

## **Mechanism for reviewing the mission and goals of academic programs**

On the basis of the advancement of the academic programs in the Department of English Language and Translation, and the creation of an ideal learning environment according to approved foundations, and the belief of the officials in the department in the importance of the mission and goals of each academic program, and the need to update them through periodic review of them by involving the beneficiaries of each program (faculty members, students, graduates, employees, and public/private sector), the department has approved a clear mechanism for this periodic review, as follows:

First: The mission and goals are periodically reviewed every three years or as needed, and during the first semester of the academic year.

Second: The Quality Committee submits a request to the department's management to approve the start of the periodic review, together with the procedures that will be applied in the review processes.

Third: The department council studies the committee's request in one of its meetings, approves the procedures and gives the committee permission to start the review.

Fourth: The announcement of the start of reviewing the mission and goals and the attendant meetings or workshops will be made on the department's website, in the college's account (Twitter) and the rest of the available publication methods.

Fifth: Emphasizing the involvement of the beneficiaries by directing public and private invitations to them to attend the accompanying meetings and workshops.

Sixth: Poll the opinions of the external community, especially the concerned groups among them, such as graduates and employers, through questionnaires prepared for this purpose.

Seventh: The Quality Committee is responsible for writing the reports and recommendations emanating from these meetings and the results contained in the questionnaires and opinion polls, and submitting them to the department council and the advisory committee for study.

Eighth: The Quality Committee writes the final version of the mission and goals, and submits it again to the department council, to recommend its acceptance and submit it to the college council for approval.

Ninth: The department administration, after approving the mission and goals from the College Council, shall announce and publish them in the available publications, such as the department’s website and related department directories, in the main corridors of the college and department, and in the classrooms.

Tenth: This mechanism is permanently published on the department's website and in the academic program guides.

**Accreditation :**

The entity *	Session number and date	Link to minutes of meeting copy
Relating Department/Departments Council	Session no. Six 432, held on 28/02/1443 AH	
Faculty Council		
Other Entity ..... (to be mentioned)		