



Course Quality Assurance Calendar

College of Computer & Information Technology

2016 - 2017

"we excel to promote IT education"

Second Semester


Date	Action	Responsible / Comments
29/01/2017	Beginning of Second Semester	
29/01 - 02/02/2017	Department QA Planning	<ol style="list-style-type: none"> 1. Name QA officer 2. Name QA assistant 3. Form QA Focus Groups 4. Name Courses Coordinators 5. Send above info (1 - 4) to CIT-QA
29/01/2017	Provide Syllabus (2-page ABET compliant + the extended one containing additional information about course exams, course policies, ...)	Course Coordinator
29/01/2017	Upload up-to-date ABET compliant CV to the Course Assessment System (CAS)	Course Lecturer
29/01 - 02/02/2017	Courses syllabi review	QA Focus Groups (Evaluate-Feedback-Moderate)

02/02/2017	Courses syllabi approval	Department chair
04/02/2017	Upload courses syllabi to the Course Assessment System (CAS)	Course coordinator
05/02/2017	Courses Syllabi are available to students and management	eLearning + Course Assessment System (CAS)
26/02-09/03/2017	First exam period	
25/03/2017	Deadline for 1st exam material: <ul style="list-style-type: none"> • Exam sheet, • key answers sheet, • copies of marked student samples of 1st Exam (High mark, average, and low mark) 	Course coordinator
12/03-01/04/2017	Course Progress Review	Course coordinator + QA Committee (Evaluate-Feedback-Moderate)
19/03-06/04/2017	Midterm exam period	
22/04/2017	Deadline for Midterm exam material: <ul style="list-style-type: none"> • Exam sheet, • key answers sheet, • copies of marked student samples of Midterm Exam (High mark, average, and low mark) 	Course coordinator
09-26/04/2017	Course Progress Review	Course coordinator + QA Committee (Evaluate-Feedback-Moderate)
02/04-13/04/2017	Second Exam period	
28/04/2017	Deadline for 2nd exam material: <ul style="list-style-type: none"> • Exam sheet, • key answers sheet, • copies of marked student samples of 2nd Exam (High mark, average, and 	Course coordinator

	low mark)	
16-26/04/2017	Course Progress Review	Course coordinator + QA Committee (Evaluate-Feedback-Moderate)
28/04/2017	<p>Deadline for Coursework material (quizzes, assignments, homeworks, projects):</p> <ul style="list-style-type: none"> ● assessment sheet, ● assessment answers sheet, ● copies of marked student samples of the Coursework (High mark, average, and low mark) 	Course coordinator
29/04 - 04/05/2017	Practical Final Exams period	
06-18/05/2017	Final Exams	
22/05/2017	<p>Deadline for Final exam material:</p> <ul style="list-style-type: none"> ● Exam sheet, ● key answers sheet, ● copies of marked student samples of Final Exam (High mark, average, and low mark) 	Course coordinator
22/05-01/06/2017	<p>Closing the loop actions:</p> <ul style="list-style-type: none"> ● Determine closing the loop actions in consultation with CIT-QA, based on Semesters results, ● Create or modify outcome measures tools (rubrics, scales, tests, etc.), ● Submit draft assessment plans to QA Focus groups, ● Amend assessment plans to incorporate feedback, ● Obtain Director's signature, ● Update syllabi 	Course coordinator + QA- focus groups + Department Chair + CIT-QA

	<p>accordingly,</p> <ul style="list-style-type: none"> Submit finalized and approved assessment plan to CIT-QA. 	
03/06/2017	Deadline for Course Assessment Report	Course coordinator
04-08/06/2017	Course Portfolio Evaluation and approval	CIT-QA (Evaluate-Feedback-Moderate)

Version Control:

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Author	Assistant Dean for Educational Quality Improvement (Dr. Mohammad AL-Smadi)	Last modified	08/02/2017
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