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| Form (7)  Operational Plan of the Program |
| 7-1 Human Resources. |
| 7-2 Physical and logistic requirements. |
| 7-3 Program learning resources and references. |
| 7-4 Checklist for basic level of e-learning. |
| 7-5 Standards for Designing E-Courses at Basic Level. |

**Form (7)**

Operational Plan of the Program

**7-1 Human Resources.**

|  |  |
| --- | --- |
| College |  |
| Department |  |
| Program Name |  |
| Degree Awarded |  |

1. **Teaching Faculty:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Academic rank** | **Currently available** | | | **Required** | | |
| **Male** | **Female** | **Total** | **Male** | **Female** | **Total** |
| Professor |  |  |  |  |  |  |
| Associate Prof. |  |  |  |  |  |  |
| Assistant Prof. |  |  |  |  |  |  |
| Lecturer |  |  |  |  |  |  |
| Teaching Assistant |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

1. **Faculty with Ph.D degree according to nationality:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ranking** | **Number** | **Ph.D holders** | | **Non Ph.D holders** | |
| Saudi | Non-Saudi | Saudi | Non-Saudi |
| Male |  |  |  |  |  |
| Female |  |  |  |  |  |
| Total |  |  |  |  |  |

1. **Administrative staff and technicians:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Admin staff and technicians** | **Currently available** | | | **Required** | | |
| Male | Female | Total | Male | Female | Total |
| Administrative |  |  |  |  |  |  |
| technician |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

1. **List of currently available teaching faculty:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Academic rank** | **Specialty** | **Academic qualification** | **Graduating University** |
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1. **Number of Students Currently Enrolled in the Program:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year/level** | | **Male Students** | **Female Students** | **Total** | **Notes** |
| 1st | 1st |  |  |  |  |
| 2nd |  |  |  |  |
| 2nd | 3rd |  |  |  |  |
| 4th |  |  |  |  |
| 3rd | 5th |  |  |  |  |
| 6th |  |  |  |  |
| 4th | 7th |  |  |  |  |
| 8th |  |  |  |  |
| **Total** |  |  |  |  |  |

**7-2 Physical and logistic requirements.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Available number** | **Required number** | **Available equipment** | **Required equipment** |
| **Classrooms** |  |  |  |  |
| **Laboratories/workrooms** |  |  |  |  |
| **Offices** |  |  |  |  |

**7-3: Program Learning Resources and References:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course code** | **Course title** | **References** | | | | |
| Reference name | Author | Publisher | Publishing year | (ISBN) |
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**7-4 Checklist for Basic Level of e-learning.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Academic year/ level** | **Course code** | **Course title** | **Availability of the course on Learning Management system (LMS) (Black Board)** | | | |
| Available | not available | Course Code in (Bb) | Notes |
| **1st year/**  **1st semester** |  |  |  |  |  |  |
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| **1st year/**  **2nd semester** |  |  |  |  |  |  |
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**College Dean E-Learning Dean**

Name: Name:

Signature: Signature:

Date: Date:

**7-5 Standards for Designing E-Courses at Basic Level.**

|  |  |  |
| --- | --- | --- |
| **Course Overview and Introduction** | **1.1** | Instructions make clear how to get started and where to find various course components. |
| **1.2** | Students are introduced to the purpose and structure of the course. |
| **1.3** | Course and/or institutional policies with which the student is expected to comply are clearly stated, or a link to current policies is provided. |
| **Learning Objectives (Competencies)** | **2.1** | The course learning objectives describe outcomes that are measurable. |
| **2.2** | The module/unit learning objectives describe outcomes that are measurable and consistent with the course-level objectives. |
| **2.3** | All learning objectives are stated clearly and written from the students’ perspective. |
| **2.4** | Instructions to students on how to meet the learning objectives are adequate and stated clearly. |
| **2.5** | The learning objectives are appropriately designed for the level of the course |
| **Assessment and Measurement** | **3.1** | The course grading policy is stated clearly |
| **Instructional Materials** | **4.1** | The instructional materials contribute to the achievement of the stated course and module/unit learning objectives. |
| **4.2** | All resources and materials used in the course are appropriately cited. |
| **4.3** | The instructional materials are current. |
| **4.4** | The distinction between required and optional materials is clearly explained |
| **Learner Interaction and Engagement** | **5.1** | Learning activities provide opportunities for interaction that support active learning. |
| **5.2** | The instructor’s plan for classroom response time and feedback on assignments is clearly stated. |
| **5.3** | The requirements for student interaction are clearly articulated. |
| **Course Technology** | **6.1** | Navigation throughout the online components of the course is logical, consistent, and efficient. |
| **6.2** | Students can readily access the technologies required in the course. |
| **Learner Support** | **7.1** | The course instructions articulate or link to a clear description of the technical support offered and how to access it |