



# PRESIDENT'S NEWS DIGEST

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## MESSAGE FROM THE PRESIDENT

Welcome to the 50th edition of the President's News Digest.



The course portfolios group chaired by the President held its second meeting on the 9 October 2016. The group looked at various auditing reports done by the group itself, the QAAC and external consultant, Professor Robert Newton. The most important lessons from this auditing activity are as follows:

1. The course specifications need to be constantly reviewed in order to make sure that the teaching and assessing methods are helping the students achieving their learning outcomes. For instance, reading materials should be kept up to date especially in subjects which are developing very fast.
2. Assessment methods should be at the right levels
3. The checklist is not followed properly
4. Internal and external moderation have to be addressed properly.



On 10 October, the Vice President for Academic Affairs and Development organized an all-staff meeting to explain the new changes in the HEC institutional accreditation handbook especially in the area of teaching and assessment. In addition, the VP covered feedback on course portfolios audit. The VP presentation was comprehensive and it was well attended by staff. A copy of the presentation was circulated to all staff, if you did not manage to attend because of teaching please look at it, you will learn a great deal from it.

On the 10 October, the President and President's Office Director received Ms Tamsin Smith from the British Embassy to explore opportunities for collaboration.

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Today we submitted our progress reports for the limited confidence programmes to the NAQQAET. I sincerely hope that we will turn these programmes into full confidence. Many thanks to our colleagues in the College of Administrative Sciences, especially the Dean, Vice Dean, HODs, Programme Coordinators, our colleagues in QAAC especially the Director, and VP Academic Affairs and Development and Prof Newton and other colleagues for all their help and dedication. I know they have all worked hard to submit strong progress reports.



On 9 October, the students' financial aid committee chaired by the President held its second meeting this academic year to allocate funds to students in needs. The committee would like to express its thanks to the BODs and BOTs, especially the Chairman Professor Waheeb Alkhaja for their generosity in providing a substantial amount of money to support this noble cause.

On 13 October, the University Quality Council chaired by the President held its first meeting this academic year. Issues related to programmes with limited confidence and course portfolios were discussed amongst many others.

On 13 October, the President, the President's Advisor for Special Projects, and Dean of Student Affairs and Evening Studies received Ms Feryal Nass, President of Bahrain Business Women Society, and Mr Mohamed Fakhro Board member of the Bahrain Chamber of Commerce and Industry to discuss opportunities for collaboration.



Over the next few weeks, we will be very busy with the preparation for institutional accreditation. Copies of the HEC accreditation handbook, in both Arabic and English, were circulated last week by Ms Tania. All staff should read this document and become familiar with the accreditation process.

The Students Council election will take place towards the end of this month. I would like to encourage all academic staff to mention the election to their students. It is important to have strong representation from all colleges. The Deanship of Students Affairs and Evening Studies are looking after the election and can be contacted for any additional information. You will see on our Instagram site some videos to encourage students to participate.

## ACCREDITATION AND COURSE PORTFOLIO FEEDBACK SESSION



The drive to improve the quality of education continues at ASU with yet another event organized on 10 October 2016 and attended by academic and non-academic staff of the University.

Dr Assem Al-Hajj, the Vice President for Academic Affairs and Development delivered a two-hour session to inform staff of the major changes made to the Institutional Accreditation Handbook recently published by HEC. It should be noted that the overall number of standards increased from 31 to 33 and indicators were reduced from 243 to 218 indicators. The area that received most attention is Area 3 dealing with Teaching, Learning and Assessment. In addition, Dr Al-Hajj shared with staff feedback provided by the University Course Portfolio Group, the University Quality Assurance and Accreditation Centre and our External Consultant. The event was organized by the VP Academic Affairs and Development office.



## BAHRAIN BUSINESS ENVIRONMENT FORUM



Dr. Hussein Khasharmeh participated in Bahrain Business Environment Forum held on Wednesday, 5 October. This event was arranged by the Bahrain Chamber of Commerce and Industry Business Women Committee in cooperation with Public Affairs Committee in Bahrain. The main theme of the Forum was the future plans of the ministries to improve the business environment in Bahrain and to activate the cooperation between public and private sectors. The president of Economic Development Board in Bahrain, and three ministers were involved in the Forum as keynote speakers.

Dr. Khasharmeh explained to the audience that ASU approaches the consultation of the industries for any programme development via the practice of having advisory boards and feedback from stakeholders to raise the employability rate.

## ACADEMIC STAFF ATTENDANCE AUTOMATION

ICT & KM developed a system to automate academic staff attendance instead of doing that in paper based and manual way.

On 6 October, ICT Director Mr. Rifat Hussain and Mrs. Shadia Abo Alasal, Developer of the System delivered a presentation to the academic staff and explained the advantages of using the system and all features including the access and approval of the Heads of Departments and Deans and the monitoring of the staff attendance.



## INTEGRATION OF ASU EMAIL SYSTEM AND E-LEARNING SYSTEM



ICT Web Developer, Mr. Muath Hussain has finished a full integration between ASU e-mail system and the e-learning system which will allow the academic staff to effectively and efficiently communicate with their students through emails. Students will receive e-mail notifications every time new material is uploaded to the Learning Management System (LMS).

Mr. Muath will start to conduct training sessions to staff in using the e-mails to communicate with students in LMS soon.

## DO YOU DARE CELEBRATION

Mr. Thair Mustafa, a member of ASU Community Engagement Office participated in a celebration called “Do you dare?” that had been organized by “For You” Voluntary Team to raise the awareness about deaf and dumb people and highlight the best methods to deal with them.

The celebration was held at Lulu complex in Al-Hidd last Friday, 13 October 2016 and included many activities such as providing lectures, and establishing different kinds of competitions.





## PROMOTING AFC U-19 CHAMPIONSHIP



Dr. Mohammad Al-Hamami, Director of ASU Community Engagement Office, participated in the celebration that had been organized by Bahrain Football Association for Asian communities at Seef Mall. The event aimed to promote the Asian Football Confederation Under 19 Championship 2016, that will be held at the Kingdom of Bahrain during the period 13 to 30 October with the participation of 16 Asian teams.

The celebration included many various events such as different competitions, giving gifts to the mall visitors, in addition to the presence of a special team to promote the Championship.

## REMINDER OF THE WEEK

The Institutional Accreditation Standards:

AREA 3: Teaching, Learning and Assessment (4 Standards)

8. Teaching must be relevant to and effective in delivering the intended learning outcomes (7 KIs)

8.1. Teachers must be appropriately qualified in terms of subject knowledge, pedagogic and communicative skills, and experienced for the courses to which they are allocated.

8.2. Teachers must ensure that their delivery encourages the interactive participation of all students in classroom activities.

8.3. Teachers must use a mixture of large and small group and individual activities to encourage and support students' learning.

8.4. Teachers must direct students towards and encourage the use of supplemental learning materials and resources.

8.5. Teachers must produce schemes of work consistent with the syllabus, including detailed teaching session plans, and deposit these with the administration.

8.6. Teachers must draw upon their own research and that of others in their teaching.

8.7. Teachers must use appropriate learning resources effectively.

9. Learning opportunities provided must be varied and motivating and encourage students to develop as independent learners (6 KIs)

9.1. Intended learning outcomes must be appropriate for the level and nature of the program and course, paying particular attention to the requisite knowledge and skills required of graduates in the subject.

9.2. Intended learning outcomes for all programs must be articulated clearly and be publicly available.





9.3. The learning opportunities provided must be designed to facilitate students' achievement of the intended learning outcomes.

9.4. Students must be encouraged and supported to develop independent learning skills and take responsibility for their own learning.



9.5. Students must have access to teaching staff outside classroom-based teaching and learning sessions.

9.6. The institution must provide students with access to appropriate resources and materials for independent and group study and encourage and support their use of these.

10. Assessments must be planned, well-organized and be closely linked to the intended learning outcomes (8 KIs)

10.1. Students must be provided with an assessment schedule in which required coursework and revision periods are detailed in advance with clear submission dates.

10.2. The overall diet of assessments must include formative and summative elements and ensure that all program intended learning outcomes are addressed.

10.3. Individual assessments must focus on measuring student achievement of relevant intended learning outcomes.

10.4. The link between assessment and intended learning outcomes must be reviewed periodically to ensure relevance and effectiveness.

10.5. Assessment tasks must be clearly written, indicating by reference to the intended learning outcomes what the student needs to do to achieve stipulated levels of achievement.

10.6. Assessment procedures must be transparent so that students understand the link between marking criteria and grade attainment.

10.7. Students must receive prompt, detailed and supportive oral and written feedback on their assessments and overall performance and progress.

10.8. If final year projects are part of the program assessment, there must be a clear policy and effective systems for their assessment which are fair, transparent and relevant.

11. Assessments must be effectively administered and quality assured (6 KIs)

11.1. There must be secure and efficient procedures for the administration of examinations and other means of assessment, including the safe-keeping of assessment documents and records, and the provision of appropriate accommodation for conducting examinations.

11.2. The institution must take appropriate steps to identify and discourage cheating, including plagiarism and other misdemeanours, and to penalise offenders.

11.3. There must be clear policies and procedures for students to claim mitigating circumstances and to appeal against marks awarded within an appropriate, clearly stipulated timeframe.



- 11.4. There must be effective procedures for internal moderation at pre- and post-assessment stages.
- 11.5. There must be effective procedures for external moderation at pre- and post-assessment stages.
- 11.6. The institution must make student records and transcripts available to its students in a timely manner.

### **QUOTE OF THE WEEK**

*"Keep your eyes on the stars, and your feet on the ground."*

***Theodore Roosevelt***



Enjoy Reading