

Action Plan
College of Engineering
University of Anbar





Action Plan of College of Engineering

The action plan include 5 categories

Administrative regulatory frameworks

Objective:

1. *Improve college management system*
2. *Increase skills of staff*
3. *Collaborate with private and public sector in making decisions*

Documentary steps

Objective

1. *Documenting all issues regarding the college programs and its departments starting from vision, mission and educational objectives, curriculum, Faculty staff, and publish them on the website of the college besides establishing a benchmark for assessment and evaluation*
2. *Developing an assessment and evaluation system to assess and evaluate the Programs' Education Objectives and Program Outcomes in the College by seeking inputs from key constituencies (Faculty, Alumni, Employers and Senior exit students) through questionnaire form distributed on them at specific time tablet to assess the quality of graduating students, obtain feedback on the Program outcomes, obtain feedback on the Program Educational Objectives, assess the work environment, assess the overall institutional quality, and establish baseline data*
3. *Sustain a continuous communication with Alumni*

Curriculum development

Objective

To improve the curriculum to ensure the program educational objectives and program outcomes had been achieved

Infrastructure development and other service facilities

Objective

To improve the classrooms and laboratories and other facilities to ensure that program outcomes achieved

Development of the skills and abilities to the teaching staff

Objective

1. *Increase number of staff scholarships to get Ph.D. degrees and increase the number of professors.*
2. *Professional development of the current staff and induction scheme for new staff.*

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Administrative regulatory frameworks			Implementation period																Action Taken	
No.	ACTION REQUIRED	Semester	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3		Q 4
		Year	1 0	1 1	1 1	1 1	1 1	1 2	1 2	1 2	1 2	1 3	1 3	1 3	1 3	1 4	1 4	1 4		1 4
1.1	Establishment of a unit named (Public Relations Unit) at the college takes on its behalf the task of coordinating with the labor market (public + private) to find jobs for graduates and identify the market need on which college can determine its plan for admissions, as well as identifying sectors that can offer a training session to train students in the Summer																			A committee had been assigned to undertake this action, but no one interacts with them as the issue of employment in the public sector are subject to the availability of employment grades and the private sectors still weak in Iraq
1.2	Employment a specialists full to perform the tasks of general supervisor in collaboration with the Central Committee to monitor and follow-up the implementation of an advising system and raise the necessary recommendations \ and establishment a unit to take this action																			A committee at each department had been formed to take this action on the system suggested but a new advising system has been provided this quarter and it needs a resources to activate it. A suggestion was submitted to form the required unit.
1.3	Employment of intermediate staff (engineers + technicians) to provide the necessary support for Engineering Departments																			The necessary staff subject to the provision of employment grades by the ministry
1.4	Establish an advisory board to the college from the public and private sectors																			An experts committee has been formed from many public and private sectors at the Anbar province via letter 1191 at 15 July 2013, to support the action of the college
1.5	Training of administrative staff and strengthen its administrative capacity																			Training courses are offered by both training centers for higher education and other ministries
1.6	Establish a student council of outstanding students and well known for their good manners takes upon themselves to prepare student assessment, the quality department shall prepare a seminar to illustrate the objects of ABET standards and enable them to conduct the questionnaire on students who are about to graduate. The council members are updated annually...																			No action..... it needs be approved by the ministry besides a student join the college council if there are issues concerning with the students situation and leave the meetings after that.

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No.	Documentary steps		Implementation period																Action Taken	
	ACTION REQUIRED	Semester	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3		Q 4
		Year	1 0	1 1	1 1	1 1	1 1	1 2	1 2	1 2	1 2	1 3	1 3	1 3	1 3	1 4	1 4	1 4		1 4
2.1	Preparing a catalogue for college and departments in both Arabic and English including all information and activities in the college and Powered with Pictures. It should be update annually.																			Committee has been formed to collect and publish the required catalogue
2.2	Establishing a website containing all the required information such staff, alumni, admission, students (undergraduate and postgraduate), courses, labs,etc.																			Building the website is the authority of the computer center at the university. This year, the site has been updated and work is underway, but it is slow.
2.3	Publishing a manual (in Arabic and English) includes guide and duties of faculty members in accordance with law and instructions of the Ministry of Higher Education and Scientific Research, instructions of promotions scientific system of teaching staff, system of Iraqi Engineering Union and method of assessing the performance of faculty members																			No action has been taken
2.4	Developing a system to assess and evaluate the programs outcomes and to measure the achievement of the educational objectives for each program. The implementation starts by the Department of Quality to prepare the evaluation report for the continued development of the each program																			A system has been developed and had been conducted in Civil and Dam and water resources departments and based on the results an evaluation report had been written
2.5	Establishment of an association or club for the graduates to adopt a database for documenting information about the college graduates and maintain communication with them and development of an annual program of events and a strategy to encourage alumni to support the college and monitor and evaluate the activities of the club																			The project starts by establishing Alumni club. Invitations sent to the Alumni and a 1st meetings held at 2011, it was a good opportunity to activate the improvement system to measure the PEO and PO of our programs. No action taken after that.

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Curriculum development		Implementation period																Action Taken		
No.	ACTION REQUIRED	Semester	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		Q3	Q4
		Year	10	11	11	11	11	12	12	12	12	13	13	13	13	14	14		14	14
3.1	Development of the curriculum of each programs to meet the requirements of ABET criterion and the Iraqi graduation requirements by choosing a benchmark programs to compare and understood the educational objectives of it.																			<p>Based on the gap analysis taken by Ohio University and their recommendations for development of our curriculum. A new curriculum had been set to meet both the requirements of ABET criterion and the Iraqi graduation requirements</p> <p>The process starts at CE and DWE departments followed first followed by EE and CHE except ME which has not start yet.</p> <p>The transformation operation is gradual (year by year) with continuous reviewing to the curriculum</p>
3.2	Providing the new editions of textbooks recommended to cover the curriculum of each program																			<p>The higher education system in Iraq is free which means that the books are distributed with no charge to students and therefore we need to provide financial allocation for it. College provided only two copies of each book within the project</p>

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Infrastructure development and other service facilities			Implementation period																Action Taken	
No.	ACTION REQUIRED	Semester	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3		Q 4
		Year	1 0	1 1	1 1	1 1	1 1	1 2	1 2	1 2	1 2	1 3	1 3	1 3	1 3	1 4	1 4	1 4		1 4
4.1	Establishment of laboratories to conduct the practical part on college requirements (physics and chemistry) and provide them with the necessary instruments and equipment,																			The college starts to provide the required equipment
4.2	Rehabilitation and equipping laboratories with modern equipment and prepare detailed lists of devices that cover the requirements of the studies																			The college starts to provide the required equipment but the process is too slow and only 30- 40% had been achieved. The item needs funding
4.3	Rehabilitation of classrooms and providing them with modern equipment such as data show																			The process is slow and it needs funding,
4.4	Prepare and set up rooms for graduation projects to undertake Senior Design course																			No action, it needs funding

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Development of the skills and abilities to the teaching staff			Implementation period																Action Taken	
No.	ACTION REQUIRED	Semester	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3		Q 4
		Year	1 0	1 1	1 1	1 1	1 1	1 2	1 2	1 2	1 2	1 3	1 3	1 3	1 3	1 4	1 4	1 4		1 4
5.1	Develop and implement a plan to enhance the educational capabilities of the teaching staff and motivate them to continuous development																			<p>The ministry and the university plan to send faculty staffs to international universities to view the modern means and methods of higher education and to connect with them, many of our staff sent to UK, china, Netherlands</p> <p>There is a plan for the scholarship Masters campaign doctoral thus contributing to the development of the teaching staff of the college and its divisions</p>
5.2	Develop and implement a plan to strengthen the research capacity of the teaching staff and provide the necessary funding to carry out research and published in international journals																			No specific plan to the researches, it is subjected to the personal interest of the researchers
5.3	The development and implementation of a training program to promote - - Communication skills in English - Excellence in Teaching in Higher Education - Excellence in Scientific Research in Higher Education																			Some of the action had been taken at item 5.1