

Kingdom of Saudi Arabia
Arab Open University

Planning and Assessment Policy

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Introduction

This policy is concerned with the planning-related issues including planning responsibilities, the processes, following-up and the assessment.

Definitions

The following words and terms wherever they appear in these regulations shall have the meanings mentioned below:

University	Arab Open University in the Kingdom of Saudi Arabia
Rector	Rector of the Arab Open University
University Council	Council

Scope

This policy applies to all managers, directors and admins creating, following up and evaluating the plans of the university, academic and administration departments and units.

Structure of the Planning Authorities

Planning processes at Arab Open University (AOU) are conducted by committees who are formed for that purpose. However, adapting the prepared plans or any modification of these plans are subject to the university council approval. The following table illustrates the responsibilities of the different committees and the authority for creating and modifying the plans.

	Strategic Planning Committee	Operation Planning Committee	University Council
Creating/Modifying the strategic plan	√		
Creating the operation plan	√		
Modifying the operation plan		√	
Approving creating/modifying plans			√
Follow up the operation plan		√	
Follow up the strategic plan	√		

Strategic Planning Committee

Strategic planning processes at Arab Open University (AOU) provide the basis for the effective and efficient use of the resources to serve our stakeholders. The strategic plan of the university is created every five years by a committee formed for this purpose. The committee has the following responsibilities:

- Preparing the environmental scan report.
- Developing the strength, weaknesses, opportunities and threats (SWOT) plans.
- Analysis the gap through the gap analysis report.
- Identifying of the strategic goals.
- Developing and oversighting of all appropriate planning documents (Vision Statement, Strategic Plan, Implementation Plan, Operational Plan, etc.).
- Integrating and mapping between the strategic plan with the mission, vision and values of the university.
- Integrating and mapping between the strategic plan and the academic, financial, information technology resources.
- Identifying unit-level plans for the human resources, quality assurance, student services and learning resources and academic faculties that are aligned with the institutional-level plan.
- Promoting the implementation of the strategic plan for all internal and external stakeholders.
- Actively engaging in disseminating information about the process and its implementation.
- Ensuring the plan is being implemented by monitoring the process and assist with decisions and keep the planning process on track and responsive.
- Developing the risk management plan.

Operation Planning Committee

Each faculty, department and unit in the university shall for an operation plan committee yearly to manage and oversight the implementation of the operation plan. The operation plan committee has the following responsibilities:

- Allocating the resources for implementing the operation plan.
- Determining the priorities of the projects that are involved in the operation plan.
- Oversight the implementation of the plan.
- Writing the closing report at the end of each year.

Assessment and Metrics

Planning-related assessment at the intuitional level occurs in two forms: institutional effectiveness and learning outcomes. Both institutional effectiveness and learning outcomes are, in reality, calls for accountability and demonstrated process improvement.

Institutional Effectiveness

As a part of the planning-related assessment, it is necessary to document all the university activities in order to provide evidence of using the available resources to support the mission, which is part of the principles followed in the university. The assessment should show how resources such as funding, facilities, technology, personnel, or time are effectively used to advance the mission is. Given that AOU develop the strategic goals

in line with the mission statements and these goals are used as the foundation of the assessment measures. Accordingly, it is critical that the strategic goals being assessed are clearly written, so the interpretive assessment measures make sense.

Traditional assessment measures are used to demonstrate the effectiveness of common goals, such as graduation rates, retention rates, and percentage of faculty members, which are related to the parts of the mission that concern about supporting education to the targeted student population. Some other types of goals are trickier to measure and requires interpretation to determine its measurement, for example, the goals about technology, either in the learning process. The assessment of the goal depends on the exact statement, which can be the number of students who apply and register on-line, allowing a reduction in the number of staff in the registrar's office, or the number of syllabi that include competency in the use of program-specific technology as a course outcome.

Learning Outcomes

It is essential that academic faculties demonstrate that designed curriculum is achieved. Learning outcomes is a component of the planning process that must be guided by and integrated into the strategic plan. These outcomes result also provide process improvement data to inform the planning process. It is critical that those involved in the institutional planning process, including any external consultants, understand the essential nature and role of these assessment activities.

Administrative Assessment

For administrative assessment, there are multiple measured to be considered, such as assessing staff retention, satisfaction, and training and development programs.