Academic Program Assessment System (APA)

Prepared by:
Monitoring and Evaluation Unit

November 2017
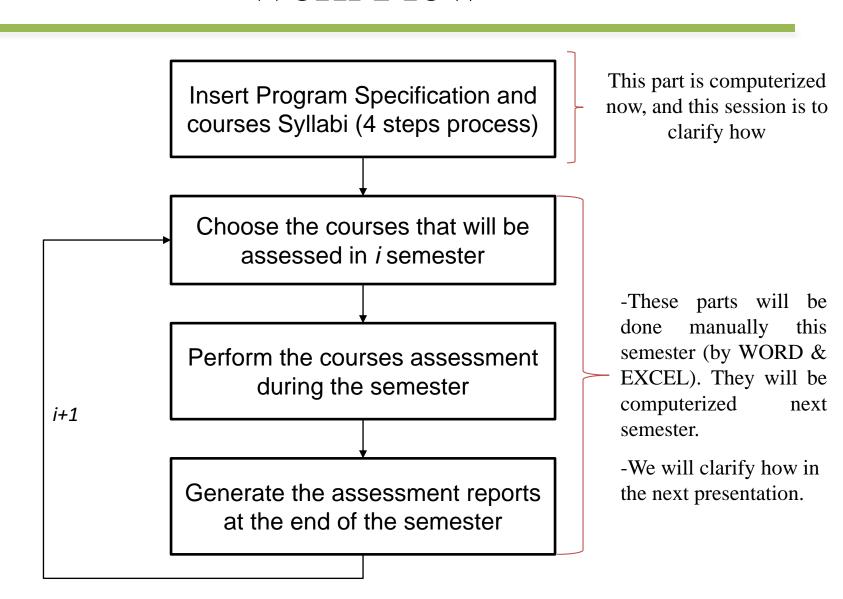
Introduction

- The Monitoring and Evaluation Unit has developed the APA system (phase 1).

- The system will make the program specification and its courses syllabi available online.

- The system will make the assessment processes easier and more consistent.

Work Flow

Insert Program Specification and courses Syllabi (4 steps process)

This part is computerized now, and this session is to clarify how

Choose the courses that will be assessed in *i* semester

i+1

Perform the courses assessment during the semester

-These parts will be done manually this semester (by WORD & EXCEL). They will be computerized next semester.

Generate the assessment reports at the end of the semester
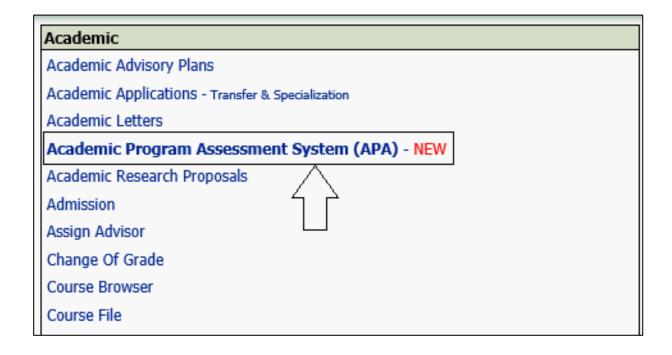
-We will clarify how in the next presentation.

4-Steps Process

- Program Mission and Goals
- Program Outcomes
- Program Outcomes to Program Goals Mapping.
- Courses Syllabi

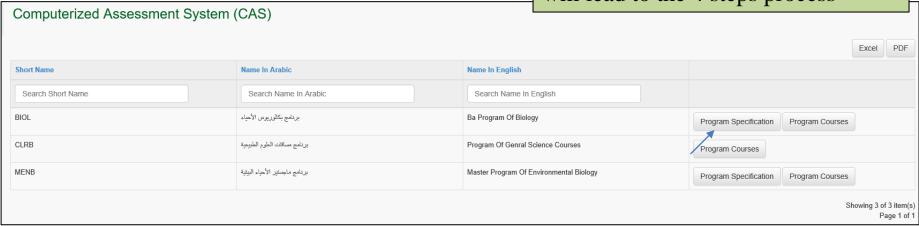| Step 1 | Step 2 | Step 3 | Step 4 |
| Program Mission and Goals | Program Outcomes | Map Program Outcomes To Program Goal | Courses Syllabi |

4-Steps Process

- Each chairperson will find on Ritaj main page the link of the Assessment System under Academic applications as shown:
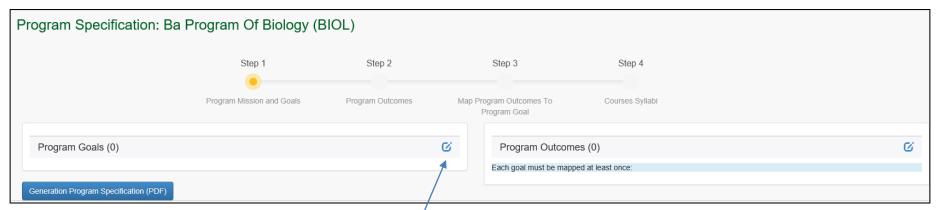
4-Steps Process

- By following this link, he/she will find a list of the programs under his/her department.

- Corresponding to each program, he/she will have two active buttons (Program Specification, Program Courses).

4-Steps Process

Computerized Assessment System (CAS)

Excel | PDF

Short Name	Name In Arabic	Name In English	
Search Short Name	Search Name In Arabic	Search Name In English	
BIOL	برنامج بكالوريوس الأحياء	Ba Program Of Biology	Program Specification · Program Courses
CLRB	برنامج مساقات العلوم الطبيعية	Program Of Genral Science Courses	Program Courses
MENB	برنامج ماجستير الأحياء البيئية	Master Program Of Environmental Biology	Program Specification · Program Courses

Showing 3 of 3 item(s)
Page 1 of 1

Program Specification: Ba Program Of Biology (BIOL)

Step 1 — Program Mission and Goals
Step 2 — Program Outcomes
Step 3 — Map Program Outcomes To Program Goal
Step 4 — Courses Syllabi

Program Goals (0)

Program Outcomes (0)
Each goal must be mapped at least once:

Generation Program Specification (PDF)

The first step starts

Step1: Program Mission & Goals

Step 1	Step 2	Step 3	Step 4
Program Mission and Goals	Program Outcomes	Map Program Outcomes To Program Goal	Courses Syllabi

Step1: Program Mission & Goals

- The chairperson should insert the program mission and goals (can be found in the program specification document) in both English and Arabic.

- The number of program goals should be from 3-5 goals.

- The chairperson should insert the employment opportunities of the program graduates (EN and AR).

Step1: Program Mission & Goals

Add Program Goals: Ba Program Of Biology (BIOL)

- The minimum number of acceptable goals is 3
- The maximum number of acceptable goals is 5

Mission

English   Arabic

Mission: insert as a paragraph

Program Goals (0)

English   عربي

Program Goals: add one by one

Graduates Employment Opportunities

English   Arabic

Graduates Employment Opportunities: insert as a list

Save

Step 1: Program Mission & Goals

Add Program Goals: Ba Program Of Biology (BIOL)

- The minimum number of acceptable goals is 3
- The maximum number of acceptable goals is 5

Mission

English

To supply the Arab Palestinian community with quality graduates who are equipped with scientific knowledge and motivation to work in research and development as well as teaching.

Arabic

رسالة برنامج البكالوريوس في الأحياء هو تزويد المجتمع الفلسطيني والعربي بخريجين ذوي نوعية عالية يتمتعون بكفاءة علمية متميزة للعمل في مجالات التربية والتعليم والبحث العلمي والتطوير.

Program Goals (3)

English

The department endeavors to graduate pioneers who have a strong background in biological sciences allowing them to work with new concepts.

عربي

تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بقاعدة نظرية قوية في العلوم الحياتية والكيمياء الحيوية تسمح لهم باستنباط مفاهيم جديدة.

English

The department endeavors to graduate pioneers who have enhanced practical skills that allow them to work with new technologies in biological sciences.

عربي

تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بمهارات عملية عالية المستوى تسمح لهم بالتعامل مع التقنيات المستجدة في العلوم الحياتية والكيمياء الحيوية.

English

The department endeavors to graduate pioneers who have critical thinking and reasoning that allow them to deal innovatively with general problems in biological s

عربي

تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بعقلية نقدية تتيح لهم التعامل مع قضايا العلوم الحياتية ومشاكلها بتجرد وإبداع لاستنباط الحلول الأمثل وبما يتلاءم مع الاحتياجات المجتمعية.

English

The department endeavors to graduate pioneers who have passion to care for the environment and use available resources to induce sustainable development in

عربي

تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بالحرص على البيئة واستغلال الموارد المتاحة بصورة تقلل من الآثار الجانبية لمختلف التقنيات بما يسمح بتنمية مستدامة للمجتمع الذي يخدموه

Graduates Employment Opportunities

English

1. Ministry of education
2. Medical laboratories
3. Ministry of the environment
4. Power authority
5. Water authority

Arabic

1. التربية والتعليم
2. المختبرات الطبية
3. وزارة البيئة
4. سلطة الطاقة
5. سلطة المياه

Save

Step 1: Program Mission & Goals

Program Goals (4)

#	English	عربي	Logs	Delete
1.	The department endeavors to graduate pioneers who have a strong background in biological sciences allowing them to work with new concepts.	تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بقاعدة نظرية قوية في العلوم الحياتية والكيمياء الحيوية تسمح لهم باستنباط مفاهيم جديدة.		
2.	The department endeavors to graduate pioneers who have enhanced practical skills that allow them to work with new technologies in biological sciences.	تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بمهارات عملية عالية المستوى تسمح لهم بالتعامل مع التقنيات المستجدة في العلوم الحياتية والكيمياء الحيوية.		
3.	The department endeavors to graduate pioneers who have critical thinking and reasoning that allow them to deal innovatively with general problems in biological sciences to find solutions that are in line with community needs.	تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بعقلية نقدية تتيح لهم للتعامل مع قضايا العلوم الحياتية ومشاكلها بتجرد وإبداع لاستنباط الحلول الأمثل وبما يتلاءم مع الاحتياجات المجتمعية.		
4.	The department endeavors to graduate pioneers who have passion to care for the environment and use available resources to induce sustainable development in communities where they serve.	تهدف دائرة الأحياء والكيمياء الحيوية إلى تخريج كفاءات تتمتع بالحرص على البيئة واستغلال الموارد المتاحة بصورة تقلل من الآثار الجانبية لمختلف التقنيات بما يسمح بتنمية مستدامة للمجتمع الذي يخدموه.		

Mission (Arabic)

فلسفة ورسالة برنامج البكالوريوس في الأحياء هو تزويد المجتمع الفلسطيني والعربي بخريجين ذوي نوعية عالية يتمتعون بكفاءة علمية متميزة للعمل في مجالات التربية والتعليم والبحث العلمي والتطوير.

Mission (English)

To supply the Arab Palestinian community with quality graduates who are equipped with scientific knowledge and motivation to work in research and development as well as teaching.

Graduates Employment Opportunities (Arabic)

1. التربية والتعليم
2. المختبرات الطبية
3. وزارة البيئة
4. سلطة الطاقة
5. سلطة المياه
6. مصانع الأدوية

Graduates Employment Opportunities (English)

1. Ministry of education
2. Medical laboratories
3. Ministry of the environment
4. Power authority
5. Water authority
6. Pharmaceutical factories

Generation Program Specification (PDF)

Step 2: Program Outcomes (POs)

Step 1   Step 2   Step 3   Step 4

Program Mission and   Program Outcomes   Map Program Outcomes   Courses Syllabi
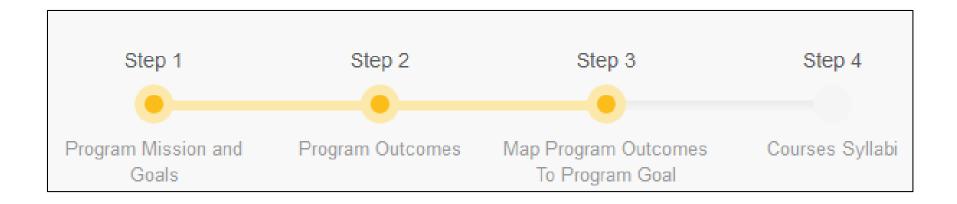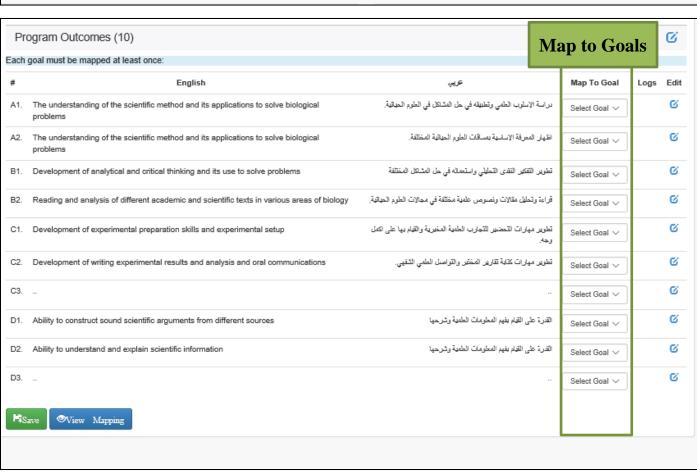Goals   To Program Goal
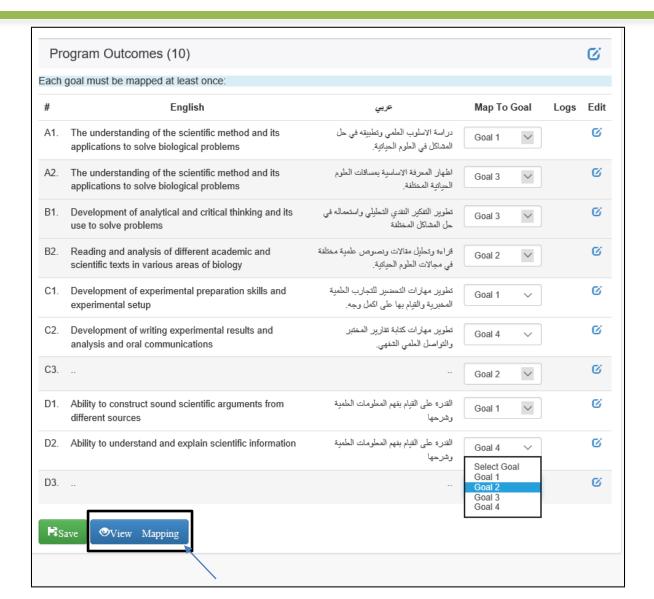
Step 2: Program Outcomes (POs)

Add Program Outcomes: Ba Program Of Biology (BIOL)

- The minimum number of total acceptable outcomes is 10
- The maximum number of total acceptable outcomes is 15

Knowledge and understanding (A)

Intellectual/Cognitive skills (B)

Subject specific and practical skills (C)

General transferable skills (D)

Save

Cancel

Step 2: Program Outcomes(POs)

Add Program Outcomes: Ba Program Of Biology (BIOL)

- The minimum number of total acceptable outcomes is 10
- The maximum number of total acceptable outcomes is 15

Knowledge and understanding (A)

English
The understanding of the scientific method and its applications to solve biological problems

عربي
دراسة الاسلوب العلمي وتطبيقه في حل المشاكل في العلوم الحياتية.

English
Demonstration of basic biological concepts

عربي
اظهار المعرفة الاساسية بمساقات العلوم الحياتية المختلفة.

Intellectual/Cognitive skills (B)

English
Reading and analysis of different academic and scientific texts in various areas of biology

عربي
قراءة وتحليل مقالات ونصوص علمية مختلفة في مجالات العلوم الحياتية.

English
Development of analytical and critical thinking and its use to solve problems

عربي
تطوير التفكير النقدي التحليلي واستعماله في حل المشاكل المختلفة

Subject specific and practical skills (C)

General transferable skills (D)

Save

Cancel

Step 2: Program Outcomes (POs)

Add Program Outcomes: Ba Program Of Biology (BIOL)

- The minimum number of total acceptable outcomes is 10
- The maximum number of total acceptable outcomes is 15
- The maximum number of total acceptable outcomes under any catigory is 6

Knowledge and understanding (A)

English
The understanding of the scientific method and its applications to solve biological problems

عربي
دراسة الاسلوب العلمي وتطبيقه في حل المشاكل في العلوم الحياتية.

English
Demonstration of basic biological concepts

عربي
اظهار المعرفة الاساسية بمسائلات العلوم الحياتية المختلفة.

Intellectual/Cognitive skills (B)

English
Reading and analysis of different academic and scientific texts in various areas of biology

عربي
قراءة وتحليل مقالات ونصوص علمية مختلفة في مجالات العلوم الحياتية.

English
Development of analytical and critical thinking and its use to solve problems

عربي
تطوير التفكير النقدي التحليلي واستعماله في حل المشاكل المختلفة

Subject specific and practical skills (C)

English
Development of writing experimental results and analysis and oral communications

عربي
تطوير مهارات كتابة تقارير المختبر والتواصل العلمي الشفهي.

English
Development of experimental preparation skills and experimental setup

عربي
تطوير مهارات التحضير للتجارب العلمية المخبرية والقيام بها على اكمل وجه.

General transferable skills (D)

English
Ability to construct sound scientific arguments from different sources

عربي
القدرة على بناء معلومات علمية من مصادر مختلفة ومراجعتها وتقييمها لبناء حجج علمية سليمة.

English
Ability to understand and explain scientific information

عربي
القدرة على القيام بفهم المعلومات العلمية وشرحها

Save

Cancel

Step 3: Mapping POs to Goals

Step 3: Mapping POs to Goals

- Each of the programs outcomes must be mapped to one of the program goals.

- You will find a drop down menu of the goals corresponding to each outcome.

- Do the mapping for all the outcomes then save.

- You can view the mapping by clicking on the 'view mapping button'.

Step 3: Mapping POs to Goals

Step 1	Step 2	Step 3	Step 4
Program Mission and Goals	Program Outcomes	Map Program Outcomes To Program Goal	Courses Syllabi

Program Outcomes (10)

Map to Goals

Each goal must be mapped at least once:

#	English	عربي	Map To Goal	Logs	Edit
A1.	The understanding of the scientific method and its applications to solve biological problems	دراسة الاسلوب العلمي وتطبيقه في حل المشاكل في العلوم الحياتية.	Select Goal		
A2.	The understanding of the scientific method and its applications to solve biological problems	اظهار المعرفة الاساسية بمساقات العلوم الحياتية المختلفة.	Select Goal		
B1.	Development of analytical and critical thinking and its use to solve problems	تطوير التفكير النقدي التحليلي واستعماله في حل المشاكل المختلفة	Select Goal		
B2.	Reading and analysis of different academic and scientific texts in various areas of biology	قراءة وتحليل مقالات ونصوص علمية مختلفة في مجالات العلوم الحياتية.	Select Goal		
C1.	Development of experimental preparation skills and experimental setup	تطوير مهارات التحضير للتجارب العلمية المخبرية والقيام بها على اكمل وجه.	Select Goal		
C2.	Development of writing experimental results and analysis and oral communications	تطوير مهارات كتابة تقارير المختبر والتواصل العلمي الشفهي.	Select Goal		
C3.	..	..	Select Goal		
D1.	Ability to construct sound scientific arguments from different sources	القدرة على القيام بفهم المعلومات العلمية وشرحها	Select Goal		
D2.	Ability to understand and explain scientific information	القدرة على القيام بفهم المعلومات العلمية وشرحها	Select Goal		
D3.	..	..	Select Goal		

Save   View Mapping

Step 3: Mapping POs to Goals

Program Outcomes (10)

Each goal must be mapped at least once:

#	English	عربي	Map To Goal	Logs	Edit
A1.	The understanding of the scientific method and its applications to solve biological problems	دراسة الاسلوب العلمي وتطبيقه في حل المشاكل في العلوم الحياتية.	Goal 1 ⌄		☑
A2.	The understanding of the scientific method and its applications to solve biological problems	اظهار المعرفة الاساسية بمساقات العلوم الحياتية المختلفة.	Goal 3 ⌄		☑
B1.	Development of analytical and critical thinking and its use to solve problems	تطوير التفكير النقدي التحليلي واستعماله في حل المشاكل المختلفة	Goal 3 ⌄		☑
B2.	Reading and analysis of different academic and scientific texts in various areas of biology	قراءة وتحليل مقالات ونصوص علمية مختلفة في مجالات العلوم الحياتية.	Goal 2 ⌄		☑
C1.	Development of experimental preparation skills and experimental setup	تطوير مهارات التحضير للتجارب العلمية المخبرية والقيام بها على اكمل وجه.	Goal 1 ⌄		☑
C2.	Development of writing experimental results and analysis and oral communications	تطوير مهارات كتابة تقارير المختبر والتواصل العلمي الشفهي.	Goal 4 ⌄		☑
C3.	..	..	Goal 2 ⌄		☑
D1.	Ability to construct sound scientific arguments from different sources	القدره على القيام بفهم المعلومات العلمية وشرحها	Goal 1 ⌄		☑
D2.	Ability to understand and explain scientific information	القدره على القيام بفهم المعلومات العلمية وشرحها	Goal 4 ⌄		☑
D3.	..	..			☑

Select Goal
Goal 1
Goal 2
Goal 3
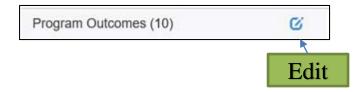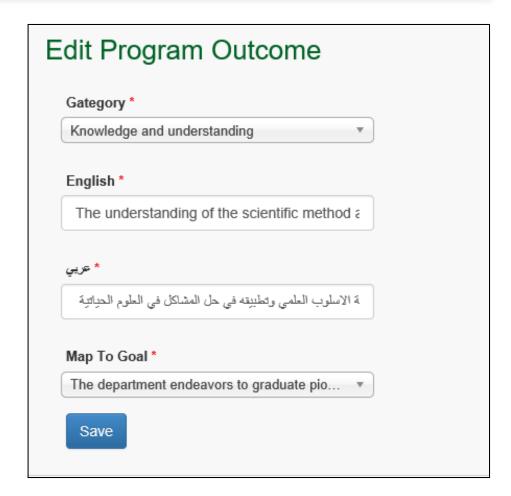Goal 4

⊟ Save   ◉ View Mapping

View Mapping

View Mapping: Biology (BIOL)   ✕

Program Goal

Goal1: The department endeavors to graduate pioneers who have a strong background in biological sciences allowing them to work with new concepts. . **Mapped to:** A1, C1, D1,

Goal2: The department endeavors to graduate pioneers who have enhanced practical skills that allow them to work with new technologies in biological sciences.. **Mapped to:** B1, C2, D2,

Goal3: The department endeavors to graduate pioneers who have critical thinking and reasoning that allow them to deal innovatively with general problems in biological sciences to find solutions that are in line with community needs.. **Mapped to:** A2, B2,

Goal4: The department endeavors to graduate pioneers who have passion to care for the environment and use available resources to induce sustainable development in communities where they serve. . **Mapped to:** C3, D3,
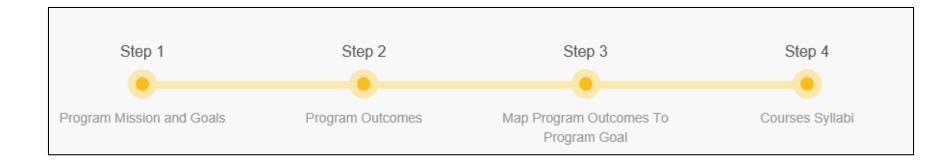
Close

Edit Program Outcomes

- You can edit any program outcome category, text, or mapping by clicking the "edit" button on the top of the POs area.

Program Outcomes (10)

Edit

Edit Program Outcome

Gategory *

Knowledge and understanding ▼

English *

The understanding of the scientific method a

عربي *

ة الاسلوب العلمي وتطبيقه في حل المشاكل في العلوم الحياتية

Map To Goal *

The department endeavors to graduate pio... ▼

Save

Step 4: Courses Syllabi

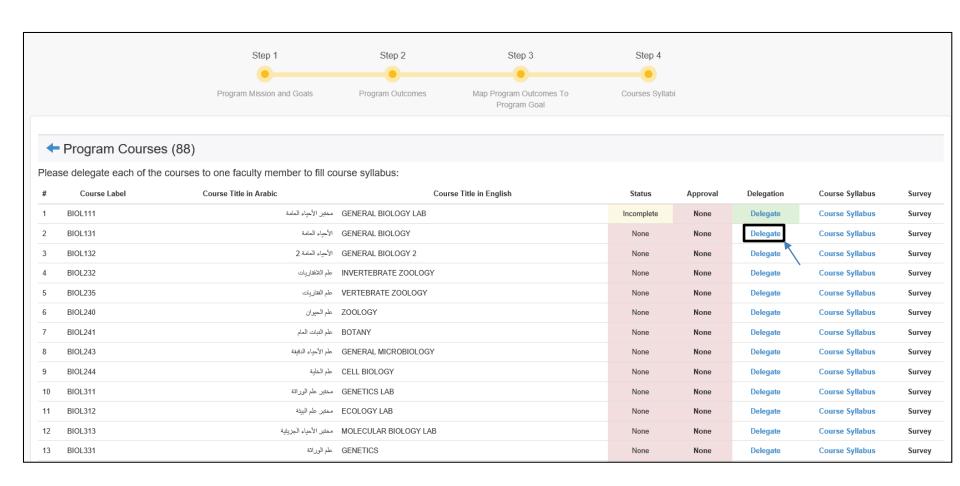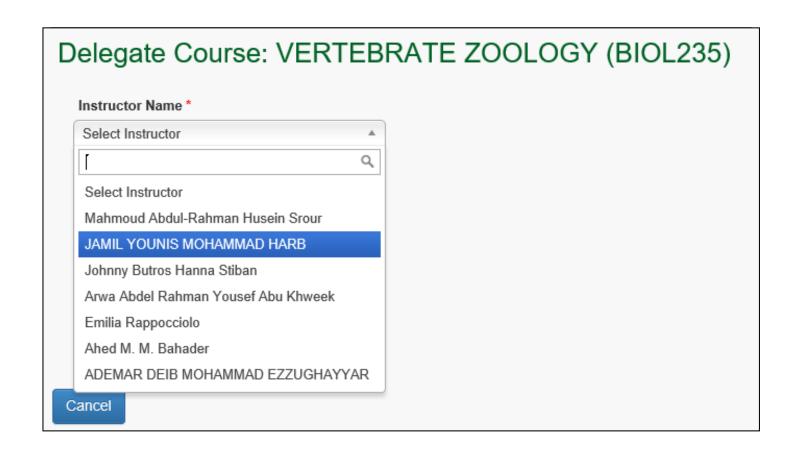| Step 1	Step 2	Step 3	Step 4
Program Mission and Goals	Program Outcomes	Map Program Outcomes To Program Goal	Courses Syllabi

Step 4: Courses Syllabi

- All the courses within the department must have their courses syllabi inserted to the system.

- Each chairperson may delegate the task of inserting a course syllabus to one of the instructors within the department.

- The system then will open an interface for the delegated instructors to insert their course/s Syllabus.

Step 4: Courses Syllabi

	Step 1	Step 2	Step 3	Step 4
	Program Mission and Goals	Program Outcomes	Map Program Outcomes To Program Goal	Courses Syllabi

← Program Courses (88)

Please delegate each of the courses to one faculty member to fill course syllabus:

#	Course Label	Course Title in Arabic	Course Title in English	Status	Approval	Delegation	Course Syllabus	Survey
1	BIOL111	مختبر الأحياء العامة	GENERAL BIOLOGY LAB	Incomplete	None	Delegate	Course Syllabus	Survey
2	BIOL131	الأحياء العامة	GENERAL BIOLOGY	None	None	Delegate	Course Syllabus	Survey
3	BIOL132	الأحياء العامة 2	GENERAL BIOLOGY 2	None	None	Delegate	Course Syllabus	Survey
4	BIOL232	علم اللافقاريات	INVERTEBRATE ZOOLOGY	None	None	Delegate	Course Syllabus	Survey
5	BIOL235	علم الفقاريات	VERTEBRATE ZOOLOGY	None	None	Delegate	Course Syllabus	Survey
6	BIOL240	علم الحيوان	ZOOLOGY	None	None	Delegate	Course Syllabus	Survey
7	BIOL241	علم النبات العام	BOTANY	None	None	Delegate	Course Syllabus	Survey
8	BIOL243	علم الأحياء الدقيقة	GENERAL MICROBIOLOGY	None	None	Delegate	Course Syllabus	Survey
9	BIOL244	علم الخلية	CELL BIOLOGY	None	None	Delegate	Course Syllabus	Survey
10	BIOL311	مختبر علم الوراثة	GENETICS LAB	None	None	Delegate	Course Syllabus	Survey
11	BIOL312	مختبر علم البيئة	ECOLOGY LAB	None	None	Delegate	Course Syllabus	Survey
12	BIOL313	مختبر الأحياء الجزيئية	MOLECULAR BIOLOGY LAB	None	None	Delegate	Course Syllabus	Survey
13	BIOL331	علم الوراثة	GENETICS	None	None	Delegate	Course Syllabus	Survey

Step 4: Courses Syllabi
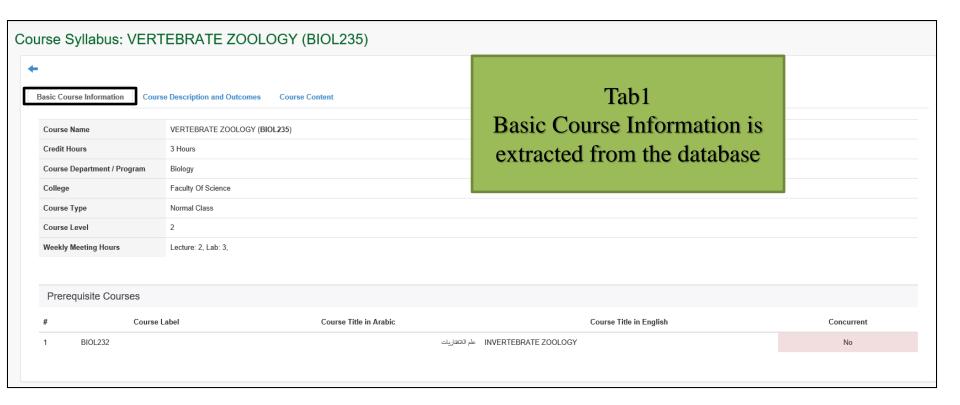# Chairperson Role: Delegation

Step 4: Courses Syllabi
Instructor's Role

- The interface has 3 tabs which are : Basic Course Information, Courses Description & Course Outcomes, and Course Content.

- The instructor will insert the same information that found in the course outline.

Step 4: Courses Syllabi Instructor's Role :Tab1

Course Syllabus: VERTEBRATE ZOOLOGY (BIOL235)

←

Basic Course Information | Course Description and Outcomes | Course Content

Course Name	VERTEBRATE ZOOLOGY (BIOL235)
Credit Hours	3 Hours
Course Department / Program	Biology
College	Faculty Of Science
Course Type	Normal Class
Course Level	2
Weekly Meeting Hours	Lecture: 2, Lab: 3,

Tab1
Basic Course Information is
extracted from the database

Prerequisite Courses

#	Course Label	Course Title in Arabic	Course Title in English	Concurrent
1	BIOL232	علم اللافقاريات	INVERTEBRATE ZOOLOGY	No

Courses Syllabi
Instructor's Role:Tab2

Section 1: Course Description

- Course Description (Extracted from the database)

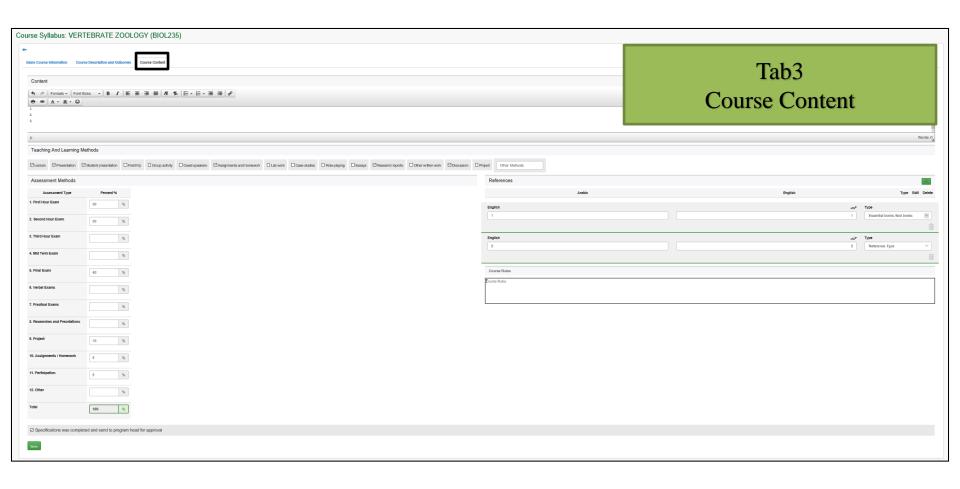- Required Resources for Teaching and Learning

- Teaching Language

Section 2 : Course Outcomes

- Minimum 2 course outcomes must be inserted.

Courses Syllabi
Instructor's Role :Tab2

Basic Course Information	Course Description and Course Outcomes	Course Content

Course Description

Sec1: Course Description

> Tab2
> Course Description and Course Outcomes has two sections

Course Description in Arabic	مة خطوط تطور هذه الكائنات وتكيفها للعيش في مختلف الأوساط البيئية (ساعتان نظريتان و3 ساعات عملية).
Course Description in English	
Required Resources for Teaching and Learning	☐ Computer and LCD ☐ Lab equipment ☐ Audiovisual equipment ☐ Whiteboard ☐ Maps ☐ Library materials [Other Resources]
Teaching Language	English

[Save]

- The minimum number of total acceptable outcomes is 2

Sec2: Course Outcomes

Course Outcomes (0)

English   عربي

English   عربي

[Save]

Courses Syllabi
Instructor's Role: Tab3

Tab3
Course Content

Courses Syllabi
Instructor's Role: Tab3

Course Content

- Content

- Teaching and Learning methods

- Assessment Methods

- References

- Course Rules (optional)

Courses Syllabi
Instructor's Role: Tab3

Course Syllabus: VERTEBRATE ZOOLOGY (BIOL235)

Basic Course Information   Course Description and Outcomes   Course Content

Content

Content

1.
2.
3.

p   Words: 0

Teaching Methods

☐ ...ts and homework ☐ Lab work ☐ Case studies ☐ Role-playing ☐ Essays ☑ Research reports ☐ Other written work ☑ Discussion ☐ Project   Other Methods

Assessment Methods

Assessment Type	Percent %
1. First Hour Exam	20 %
2. Second Hour Exam	20 %
3. Third Hour Exam	%
4. Mid Term Exam	%
5. Final Exam	40 %
6. Verbal Exams	%
7. Practical Exams	%
8. Researches and Presentations	%
9. Project	10 %
10. Assignments / Homework	5 %
11. Participation	5 %
12. Other	%
Total	100 %

Assessment Methods: Sum must equal 100%

References

	Arabic			English	Type	Edit	Delete
English					1	Essential books /text books	
1							
English					2	Reference Type	
2							

References

Course Rules

Course Rules

Course Rules: Optional

☑ Specifications was completed and send to program head for approval

Save