			
College Name		Academic Year	
College Council Membership		Number of Programs	
COLLEGE PORTFOLIO ITEMS			
No	Item	Submitted	Remarks
1.	College Strategic Plan (updated strategic plan and implementation plan in case of critical changes based on the reporting year's recommendations and improvement plans)	☐	
2.	College Operational Plan	☐	
3.	Annual Strategic Plan Report (e.g., Percent achievement of strategic plan KPIs, progress on previous year's improvement plan, recommendations, and action plans)	☐	
4.	Program Audit Reports (All Programs)	☐	
5.	Course Audit Reports (All Departments)	☐	
6.	College Research activities (Research activities in the College carried out by faculty and students)	☐	
7.	College Community Services (All Community Service activities carried out by faculty and students)	☐	
8.	College Quality Assurance Manual (Updated Version covers UG & PG programs)	☐	
9.	Summary of Programs' Learning Outcomes Assessment Report (PLOA of all programs with trends analysis as per PLOA plan)	☐	
10.	Advisory Board Reports and Summary	☐	
11.	Programs' Accreditation Report (Status and accreditation progress for all programs offered by the college)	☐	
12.	Report on College Educational Partnerships and collaborations (Joint programs/projects and assessment of the effectiveness of the partnerships)	☐	
SIGNATURES (approval)			
Dean:			
Signature:			
Date:			