General Directorate of Planning, Development and Quality Assurance

Directorate of Quality Assurance

Quality Culture Unit

جامعة دار العلوم
Dar Al Uloom University
لعلوم تواكب العصر

CPD

CONTINUING

PROFESSIONAL

DEVELOPMENT

Professional Development Program Plan

For Teaching Staff

Academic year 2021 - 2022

Develop academic and educational skills

Quality and academic accreditation requirements

Develop research skills

Kingdom of Saudi Arabia
Ministry of Education
Dar Al-Uloom University

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المملكة العربية السعودية
وزارة التعليم
جامعة دار العلوم

Training plan for the academic Year 2021 − 2022

Sr	Workshop name	Target group	Implementation responsibility	Implementation period	Workshop evaluation indicators	Required Resources
1.	LMS System + Electronic Exams	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
2.	Course Specification	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
3.	ILOs Assessment.	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
4.	ILOs Assessment for electronic exams	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
5.	Management leadership	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
6.	Effective communication with graduates	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms

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Sr	Workshop name	Target group	Implementation responsibility	Implementation period	Workshop evaluation indicators	Required Resources
7.	Profession ethics in academic work	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
8.	Awareness about environmental health and safety	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
9.	Teaching and learning strategies	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
10.	Writing letters and reports	Administrative Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
11.	Electronic Exam	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
12.	ILOs Assessment (In English)	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms

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Sr	Workshop name	Target group	Implementation responsibility	Implementation period	Workshop evaluation indicators	Required Resources
13.	ILOs Assessment (In Arabic)	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
14.	Annual Program Report (In English).	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
15.	ILOs Assessment for electronic exams	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
16.	Course Report, Course File (In Arabic).	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
17.	Course Report, Course File (In English).	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms
18.	Annual Program Report (In Arabic).	Academic	Quality Culture Unit which belongs to Directorate of Quality Assurance	Throughout the academic year 21 − 22	Workshop evaluation from attendees' and satisfaction rate must not be less than 3.8 out of 5 in the evaluation form.	1. Training Room including projector, screens. 2. Some stationery like pens and notepads. 3. internet connection if needed. 4. Evaluation and attendees' forms