INSTITUTIONAL SELF-STUDY: JAZAN UNIVERSITY’S MODEL
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The self-study initiative is a systematic internal quality assessment to emphasize organization functions and activities by adopting the standards of quality assurance and accreditation defined by NCAAA. Jazan University started the self-study initiatives since November 2011 (refer to Fig 1):

2011-2012 Results of Preliminary self-study showed a positive score of around 50% across 25 faculties (equivalent to less than 3 stars on NCAAA self-scoring scales). The result showed three levels of performance in term of adopting NCAAA standards’ best practices: matured, developing and laggards faculties. In 2013, another mini self-study was conducted by Quality Auditors of Deanship of Academic Development and the result still remain more or less the same. Other major QA initiatives was Benchmarking visits to King Saud University (KSU, Riyadh) and King Fahd University of Petroleum and Minerals (KFUPM, Dhahran) with the objective to learn from the already accredited universities and their methodologies to get accreditation. From these benchmarking visits, DAD drafted the new model to conduct the self-study for 2014 onwards.
Jazan University Self-Study Steps Model
The model was adopted from NCAAA model with slight modification

Figure 2: JU Self-Study Model

Brief Description of JU Steps Model

Step 1: Establish the Self-Study Permanent Advisory Council (SSPAC) of Jazan University
The Honorable Rector has appointed around 40 leaders representing various sectors of the institution to sit on the SSPAC council which main roles are to provide leadership roles in driving NCAAA standards into action at JU. The Council will be led by the Rector himself and assisted by Vice Rector for Quality and Academic Development, They will sit when as where necessary to expedite self-study initiatives and removing obstacles for smooth implementation and adoption of NCAAA best practices and KPIs.
Step 2: Appoint Steering Committee
About 70 people have been appointed as members of steering committee of Institutional Self-Study for Jazan University starting April 2014- June 2015. These members will be distributed into four sub-committees (standard, reviewers, write-up, and QMS committees) as shown by Figure 3

Figure 3: Self-Study Steering Committee Structure
The Steering Committee will be chaired by Dean of DAD and assisted by two Deputy Dean from DAD. The 70 strong committee carefully selected to represent faculties, higher administration and Deanships based on their commitment and involvement in QA activities. They will be divided into various sub-committees:
- Ten standard committees
- Reviewers’ Committee
- Write-up Committee
- QMS Committee
Step 3: Planning for Self-Study
Planning is the key to the successful implementation of self-study. A Self-Study proposal must be drafted and submitted to Governing Board for approval. A good plan must consist of charter for the undertaking of the study, organizational structure, list of committees and sub-committees, list of members, job term of reference (scope of task) or JTOR, budgeting, deliverables, project management/Gantt Chart, time lines, and all necessary templates. Fig 1 above shows the Planning stage.

Step 4: Appoint standard Committees
This is the most important committees under the steering committee, where 10 Standard Committees will be formed. Each standard committee will be responsible to oversee the successful implementation of the good practices of the standard at all levels to achieve minimum 3-star rating (as recommended by NCAAA to be eligible for Accreditation process by third party). Standard Four Committee will be the largest and may be sub-divided into at least three sub-standard Four Committees.

Step 5: Special task: Coordination and Communication
Special task that need to be strengthen in driving self-study are coordination and communication as self-study is comprehensive across all spheres of the institution, looking at macro and micro-level and breadth, covering from the rector’s office to the classrooms and beyond, the community at large. Communication is crucial so that the self-study initiative is a task for all to participate. Methods of communication, report generation and timelines are crucial to successful execution of mega undertaking as big as self-study exercise.
Step 6: Establish KPI and measure
KPI stands for Key Performance Indicators. It is an evaluation of how well an institution is performing with its goals and objectives within a certain time period. KPI helps an organization define and measure progress toward organizational goals. NCAAA has set 38 common KPIs for the institution and additional KPIs also should be researched and established to suit local environment and special college requirements.

Step 7: Gather Data/Information and Complete Self-Evaluation Scales
Data or evidence gathering for Institutional Accreditation will be sourced mainly from:

**TOP MANAGEMENT**
- Standard 1: Mission-Goals-Objectives
- Standard 2: Governance

**Vice Rector for Quality & Academic Dev**
- Standard 3: QA & Improvements

**Faculty**
- Standard 4: Learning & Teaching
- Standard 10: Research
- Standard 11: Community Relationship

**SUPPORT DEANSHIP**
- Standard 5: Student Administrations
- Standard 6: Learning Resources
- Standard 7: Facilities & Equipment
- Standard 8: Financial
- Standard 9: Employment

Fig 5: Information Primary Sources

Data Collection, Evidence based results and Scoring of the criteria for Sub-Sections under Standard 1 to 11 will be based on assessing the institution:

- **APPROACH** - to the particular criteria .
- **DEPLOYMENT or PRACTICE** - of the approach into the activities of the colleges and Institution .
- **RESULTS or PERFORMANCE** – the result/performance of the approach and practice of the standards
Self-Evaluation scales (SES) using Star system

**Self Evaluation Scales (SES)**

*11 Standards*

**Sub- Standards**

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- Improvement Required
- Good Performance
- High Quality Performance

Fig 6: SES Scoring Model

**Step 8: Standard Committee Draft Report**

Various standard committees will prepare report for each individual standard (1-11) covering SWOT analysis, process, standard flowchart, self-evaluation on each standard and sub-standards, KPIs evaluation, Opportunities for improvements and recommendations.

**Step 9: Self-Study Report (SSR)**

The Write-up Committee will write the complete self-Study report based on NCAAA templates:

- Institutional Profile
- Context – internal and external
- Mission – Goals – objectives
- Evaluation in relation to Quality Standards (KPIs+ Benchmarks)
- Conclusions and Recommendations
**Step 10: Report given to the Rector and SSPAC**
The Self-Study annual report will be submitted to the Rector and the SSPAC for review, improvements and approval and if any changes, it will be corrected and re-submitted again for official seal of approval.

**Step 11: Report send to NCAAA**
The approved SSR then will be sent to NCAAA if overall score exceed 3 star rating on SES. The SSPAC will give feedbacks and recommendation and will guide the Secretariat on the next step of action(s).

**End Note:**
**What is Deanship of Academic Development (DAD)**
DAD is a deanship under Vice Rectorship of Quality and Academic Development, accountable for driving the accreditation process and self-study initiatives for JU. Currently headed by Professor Mohamed Ibrahim al-Ageel.

**What is NCAAA**
In the KSA, the national accreditation body is the National Commission for Assessment and Academic Accreditation (NCAAA) aims at upgrading the quality of private and governmental higher education to ensure clarity and transparency, and to provide codified standards for academic performance. Established in 2004, basically an independent body, financially and administratively reporting to Ministry of Higher Education (MOHE).

Ref:

http://ncaaa.org.sa/