

HEC Requirements for Self Assessment Report

CRITERION 1: PROGRAM MISSION, OBJECTIVES AND OUTCOMES (S: 4)

Standard 1.1: The program must have documented measurable objectives that support college and institution mission statements.

Standard 1.2: The program must have documented outcomes for graduating students. It must be demonstrated that the outcomes support the program objectives and that graduating students are capable of performing these outcomes.

Standard 1.3: The results program's assessment and the extent to which they are used to improve the program must be documented.

Standard 1.4: The department must assess its overall performance periodically using quantifiable measures.

CRITERION 2: CURRICULUM DESIGN AND ORGANIZATION.(S: 7)

Standard 2.1: The curriculum must be consistent and supports the program's documented objectives.

Standard 2.2: Theoretical background, problems analysis and solution design must be stressed within the program's core material.

Standard 2.3: The curriculum must satisfy the core requirements for the program, as specified by the respective accreditation body. Examples of such requirements are given in Table A.1, Appendix A.

Standard 2.4: The curriculum must satisfy the major requirements for the program as specified by the respective accreditation body. Examples of such requirements are given in Table A.1, Appendix A.

Standard 2.5: The curriculum must satisfy general education, arts and professional and other discipline requirements for the program, as specified by the respective accreditation body. Examples of such requirements are given in Table A.1, Appendix A.

Standard 2.6: Information technology component of the curriculum must be integrated throughout the program.

Standard 2.7: Oral and written communication skills of the student must be developed and applied in the program.

CRITERION 3: LABORATORIES AND COMPUTING FACILITIES. (S:3)

Standard 3.1: Laboratory manuals/documentation/instructions for experiments must be available and readily accessible to faculty and students.

Standard 3.2: There must be adequate support personnel for instruction and maintaining the laboratories.

Standard 3.3: The University computing infrastructure and facilities must be adequate to support program's objectives.

CRITERION 4: STUDENT SUPPORT AND ADVISING (S:3)

Standard 4.1: Courses must be offered with sufficient frequency and number for students to complete the program in a timely manner.

Standard 4.2: Courses in the major must be structured to ensure effective interaction between students, faculty and teaching assistants.

Standard 4.3: Guidance on how to complete the program must be available to all students and access to qualified advising must be available to make course decisions and career choices.

CRITERION 5: PROCESS CONTROL (S:5)

Standard 5.1: The process by which students are admitted to the program must be based on quantitative and qualitative criteria and clearly documented. This process must be periodically evaluated to ensure that it is meeting its objectives.

Standard 5.2: The process by which students are registered in the program and monitoring of students progress to ensure timely completion of the program must be documented. This process must be periodically evaluated to ensure that it is meeting its objectives.

Standard 5.3: The process of recruiting and retaining highly qualified faculty members must be in place and clearly documented. Also processes and procedures for faculty evaluation, promotion must be consistent with institution mission statement. These processes must be periodically evaluated to ensure that it is meeting with its objectives.

Standard 5.4: The process and procedures used to ensure that teaching and delivery of course material to the students emphasizes active learning and that course learning outcomes are met. The process must be periodically evaluated to ensure that it is meeting its objectives.

Standard 5.5: The process that ensures that graduated have completed the requirements of the program must be based on standards, effective and clearly documented procedures. This process must be periodically evaluated to ensure that it is meeting its objectives.

CRITERION 6: FACULTY (S:3)

Standard 6.1: There must be enough full time faculty who are committed to the program to provide adequate coverage of the program areas/courses with continuity and stability. The interests and qualifications of all faculty members must be sufficient to teach all courses, plan, modify and update courses and curricula. All faculty members must have a level of competence that would

normally be obtained through graduate work in the discipline. The majority of the faculty must hold a Ph.D. in the discipline.

Standard 6.2: All faculty members must remain current in the discipline and sufficient time must be provided for scholarly activities and professional development. Also, effective programs for faculty development must be in place.

Standard 6.3: All faculty members should be motivated and have job satisfaction to excel in their profession.

CRITERION 7: INSTITUTIONAL FACILITIES (S: 3)

Standard 7.1: The institution must have the infrastructure to support new trends in learning such as e-learning.

Standard 7.2: The library must possess an up-to-date technical collection relevant to the program and must be adequately staffed with professional personnel.

Standard 7.3: Classrooms must be adequately equipped and offices must be adequate to enable faculty to carry out their responsibilities.

CRITERION 8: INSTITUTIONAL SUPPORT (S:3)

Standard 8.1: There must be sufficient support and financial resources to attract and retain high quality faculty and provide the means for them to maintain competence as teachers and scholars.

Standard 8.2: There must be an adequate number of high quality graduate students, research assistants and Ph.D. students.

Standard 8.3: Financial resources must be provided to acquire and maintain Library holdings, laboratories and computing facilities.

Total Standards: (4+7+3+3+5+3+3+3=31)