

Improvement Plan

Department of Biology – College of Science – University of Al-Qadisiyah

Based on the Identified Weaknesses (Partially Met / Not Implemented) in the 2026 Self-Assessment Report

Introduction

This plan supplements the Department of Biology Self-Assessment Report. It is based on an analysis of all indicators rated as "Partially Met" or "Not Implemented" under the nine standards of the Institutional Accreditation Council for Colleges of Science. For each weakness, we specified a proposed improvement action, the responsible entity, a proposed timeframe, and a priority level, enabling the department to monitor implementation and measure progress periodically.

Total Identified Improvement Points: 38 — High Priority: 16 | Medium Priority: 20 | Low Priority: 2

Summary of Improvement Points by Standard

Standard	No. of Improvement Points	High Priority	Medium Priority	Low Priority
Academic Program Objectives	1	1	0	0
Program Outcomes and Their Assessment	3	2	1	0
Curriculum	2	0	2	0
Continuous Improvement	8	7	1	0
Students	3	0	3	0
Academic and Teaching Staff	3	0	3	0
Administrative Support	6	0	4	2
Financial Support	4	3	1	0
Facilities and Services	8	3	5	0

Standard 1: Academic Program Objectives

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
1.3.3	Periodic review and revision of the academic program objectives while maintaining alignment with the educational institution's mission (Partially Met).	Establish a documented periodic mechanism (every two years) to review the program objectives with the participation of faculty members, graduates, and labor-market representatives; update the objectives based on the review findings; and document the meeting minutes and alignment matrix with the College's mission.	Quality Assurance Committee / Department Chair	3 months, followed by biennial review	High

Standard 2: Program Outcomes and Their Assessment

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
2.1.3	Feedback confirming the ability to design and conduct appropriate scientific tests while ensuring quality and analyzing and interpreting the results (Partially Met).	Administer periodic semiannual surveys of faculty members and students to assess graduates' ability to design experiments and analyze results, and link the findings to improvement plans for laboratory courses.	Scientific Committee	4 months	Medium
2.1.8	Establishment, enforcement, and documentation of graduation procedures to ensure that graduating students fulfill all requirements (Partially Met).	Issue a standardized, documented graduation procedures guide (checklist) for distribution to students and faculty members, together with an official audit form to verify fulfillment of all requirements before the degree is awarded.	Department Registration Unit	3 months	High
2.2.1	Alignment of the stated learning outcomes with the documented and previously approved educational program objectives of the Colleges of Science and their councils (Not Implemented).	Develop a formal alignment matrix linking the Program Learning Outcomes (PLOs) to the program objectives, secure its approval by the Department and College Councils, and publish it for stakeholders.	Quality Committee / Department Chair	4 months	High

Standard 3: Curriculum

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
3.2.1	Alignment of the curriculum with the educational program objectives and its fulfillment of labor-market requirements and needs (Partially Met).	Conduct an annual curriculum review with representatives of the labor market (industrial, health, and oil sectors), and adopt a mechanism for updating course descriptions based on the review outcomes.	Curriculum Committee	6 months, then annually	Medium

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
3.2.2	Achievement by the curriculum and its associated prerequisite structure of the learning outcomes and the development of graduates' abilities and skills (Partially Met).	Review course descriptions to ensure a clear link between each course's content and its intended Course Learning Outcomes (CLOs), and incorporate practical activities that strengthen applied skills.	Curriculum Committee / Faculty Members	6 months	Medium

Standard 4: Continuous Improvement

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
4.1.1	Availability of indicators to measure learning outcomes for all courses in the educational program (Partially Met).	Develop quantitative performance indicators for each course (pass rates and degree of CLO achievement) and link them to a periodic reporting system submitted to the Department Council.	Quality Committee	4 months	High
4.1.3	Annual review by the scientific committees of reports submitted on the program and action based on their findings (Not Implemented).	Require the scientific committees to prepare a standardized annual report on program performance and discuss it at the Department Council, with documentation of decisions and effective follow-up on recommendations.	Scientific Committees / Department Chair	3 months, then annually	High
4.1.4	Documentation and maintenance of assessment procedures and results (Not Implemented).	Create a central electronic archive to store all assessment documents and results in an organized, retrievable manner, and designate a person responsible for updating it.	Quality Committee	3 months	High
4.2.1	Documentation of actions taken to make improvements when problems are identified through the comprehensive assessment conducted every four years (Not Implemented).	Develop a documented, comprehensive improvement plan for each comprehensive assessment cycle, including actions taken in response to the findings and a mechanism for monitoring their implementation.	Quality Committee / Department Chair	6 months	High
4.2.2	Availability of feedback to and from all stakeholder entities concerned with undergraduate student outcomes (Partially Met).	Activate periodic feedback channels (surveys and meetings) with employers and other stakeholders; analyze the findings; and use them to develop the program.	Graduate Follow-up Unit	6 months	High
4.2.3	Availability of feedback to benefit from students' and graduates' views on the extent to which the intended learning outcomes have been achieved (Partially Met).	Conduct periodic surveys (each semester) of students and graduates regarding achievement of the learning outcomes, and publish the analysis results and corresponding response plans.	Quality Committee / Graduate Follow-up Unit	4 months	High

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
4.2.4	Involvement of all faculty members in self-assessment processes, identification of weaknesses, and use of the findings for improvement (Partially Met).	Ensure the participation of all faculty members—not only committee members—in the annual self-assessment through individual evaluation forms and documented group discussion meetings.	Department Chair	3 months	Medium
4.2.5	Availability of a documented quality management system, with evidence showing how program quality is assessed and improved and how results are reassessed (Not Implemented).	Develop a documented quality management system manual based on the Plan–Do–Check–Act (PDCA) cycle, explaining the mechanisms for assessment, improvement, and reassessment, and have it formally approved by the Department Council.	Quality Committee	6 months	High

Standard 5: Students

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
5.3.2	Availability of a documented mechanism to ensure that students fulfill prerequisite requirements and to define procedures when requirements are not met (Partially Met).	Document a clear workflow for monitoring students' fulfillment of prerequisite requirements and the alternative procedures to be followed when requirements are not met; secure its approval and publish it for students.	Academic Advising Unit	3 months	Medium
5.5.2	Documentation of graduation requirements and their availability to all students (Partially Met).	Publish the graduation requirements guide electronically on the Department's website and in print, and distribute it to students beginning in their first academic year.	Registration Unit	2 months	Medium
5.5.3	Availability of a clear academic program policy regarding available alternatives (Not Implemented).	Formulate a formal policy for alternative options and pathways (transfer, postponement, and examination resit), secure its approval by the Department Council, and publish it for students.	Department Chair / Student Affairs	4 months	Medium

Standard 6: Academic and Teaching Staff

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
6.1.2	Availability of databases containing faculty members' qualifications and experience, together with each member's curriculum vitae (Partially Met).	Complete a unified electronic database for all faculty members that includes updated curricula vitae and link it to the Department's website.	Faculty Affairs Unit	3 months	Medium

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
6.2.2	Balance of faculty members' administrative and teaching duties to allow adequate participation in scientific research and applied work (Partially Met).	Review the distribution of teaching, administrative, and research workloads to ensure sufficient time for scientific research through a balanced annual workload schedule approved by the Department Council.	Department Chair	3 months	Medium
6.3.2	Assessment of the quality of faculty–student interactions, advising and consultation, and university service activities (Not Implemented).	Implement a documented academic advising system (published office hours and an advising log) and periodically assess the quality of interaction through a student survey.	Academic Advising Unit	4 months	Medium

Standard 7: Administrative Support

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
7.1.2	Availability of regulations for recruiting qualified personnel and faculty members (Partially Met—currently reliant on individual invitations to scientific discussions).	Establish approved regulations and procedures for recruiting scientific expertise (official announcements, competitive criteria, and incentives) instead of relying on individual invitations.	Department Chair / College Deanship	6 months	Medium
7.1.3	Development of teaching staff (Partially Met).	Prepare a documented annual training plan (courses, workshops, and scientific missions) to develop teaching staff and link it to performance evaluation results.	Department Chair	1 year	Medium
7.2.1	Determination of the size of the administrative staff in each unit and transfer of surplus staff to other units or colleges (Not Implemented).	Conduct an analytical study comparing actual administrative staffing with actual needs, and submit recommendations to the relevant University authorities to transfer surplus staff or address shortages.	Personnel Affairs	6 months	Low
7.2.3	Availability of a sufficient number of employees and administrators relative to the numbers of students and faculty members (Partially Met).	Follow up on the request to establish additional administrative positions commensurate with the numbers of students and faculty members, in coordination with the College Deanship.	Department Chair	1 year	Low
7.2.4	Development of technical and administrative staff (Partially Met).	Organize periodic training courses for technical and administrative staff in electronic archiving, computing, and administration.	Administrative Development Unit	6 months	Medium
7.2.5	Automation of administrative work (Partially Met—currently, only archiving equipment is used).	Complete the digital transformation of administrative work by adopting a comprehensive electronic archiving and transaction system and expanding its current use.	Computer Unit / Department Chair	1 year	Medium

Standard 8: Financial Support

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
8.1.1	Availability of a financial budget to meet the requirements for implementing the academic program (Not Implemented).	Prepare a documented annual estimated budget for the Department that identifies operational and development needs, and submit it to the College Deanship for approval.	Department Chair / Financial Affairs	4 months	High
8.1.2	Availability of a clear, documented mechanism for developing financial resources (Partially Met).	Document a formal mechanism for developing financial resources (research projects, partnerships, and scientific consultancy services) and have it approved by the Department Council.	Department Chair	6 months	High
8.2.1	Allocation of adequate financial support to facilitate teaching and learning activities and provide an environment conducive to high-quality learning outcomes (Partially Met).	Prepare an annual prioritized list of needs (laboratories, equipment, and supplies) and follow up with higher authorities on the allocation of the required funding.	Department Chair	1 year	High
8.2.2	Commercialization of postgraduate students' research outputs through communication with other institutions to generate additional sources of funding (Not Implemented).	Build partnerships with the industrial, health, and oil sectors to commercialize applied research findings and generate additional funding sources for the Department.	Scientific Research Unit	1 year	Medium

Standard 9: Facilities and Services

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
9.1.3	Availability of sufficient laboratories, equipment, instruments, and tools to achieve the learning outcomes (Partially Met).	Complete a comprehensive inventory of laboratory equipment, identify deficiencies, and develop a phased replacement and renewal plan based on priority and specialization.	Laboratory Supervisors	1–2 years	High
9.2.1	Adequacy of computing facilities used by program students at various locations (housing, libraries, and off campus) (Not Implemented).	Assess computing-facility needs at the various locations and develop a phased expansion plan in coordination with the Computer Center and the University.	Computer Unit	1 year	Medium
9.2.2	Clarification of the mechanism for using computing facilities, their hours of availability, and their adequacy in supporting scientific activities (Partially Met).	Document and publish the mechanisms and regulations governing the use of computing and laboratory facilities (operating hours and responsible entity) for students and faculty members.	Laboratory Supervisors / Computer Unit	3 months	Medium

Code	Identified Weakness / Gap	Proposed Improvement Action	Responsible Entity	Timeframe	Priority
9.3.1	The program's publication of a mechanism for providing appropriate guidance to students on the use of tools, instruments, and equipment (Partially Met).	Organize mandatory orientation sessions at the beginning of each academic year on the use of laboratory instruments and equipment, with documented attendance records.	Laboratory Supervisors	3 months	Medium
9.3.2	Inclusion in the program of documented facility and equipment safety provisions that are communicated to beneficiaries (Partially Met).	Update and publish the laboratory safety and security manual, install instructional signs, and provide adequate personal protective equipment.	Laboratory Safety Committee	4 months	High
9.4.1	Adequacy of the policies and procedures followed for maintaining and updating tools, instruments, equipment, and computers (Not Implemented).	Develop a documented periodic maintenance plan (preventive and emergency) for instruments, equipment, and computers, with a periodic implementation follow-up log.	Laboratory Supervisors / Maintenance Unit	6 months	High
9.5.1	Adequacy of library services provided to students and faculty members and their coverage of all discipline-specific needs (Partially Met).	Update the library's holdings to meet discipline-specific needs and improve the facilities provided (operating hours and reading environment).	Library Officer	6 months	Medium
9.5.2	Availability of up-to-date information resources through subscriptions to reputable international scientific journals (print and electronic) (Partially Met).	Follow up on renewing and expanding subscriptions to databases and reputable scientific journals in coordination with the University Central Library.	Library Officer / Department Chair	1 year	Medium

Monitoring Mechanism

The Departmental Quality Assurance Committee shall monitor implementation of this plan quarterly and submit a periodic report to the Department Chair indicating the completion rate of each action and the extent to which its associated performance indicators have been achieved. The plan shall then be reviewed and updated annually or upon completion of the next comprehensive assessment.