Required Documents for Review Visit

(Institutional Accreditation)

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I. Institutional self-study Report:

N	Documents	Nots
1	**Institutional Self-Study Report**	The SSRI evidence should be sorted by the Standards, ensuring all the attachments are coded/labeled and consistent with the report.
2	**SSRI evidence**	

II. Attachments:

Essential Documents

The following Essential documents need to be attached to the self-study report. SSRI should be related to the standards.

N	Documents	Nots
1	**Strategic Plan**	
1.1	**Strategic Plan of the institution and its progress reports, and analysis of its performance indicators** (Including scientific research activities and community partnership)	Including reports for the last two years and an analysis of the performance indicators' results. • In case an updated plan has been implemented for a year, the report for that year should be submitted to the updated/revised plan, and the final report of the previous plan should be attached. • If an updated plan has not been implemented yet, the last two reports of the previous plan should be submitted.
2	**organizational manual, policies, and procedures for the institution**	
2.1	**Policies and procedures**	The organizational structure includes tasks, authorities, and job descriptions.
2.2	**Organizational structure**	
3	**Institutional quality assurance system and its performance reports**	
3.1	**Institutional quality System Manual**	• The identification guides (handbooks) provided to students, teaching staff, and employees, each including: ○ Identification of the institution and its programs ○ Admission and Registration ○ Study regulations and tests
3.2	**Handbooks**	
3.3	**Key Performance Indicators and Benchmarking**	

N	Documents	Nots
3.4	**Follow-up reports of the institution's quality system implementation.**	o Orientation and guidance services o Rights and duties o Recruitment and promotions Complaints and grievances
3.5	**Report the results of the opinion survey to stakeholders.**	• The KPIs and Benchmark Reports (KPIs specified by NCAAA) for the last three years. • Stakeholders Surveys Report (students, graduates, employers, faculty, employees) for the last two years.
4	**Teaching and Learning Quality System:**	
4.1	**Policies and procedures guide for approving and amending academic programs and courses.** (Including a matrix of authorities at all levels)	• In case there is an update for any academic program during the previous four/five years (according to the program period), the institution must attach copies of the old and updated program plan. • Programs' specifications and their annual reports: o Program specifications for all programs o Annual reports for programs that graduated students (for the last two years)
4.2	**Study plan for all programs**	• Course specifications for all programs and their reports (for the last two years) ... A sample of each program includes the following courses: o University requirement (one course) o College requirement (one course)
4.3	**programs specifications and their annual reports**	o Program requirement (two courses, one from the first levels and the other from the final levels) o Field training course (if any)
4.4	**Course specifications and its report**	In addition to a report for the last two years for the same courses that have been selected
4.5	**Learning Outcomes assessment system**	• The Learning Outcomes assessment system includes: o A guide or plan for measuring learning outcomes. o Graduate Assessment Report (for the last two years) o learning assessment outcomes reports for academic programs (a representative sample of all majors; not less than 50% of the programs graduated in each specialty).
4.6	**Institution electronic systems for collecting, analyzing, and saving data**	• Introductory handbooks/manuals and follow-up reports for the following systems: o The electronic system for keeping and documenting student records

N	Documents	Nots
		o The electronic system collects and analyzes data and information for all academic and administrative units. The electronic learning management system.

B. Optional attachments (if any)

N	Documents	Nots
1	**The independent opinion**	The independent opinion report and the institution's response to recommendations