



Office of Faculty & Instructional Development
Annual Report
(2012-2013)

June/2013

Unit: Office of Faculty & Instructional Development (OFID)

Director: Dr. Dalal Moukarzel

Contacts: Telephone: 4403-4032; dalal.moukarzel@qu.edu.qa

Section One:

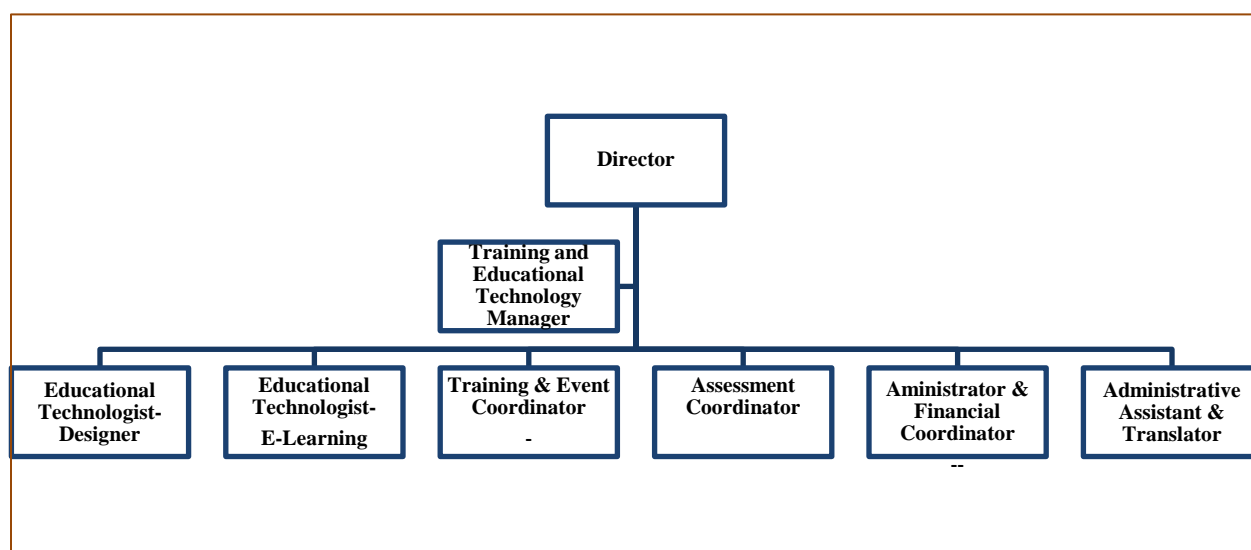
- OFID profile:

Please write a description about the department (in no more than 5 lines) including professional events in which staff participated

OFID designs and implements workshops and training programs for faculty members in different areas, mainly teaching methodology, technology, assessment, and research. OFID also collaborates with other universities, educational institutions and centers to develop training programs that enrich QU faculty members' knowledge and skills in the areas mentioned above.

OFID's role is to disseminate information based on research about the most recent educational trends and pedagogical practices like active learning and integrating technology into classroom instruction to QU faculty. Hands on activities and follow up sessions are major components of OFID. Fulfilling the mission of OFID only happens through close collaboration with QU community and full commitment of its staff.

OFID Organizational Chart



Positions are approved but not all are filled.

- OFID meetings

More than 160 meetings were done during the AY 2012-2013 to fulfill the objectives of the SP 2010-13, of these were meetings for the new FPRDS as the Director of OFID was chairing the Taskforce in charge of reviewing the old version and developing the new system (Non-exhaustive list with details in Appendix A).

- OFID budget

Strategic Plan Budget Requirement

Unit's objectives as defined in the unit's strategic plan:			
Objective number and statement	Budget Justification	Budget Category	Amount (2013-14)
1.1 To design and implement programs about active learning strategies based on needs from Colleges and academic staff. 1.2 . To establish a formative process for peer-observation throughout the university to maintain a culture of improvement and enhance communication and teamwork between faculty members 1.3 . To assess the impact of workshops on the reported effectiveness of instructional techniques used by participants. 1.4. To develop and implement programs meeting new and junior faculty needs: Inter-Cultural communication, Academic Promotion, teaching and assessment, research support and technology.. 1.5. To develop online workshop programs for faculty members 2.1. To design research consultation programs for publication in national and international journals. 2.1. To design research consultation programs for publication in national and international journals. 3.2. To involve external academic partners in OFID activities	Internal facilitators (From Chapter 1) + 6 External Consultants including guest speakers for events Food and beverage for regular workshops Stationary Subscription to an international association for professional development - Digital Camera	Consultants & Visiting Professors /Overload / Hospitality/Research	511200
		Supplies & Materials	
		Books / Subscription / Software	
3.1. To organize an annual event for and with faculty members -OFID Days- to share experiences (as well as other annual events such as the EduTech days, Assessment Week, Academic orientation for new faculty	Number of events are increasing i.e., OFID Days, EduTech Days, Retreat etc. - Food and beverage - Stationary+ banner...etc. - students ushers - Translator - Internal facilitator - Prizes -Awards	Consultants & Visiting Professors /Overload / Hospitality/Research	240000

4.2. To improve the use of different technology means for a paperless environment		Supplies & Materials	37500
Total amount:			788700

Staff Development

Description of the request	Budget Justification	Budget Category	Amount (2013-14)
Academic Staff attending Conferences/Workshops outside of Qatar	To attend international conferences	Staff Development	90000
Total amount:			878700

- Unit thoughts and reflections about their experience with other concerned units (HR, Procurement, Finance, etc...) (*optional*)

All are supportive, but processes are long.

- OFID achievements (Four main achievements)

1- General Activities:

To cater to Colleges and Programs' needs for faculty and instructional development, OFID delivered 413 sessions of which (208) workshops/seminars and (205) consultations sessions. OFID recurrent themes are "Active learning, Technology, Assessment, and Research"; seminars and workshops for New Faculty members and General Seminars were offered as well. Two thousand two hundred and fifty six (2256) participants from different colleges were involved in OFID activities, of which 2053 involved in workshops/follow-up and 203 involved in consultations (technology/research/peer observation).

OFID services to faculty members (from June 2012 to May 2013)

Service	Theme	No. of Topics	No. of Sessions	No. of Participants
Workshops/Follow-up sessions	Active Learning	34	52	839
	Technology (to enhance Active learning, Research and Assessment)	21	82	515
	Assessment at the Course Level	6	8	51
	Assessment at the Program Level	4	30	153
	Research	6	9	41
	New Faculty	5	14	182
Seminars	General Seminars (E-books and Digital Solutions, Teaching Standards, Management, etc.)	9	13	272
Sub Total		85	208	2053
Consultations	Technology	-	168	168
Consultations	Research	-	11	11
Consultations	Active Learning -Peer Observations	-	26*	24
Grand Total		-	413	2256

2- Technology:

OFID supports QU faculty members for the best use of technology to enhance the teaching and learning process at QU, mainly to embed technology with active learning, assessment and research. OFID delivered 82 sessions for technology of which 61 sessions for Blackboard (Blackboard 9 and Blackboard 9.1) and 168 one-to-one or small group Consultations.

OFID also piloted its first Online Training Programs made *in-house* using Blackboard as platform. Two new programs have been designed and finalized; they will be launched in the Fall 2013

3- External Partners

OFID worked with external consultants or partners from different regional and international universities such as the American University of Beirut, the Lebanese University, Weill Cornell Medical College –Qatar, University of British Columbia, Canada, and others.

OFID External Partners

External Association	Speaker
Q Science	Mr. Arend Kuster
University of East Anglia, UK	Mr. Hussein Alaa
American University of Beirut	Dr. Saouma Bou Jaoude
Lebanese University	Dr. Hanna Hakim
Weill Cornell Medical College, Qatar	Prof. Basim Uthman
Calgary University, Qatar	Dr. Bradley Johnson
McGraw-Hill	Mr. Ali Al-Haddad
Higher Education Academy, UK	Mr. Doug Pearce
Wiley	Mr. Iain Gibson
The University of British Columbia, Canada	Dr. Harry Hubball
California State University, USA	Dr. Mary Allen

4- Annual Events

a) Assessment Week

To spread the culture of assessment among QU constituencies and improve the process of assessment at the program level, QU held the 3rd Assessment Week based on the University and different programs' needs. The Assessment Week was organized by the VPCAO office with APLOA and OFID; the program included two days of Hands-On Workshops targeting sessions on validity, reliability and closing the loop, as well as two days for one-to-one Consultation meetings with selected programs.

During the first two days of Hands-on Workshops, the number of participants attending the sessions from different colleges and academic offices was 135 participants (actual number), and the number of participants in one-to-one Consultation Meetings from colleges over two days was 76 participants (actual number); added to these, 8 Assessment Coordinators from the different colleges attended more than one consultation.

Out of the 135 participants who attended the workshops during the first two days, 87 responses on the survey were received after 3 reminders sent to all participants(64%). The average of all responses showed that the rate of satisfaction was 90% for Category 1 (Objectives & Practicality), 75% for Category 2 (Workshop Activities), and 85% for Category 3 (Workshop Facilitator). For Category 4 (Workshop Arrangement), the responses were considered per day because of an issue related to the air conditioning system in one of the locations (CED, room 223), which was pointed out by participants and had an impact on their opinion; Therefore there was a discrepancy in the rate of satisfaction between Day 1 (54%) and Day 2 (72 %).

b) New Faculty Academic Orientation (YAHALA)

The Academic Orientation Event for new faculty joining Qatar University for the Academic Year 2012-13 was held on September 11-12, 2012. The Program for this year was extended to 2 days. The first day comprised presentations by the President, Vice-Presidents and Directors, and the second day was devoted to seminars and workshops about mentoring, teaching responsibilities, preparing a course portfolio and the use of Blackboard 9.

Out of 103 participants, 66 responses on the survey were received (64%) . The satisfaction rate for the first day varied between 98% and 86% while the satisfaction rate for the second day varied between 98% and 88%.

c) OFID Days

A formal committee was formed for the second time to plan for the 4th OFID DAYS. Seventy one faculty members from all QU colleges and programs and outside QU were involved in planning and delivering the sessions that were held. Forty-nine (49) colleagues presented 25 sessions and twenty-two (22) others chaired and moderated the sessions.

Over 2 days, the recurrent number of participation in the sessions was 526 faculty members.

As actual numbers, 246 faculty members from QU attended the event as well as 16 faculty members from other universities.

The highest number of participants was from the College of Pharmacy, the College of Education and the Foundation Program.

Three different surveys were completed by participants: one survey was completed following workshops, seminars and roundtable discussions, another one was completed after panel sessions - both using pen and paper -, and at the end of the event, an Overall Online Survey was sent to all participants; the mean percentage of satisfaction for the event was 87.21%.

In comparison with the previous three years, the mean percentage of satisfaction for the overall event increased by 0.41%.

d) PD June activities

The 2nd EduTech Day and June Activities were taking place when writing this annual report. The numbers stated in the tables above were from June 2012 as these were not included in last year report for the same reason. Attendance was good and included follow-up sessions on the Great Teacher Retreat that was organized with universities in Qatar Foundation. (Data available at OFID).

- Four Main Challenges

In last year report, we pointed out to the main challenges we had (listed below). Unfortunately, most of these challenges remained for the AY 2012-13.

Challenges and solutions

Challenges in 2011-2012	Solutions in 2012-2013
1- Location for Big events	None. We still have problems booking rooms for big events. QU needs to find a solution.
2- Retention of Employees	None. Employees who joined OFID from the FP were not able to adapt to an academic support unit though they were aware of the work requested and the job description when they applied; they prefer to be in colleges as benefits are superior, thus we had many problems. The salaries paid to administrative staff are low, and QU requests the recruitment of part-time employees ; these, once they have learnt how to work well, refuse our offers for full time employment and find better paid full-time jobs elsewhere.
3- Quality of Lecture Capture using Echo 360	At the end of this academic year, ITS brought the necessary equipment (table microphones, in-plugs) that are meant to be installed for next Fall 2013.
4- Online Registration for Faculty members	None. ITS did not approve an offer with one of the vendors with whom OFID and IT set the project. Up to now, we still have the same external registration system that cannot be updated according to our needs.
5- Faculty still reluctant for peer observations	In good progress. This year, we had 26 class observations vs. 7 last year, which is a good improvement. More needs to be done to motivate faculty members to join this formative process.

- Challenges for 2012-2013

- Location for big events: For September, we will receive more than 200 new faculty members (we should add the number of QU leaders and faculty members), and there is no well equipped venue available for this number except Ibn Khladun Hall which has been booked months ago.
- Recruiting Employees : Recruitment is a big headache, and we definitely need the university support to offer good salaries when we find good candidates, especially as administrative employees.
- Quality of Lecture Capture using Echo 360: we hope it will be improved as we move to in-house online-training programs
- Online Registration system for Faculty members that can be upgraded to include online certificate, tracing attendance, and enabling online training programs.

Section Two:

Strategic Planning

Part 1: Mission and Key Performance Areas

Mission

The mission of the Office of Faculty and Instructional Development (OFID) is to support QU academic staffs with ongoing professional development programs and resources that meet faculty needs for high quality education. OFID aims to facilitate and support faculty research endeavors and the implementation of best teaching practices in a collaborative working environment through workshops and seminars on curriculum enhancement and innovations.

Key Performance Areas

QU KPA1: Prepare competent graduates by providing high quality education.

Objective 1.4:
To enrich the curriculum with active learning

OFID KPA 1: Provide professional development programs that enhance faculty members' performance

Objectives:

- 1.1 [To design and implement programs about active learning strategies based on needs from Colleges and academic staff;](#)
- 1.2 [To establish a formative process for peer-observation throughout the university to maintain a culture of improvement and enhance communication and teamwork between faculty members;](#)
- 1.3 [To assess the reported impact of workshops on effectiveness of instructional techniques used by participants;](#)
- 1.4 [To develop and implement programs meeting new and junior faculty needs: Inter-Cultural communication, Academic Promotion, teaching and assessment, research support and technology](#)
- 1.5 [To develop e-learning programs to train faculty members.](#)

QU KPA 2: Conduct quality research that addresses contemporary challenges and advance knowledge.

Objective 2.1.

To encourage research projects that are in alignment with national research priorities

OFID KPA 2: Support faculty members as scholars

Objectives:

- 2.1 [To design research consultation programs for publication in national and international journals;](#)

QU KPA 3: Identify and meet the needs and aspirations of the society.

Objective 3.4.

To establish outreach programs that will enrich the university's image and provide services to the society

OFID KPA 3: Create an environment conducive to collaboration across Colleges, Programs and academic community

Objectives:

- 3.1 [To organize an annual event for and with faculty members -OFID Days- to share experiences;](#)
 3.2 [To involve external academic partners in OFID activities;](#)
 3.3 [To develop an online newsletter that will reflect the rich image of faculty and instructional development at QU;](#)

QU KPA 4: Provide effective and efficient support and facilities to academic missions and maintain a supportive environment for the university community.

Objective 4.1.

To develop, improve and document operational processes

OFID KPA 4: Establish a structured and congenial environment for instructional development

Objectives:

- 4.1 [To develop policies and procedures for OFID in collaboration with stakeholders;](#)
 4.2 [To improve the use of different technology means for a paperless environment;](#)
 4.3 [To develop online surveys to assess OFID's performance;](#)

OVERVIEW

OFID KPA1, “Provide professional development programs that enhance faculty members’ performance, is at the core of OFID’s work.” The office met the objectives set for designing and implementing programs related to active learning, technology and assessment (172 sessions offered) based on faculty expressed needs through an annual survey (29% responses), and responses to the annual retreat feedback survey (89%).

One thousand and five hundred fifty –eight (1558) participants attended OFID sessions in active learning, technology and assessment, with a 90% rate of satisfaction as reported in surveys following workshops and follow-up sessions. As for new and junior faculty members, the target was met concerning sessions and exceeded concerning programs offered throughout the year but with a regression of 3% for participation (69% attended vs. 72 % targeted) . To support faculty members who could not attend OFID workshops and seminars, the target of recorded sessions available online was exceeded by far (64 vs. 20 as target), and material and online resources were developed as well (96% vs. 80% as target). Moreover, OFID developed 2 online workshops *in-house* to facilitate the access of training for faculty members (1 program was piloted, and 2 training programs recorded and ready for launch).

OFID KPA2 “Support faculty members as scholars”, had one main objective for the AY 2012-2013, which is “to design research consultation programs for publication in national and international journals”. The target was met with an external consultant from QScience whom members met faculties at OFID premises at different times.

OFID KPA3, “Create an environment conducive to collaboration across Colleges, Programs and academic community” is inherent to OFID mission for sharing experiences and continuously enriching the knowledge and skills of faculty members to improve the teaching and learning process. While OFID organized different events to meet this target such as the Assessment Week and EduTech days, the annual report targets the OFID DAYS as set in the KPI, including the other event in the regular programs offered.

OFID organized the OFID DAYS, for the 4th consecutive year, mostly meeting or exceeding all targets set, involving colleagues from all colleges and programs in developing the program (57 vs. 35 as target), and receiving 526 participants in 25 sessions with colleagues joining from other universities in Qatar. The satisfaction rate was also exceeded (87⁺% vs. 83% as target). However, OFID was hoping to keep or increase the percentage of participation, which was not met as we cut off one day from the previous year event.

Throughout the year, OFID also worked on programs with external partners; while the target was set to 5 sessions we could offer 67 sessions with an increase in faculty members' interest and attendance (504).

As for the online newsletter that should reflect the rich image of faculty and instructional development at QU, OFID could only develop one issue instead of two. The KPIs were somehow met for involving students and the number of articles developed.

OFID KPA4, "Establish a structured and congenial environment for instructional development", has been met. OFID policies were translated in Arabic and made available online. With an increased use of technology, OFID moves more into a paperless environment meeting its target of making use of online surveys for all its big events (100%).

Part 2: Strategic Planning Performance Assessment

KPA1, Objective 1.1: To design and implement programs about active learning strategies based on needs from Colleges and academic staff.

This is OFID main responsibility to improve the teaching and learning process

Key Performance Indicator (1.1.1.a): Response rate to the survey for need assessment.

To collect the needs, OFID send a survey to academic staff in all colleges and meet with OFID Teams at the end of the academic year. (Continuous Action)

Target: 23%

Method of measurement: “Professional Development Needs Assessment 2012-2013” survey results.

Results: 29%

Current status: Target met.

Discussion and Conclusions:

Faculty members’ needs were gathered from the survey “Professional Development Needs Assessment 2012-2013”. We received 29% response rate, which is an indicator of meeting the target set of 23%.

The main purpose of the survey is to collect the needs of the faculty members in different areas mainly in

- 1- Active Learning
- 2- Technology including Blackboard
- 3- Assessment
- 4- Research
- 5- Format of sessions: workshops, round table discussions, seminars
- 6- Ways OFID can support Faculty members in their instructional needs

The data gathered helped in designing the program for the AY 2012-2013, other needs arising from different departments or through meetings were taken into consideration such as request from the Core Curriculum Program about teaching large classrooms, or inquiry-based learning, raising students critical thinking through research, and others.

Improvement actions taken in 2012-2013 based on previous results:

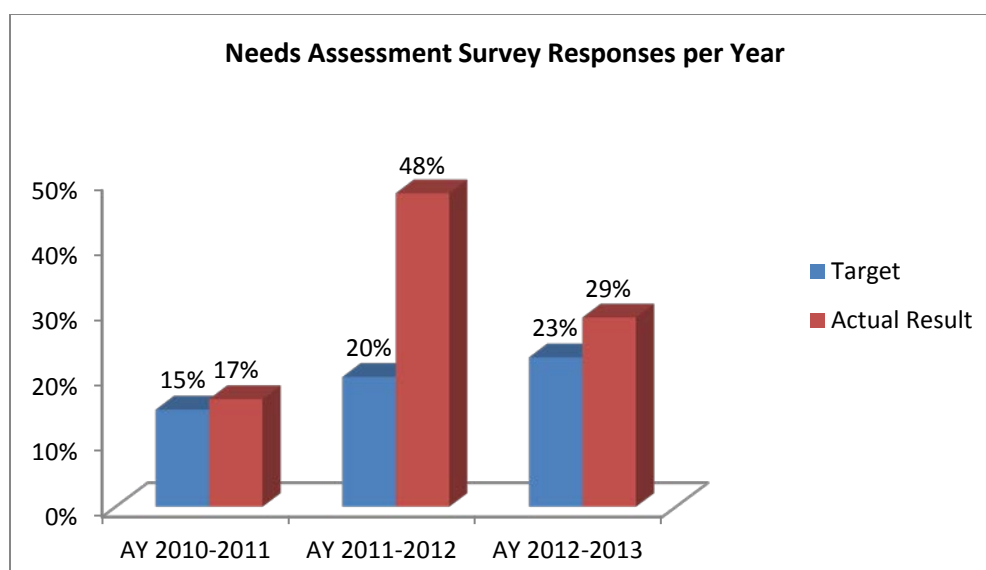
Recommended action: This is a recurrent activity to be done every year. The survey was reviewed by the University Committee.

Action taken: 3 reminders were sent to faculty members and we kept the survey open.

When comparing with previous years, we can see that we reached the target and we went above it by + 6%

Response rate to Needs Assessment Survey	2010-2011	2011-2012	2012-2013
Target	15%	20%	23%
Result	16.61 %	48%	29%

However, while the response rate was high on the survey for the AY 2011-12, the response rate dropped down for the current academic year by 19%.



Needs Assessment Survey Target & Response Rate per Year

Future planned actions based on this year's assessment:

By the end of the AY 2012-2013, OFID conducted a needs assessment survey to plan for the academic year 2013-2014 programs. The response rate was low 16% (127 responses out of 799 faculty members). The survey will be sent much earlier than March to the Review Committee next year, hoping to receive comments also earlier and send the survey at the beginning of the 2nd semester.

KPA1, Key Performance Indicator (1.1.1.b): Response rate for the Retreat survey and analysis of ideas presented.

Target: 60%

Method of measurement: “OFID Retreat 2012” survey results

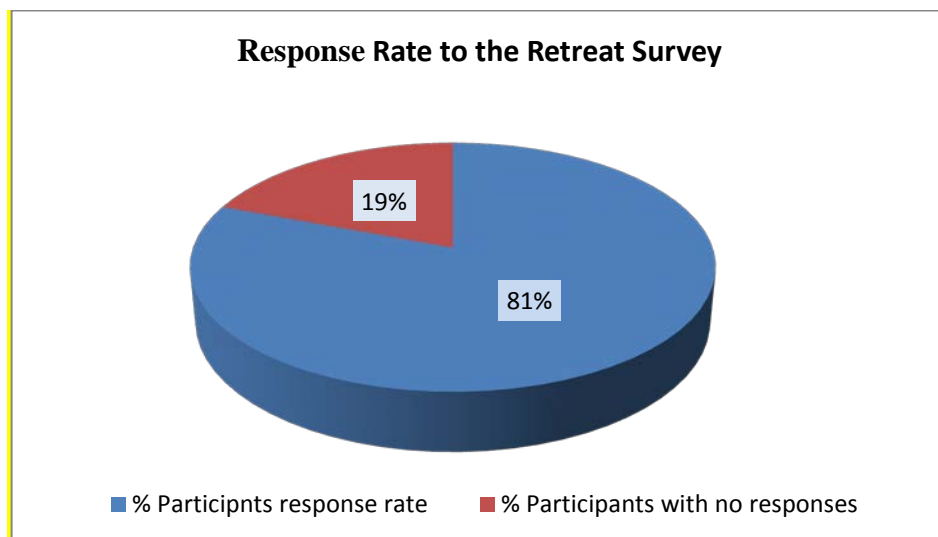
Results: 81%

Current status: Target met.

Discussion and Conclusions:

On June 27, 2012, OFID invited all teams of faculty members who closely worked on specific OFID programs for the first Retreat. Five teams presented their achievements and what needs improvement in regard to OFID Strategic Plan: Policies & Procedures, Peer Observation Program, Technology, Research for Publication, and Quality Enhancement, in addition to the work done by the administrative team.

The Retreat was attended by 32 faculty and staff members including the VP&CAO, Dr. Shaikha J. Al-Thani, the Director of OFID, Dr. Dalal Moukarzel, 24 Faculty members from different teams, colleagues from OIPD, and 6 OFID staff members. Based on the Retreat recommendations, OFID modified its plans for the AY 2012-2013.



Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To diversify the way we gather faculty members' needs. While in the previous year (2011-12), we retrieved needs as expressed in the Faculty Performance and Development System, for 2012-13, we relied on OFID teams' feedback as an another source to be added the needs assessment survey.

Action taken: The retreat in June 2013 was transformed in a meeting at the end of June PD activities in order to invite the biggest number possible of faculty members to give their feedback on the draft of the new Strategic Plan 2013-2016.

Future planned actions based on this year's assessment: The meeting at the end of the academic year 2012-13 was well received by faculty member and a good way to involve them in our strategic plan. OFID could think of keeping this meeting at the end of each SP to update faculty on the process and get their feedback; organizing a retreat will be done with OFID teams as well but earlier during the Spring semester.

KPA1, Key Performance Indicator (1.1.2): Number of sessions related to active learning, technology and assessment.

Design Training & Follow-Up sessions that promote active learning, technology and ways of assessment. (Continuous Action)

Target: 65 sessions

Method of measurement: OFID monthly Program available on [OFID Website](#).

Results: 172 sessions (from June 18th, 2012 to May 31st, 2013. Workshops offered during 11-17 June 2013 are not included due to lack of time)

Current status: Target met.

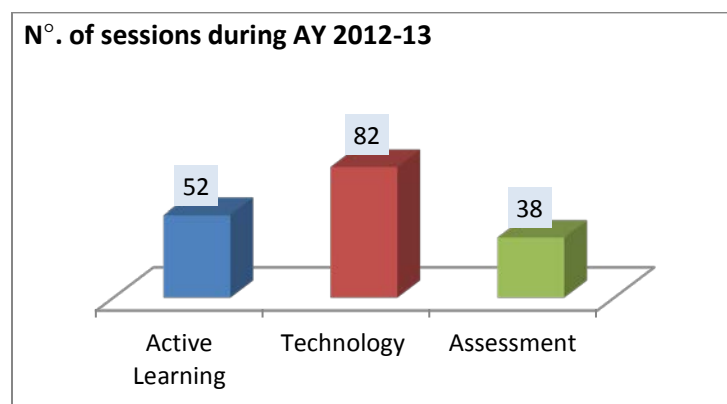
Discussion and Conclusions:

The topics related to Active Learning, Assessment and Technology were planned according to the “Professional Development Needs Assessment 2012-2013” survey results.

These topics were offered in two forms: (a) Training Programs of a minimum of two workshops that could have a follow-up session (face-to-face, consultation, and/or class observation) or (b) Single session consisting of a workshop/seminar that could have a follow-up session .

OFID sessions by theme, topics, numbers

Theme	No. of Topics	No. of Sessions	No. of Participants
Active Learning	34	52	839
Technology	21	82	515
Assessment at the Course Level	6	8	51
Assessment at the Program Level	4	30	153
Total	65	172	1558



Number of sessions by topic

Improvement actions taken in 2012-2013 based on previous results:

- Recommended action:

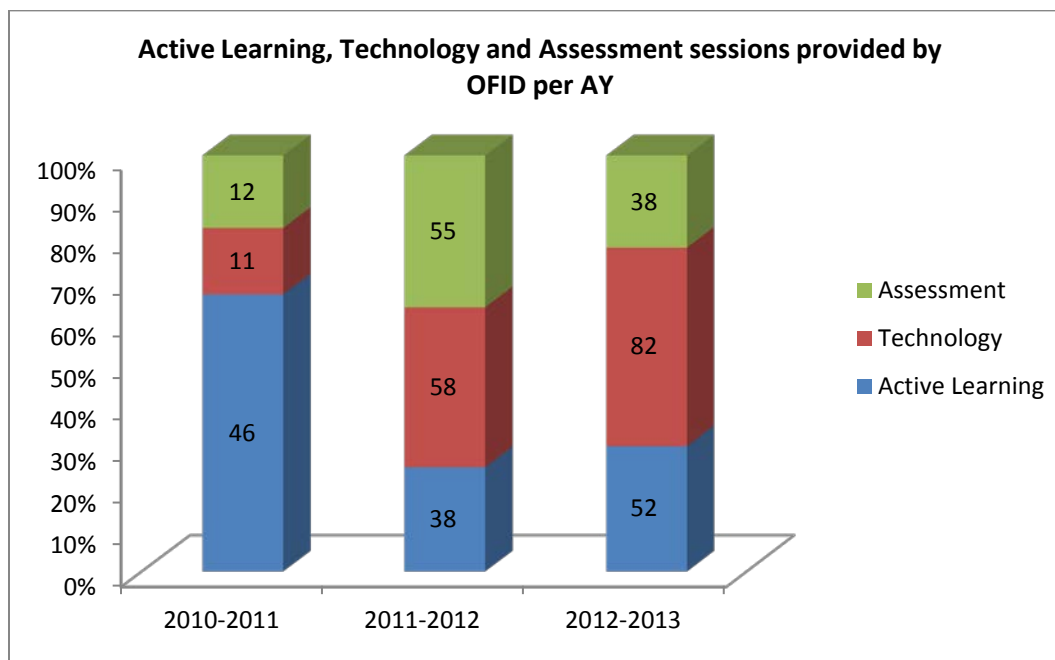
OFID designed its training programs based on requests received from faculty members and departments, this is a recurrent action.

Action taken: OFID catered to needs as collected in the Needs Assessment Survey, and as expressed during the AY by the CCP, FP, and other colleges such as CAS, C.Sharia, etc. There has been an increase in the number of sessions offered according to these needs, especially in Technology and Active learning.

N° of Sessions presented per AY	2010-2011	2011-2012	2012-2013
Active Learning	46	38	52
Technology	11	58	82
Assessment	12	55	38
Total	69	151	172

When comparing with previous years, we can see that the number of sessions offered were increasing every year. In 2010-11, 69 sessions were offered, while in 2011-12, we had 151 sessions and in 2012-13, we could offer 172 sessions. While the number of sessions offered for assessment were higher in 2011-12 (55 sessions) versus 38 in 2012-13, OFID offered more on active learning in 2012-13 (52) versus 38 in 2011-12. In technology, OFID invested a lot of efforts reaching 82 sessions in 2012-13 versus 58 in 2011-12. The decrease in the number of sessions offered in assessment was due to the importance of implementing what was previously offered while following up where needed. The increase in the two topics active learning and technology came as a need to support faculty members with different teaching strategies in active

learning and to improve the use of technology to continue engaging students in their learning, especially with the large number of students QU received this year, and



Number of sessions per topic from AY 2010 to 2013

Future planned actions based on this year's assessment:

OFID will continue catering to needs to move forward with the teaching and learning process especially with the growing number of faculty members and students at QU.

KPA1, Key Performance Indicator (1.1.3): Number of participants attending sessions related to active learning, technology and assessment.

Implement programs during Fall and Spring semesters. (Continuous Actions)

Target: 425 participants

Method of measurement: OFID sessions' registration sheets.

Results: 1558 participants (Recurrent)

Current status: Target met.

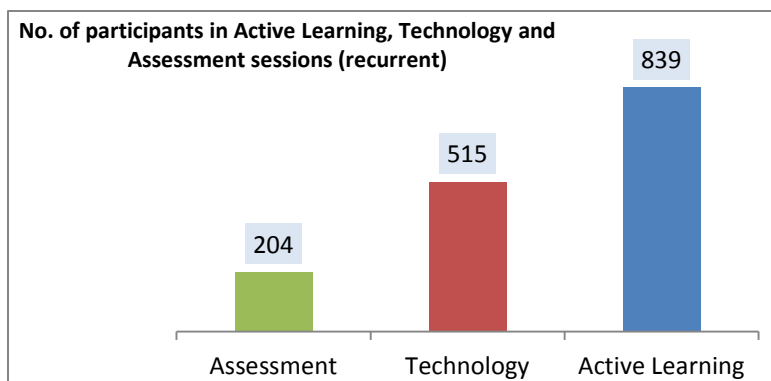
Discussion and Conclusions:

OFID succeeded in involving big numbers of faculty members since sessions were offered not only on OFID premises but also in colleges to allow the maximum number of faculties to attend. Sessions were also offered on Saturdays with international consultants to benefit from their expertise and to overcome the impediments of tied schedules for QU colleagues.

Number of recurrent participants in AY 2012-2013:

Theme	No. of Recurrent Participants
Active Learning	839
Technology	515
Assessment	204
Total	1558

Faculty members seem to becoming increasingly aware of the importance of professional development which is a good indicator for OFID.



Number of participants by topic

Improvement actions taken in 2012-2013 based on previous results:

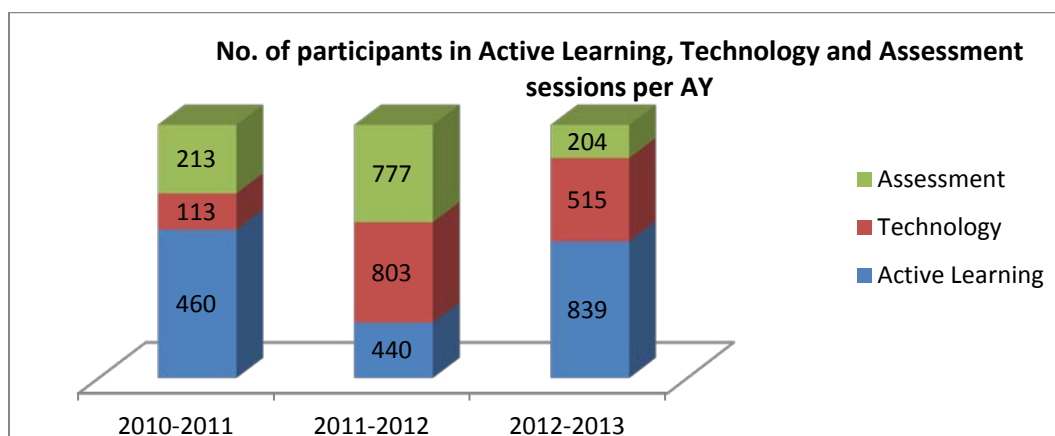
Recommended action: Offering workshops and training programs in OFID premises as well as at colleges to cater to faculty needs, and at different times during the week and weekends.

- **Action taken:** The target was met and exceeded by large , OFID continued to cater to the colleges' needs to support the learning process and could involve colleagues in their own development, developing programs during weekdays and weekends.

Comparison of Participants by Year, Number and Topics

No. of Participants	2010-2011	2011-2012	2012-2013
Active Learning	460	440	839
Technology	113	803	515
Assessment	213	777	204
Total	786	2020	1558

In 2011-12, there has been an increase of faculty members attending workshops on “assessment” (777) versus 213 participants in 2010-11, which is a very good indicator of spreading the culture of assessment and accountability. In 2012-13, 839 participants were involved in active learning sessions versus 440 participants in 2011-12, with an increase of almost 91%.



Comparison per year of number of participants by topic

Future planned actions based on this year's assessment:

As the number of faculty members grows year after year, OFID will need to recruit experts in the different fields to be able to continue catering to the needs.

Key Performance Indicator (1.1.4): Percentage of participants who completed surveys.

Task4: Participants will complete an evaluation form after workshops and follow-up sessions as needed. (Assigned to: OFID staff) (Continuous Action)

Target: 60%

Method of measurement: Sessions' evaluation form

Results: 83%

Current status: Target met.

Discussion and Conclusions:

OFID exceeded the target set; the percentage is good and OFID will seek faculty opinion as this can help to arrange for other workshops such as what we did for the “Partners for Improved Teaching and Learning” program where faculty needed more sessions and two were designed online as modules, embedding assessment activities to ensure that learning happened.

Mean Percentage of Participants Completing Surveys - AY 2012-2013

Theme	Percentage of Surveys Completed
Active Learning	81%
Technology	85%
Assessment	82%
Mean	83%

Out of the number of participants who attended workshops with OFID, the percentage of those who completed the survey (83%) indicates faculty members' willingness to voice their opinion and to contribute to their professional development.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To prompt faculty members to express their opinion on how to improve our sessions and how best they will make use of their new knowledge and / or skills.
- Action taken:** faculty members were prompted at the end of the sessions to complete surveys already available in front of them, or to complete them online in big events with technology support from our team

Future planned actions based on this year's assessment:

As it is important to receive faculty members' opinion, OFID will improve the system of online surveys that will be used more for a paperless environment.

Key Performance Indicator (1.1.5): Percentage of participants satisfied and strongly satisfied with workshops and follow-up sessions.

Analyze the data collected from the evaluation forms. (Continuous Action)

Target: 83%

Method of measurement: Sessions' evaluation form

Results: 90%

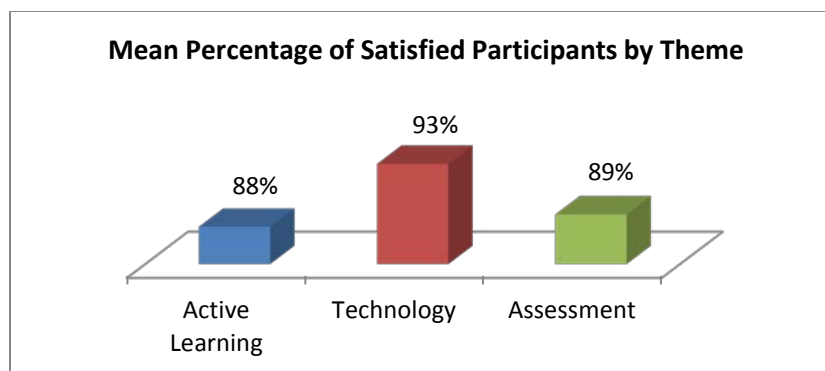
Current status: Target met.

Discussion and Conclusions: The target set was 83% of satisfaction and OFID reached 90% of satisfaction with percentages varying between 88 and 93% on the different topics. This was possible thanks to the human investment to have sessions up to the needs expressed on both, the planning process as well as the delivery of the workshops. OFID collaborates with colleagues from inside and outside the university to share their experiences with faculty members, offering sessions based on the latest research in pedagogies, assessment and technology.

Percentage of Satisfaction Per Topic - AY 2012-2013

Theme	Mean Percentage
Active Learning	88%
Technology	93%
Assessment	89%
Mean	90%

The highest percentage of satisfaction was on technology (93%) which is a good indicator to the return on investment to improve the use of technology at QU, especially that percentages of satisfaction for active learning (88%) and assessment (89%) were also high.



Improvement actions taken in 2012-2013 based on previous results: Refer to above

- **Recommended action:** set plans to improve the use of the latest trends in teaching and learning

Action taken: the Educational Technology section at OFID was very proactive and was involved with faculty members to give the maximum push to integrate technology in the teaching and learning process which was productive to a large extent, especially in Arabic Departments and College of Shariaa.

Future planned actions based on this year's assessment: To continue as it was done this year with the hope of recruiting more qualified and committed educational technologists to support faculty members.

Objective 1.2: To establish a formative process for peer-observation throughout the university to maintain a culture of improvement and enhance communication and teamwork between faculty members.

Key Performance Indicator (1.2.1): Number of programs.

Task1: Based on assessment, design programs including workshops & peer observation.

Target: 2 programs

Method of measurement: [OFID Monthly Program](#), surveys, online workshops on BB9 and data gathered through email exchange

Results: 3 programs (*Program 1:* Partners for Improved Teaching & Learning, and *Program 2&3:* Inquiry Teaching for More Effective Learning presented in Arabic and English)

Current status: Target met.

Discussion and Conclusions:

Programs with multiple sessions have a good effect provided that faculty have time to attend and implement. OFID requested from faculty members to commit for their participation in order to get the final certificate, and also offered awards during the OFID DAYS for the Great teacher Retreat.

As an example of a program with peer-observation, the “Partners for Improved Teaching and Learning”:

The purpose of this program was to focus on teaching strategies that can be implemented in class to enhance students’ learning outcomes. The program was intended to support faculty members who are committed to attend all sessions and follow ups. All faculty were welcome, especially colleagues who have less than 3 years of teaching experience and Teaching Assistants.

At the end of the program, participants were expected to be able to: apply a variety of active learning strategies, provide evidence of students’ class participation, and analyze classroom teaching through classroom observation. The program assessment was done through peer-observation as a formative process at the beginning of the AY and towards the end of the semester, and surveys at the end of each session.

The Conditions for participation included

- a. To participate in all scheduled sessions
- b. To choose a mentor from the peer-observation team
- c. To invite colleagues at least once for peer-observation
- d. To attend colleagues’ class to share experiences
- e. To attend follow-up sessions/consultation as necessary

Another example of training programs with peer-observations was “Inquiry Teaching for More Effective Learning” (available on OFID website).

Peer-Observers were from different colleges and from other universities

Peer –Observers for AY 2012-2013:

Program	Partners for Improved Teaching & Learning	Teaching Large Classrooms	Inquiry Teaching for More Effective Learning (Arabic & English)
Semester	Fall 2012	Fall 2012	Spring 2013
Facilitators	<ul style="list-style-type: none"> Dr. Micheal Romanowski (CED) Dr. Abdou Ndoeye (CAS) Dr. Nadir Kheir (CPH) Dr. Maha (CED) Dr. Rashid AlMarri (CENG) Dr. Arslan Ayari (CENG) 	<ul style="list-style-type: none"> Dr. Rashid AlMarri (CENG) Dr. Hanna Hakim (Lebanese University). 	<ul style="list-style-type: none"> Dr. Saouma Bou Jaoude (AUB)
POP Team	<ul style="list-style-type: none"> Dr. Dalal M Moukarzel (OFID) Dr. Micheal Romanowski (CED) Dr. Abdou Ndoeye (CAS) Dr. Nadir Kheir (CPH) Dr. Maha (CED) Dr. Rashid AlMarri (CENG) Dr. Arslan Ayari (CENG) 	<ul style="list-style-type: none"> Dr. Dalal M Moukarzel (OFID) Dr. Hanna Hakim (Lebanese University). Dr. Saouma Bou Jaoude (AUB) Dr. Ali AbdelMoniem (CCP) 	<ul style="list-style-type: none"> Dr. Dalal M Moukarzel (OFID) Dr. Saouma Bou Jaoude (AUB) Dr. Ali AbdelMoniem (CCP)

Improvement actions taken in 2012-2013 based on previous results: Refer to below

- **Recommended action:** Based on the previous year results, to promote peer-observation through training programs as a non-evaluative process.

Action taken: The POP team came up with the program of Partners which enhanced the trust in the formative process of peer-observation. Additionally, other training programs were coordinated with CCP including peer-observation. The same concept was applied to other programs which lead to have more faculty members willing to having colleagues sharing their experience through class observation

Future planned actions based on this year's assessment:

OFID will continue working on such programs. The Partners program will be offered in Arabic next September 2013 as well as others with external partners.

Key Performance Indicator (1.2.2): Number of observations

Target: 15 Observations

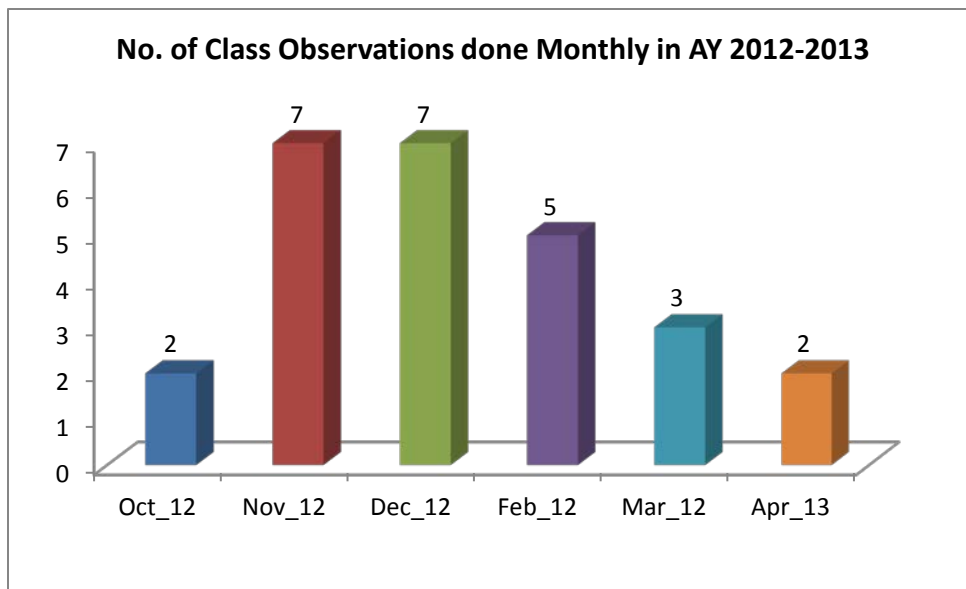
Method of measurement: OFID emails & Calendar for 2012-2013

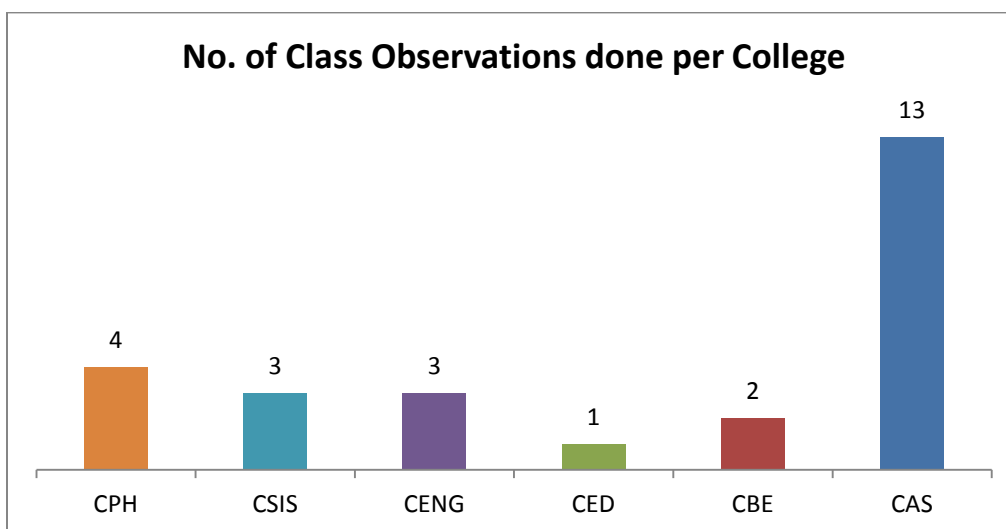
Results: 26 Observations

Current status: Target met.

Discussion and Conclusions:

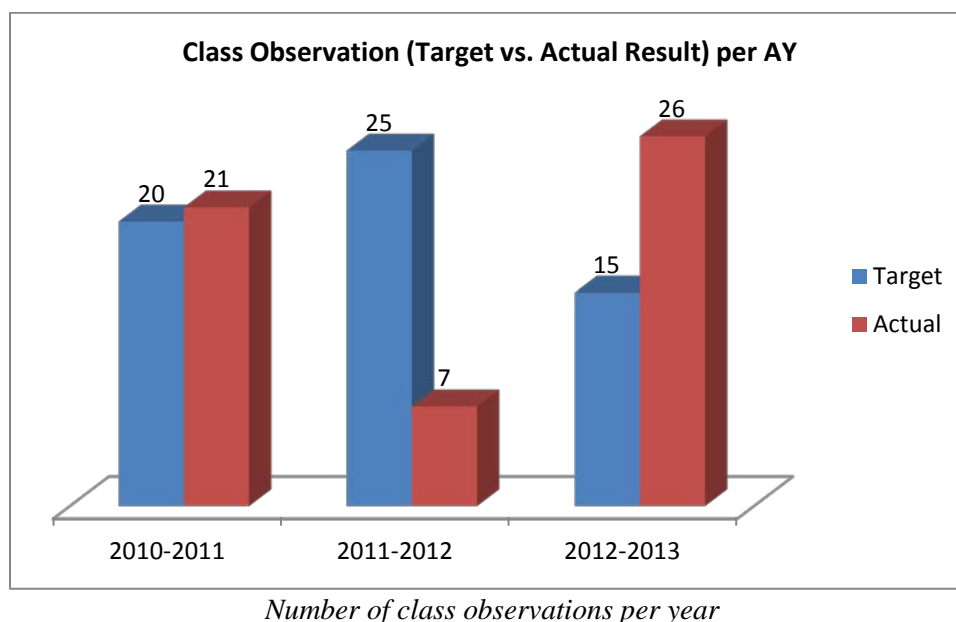
OFID received Faculty members' requests for observation; meetings were arranged for a Pre-Observation meeting to set the target of the class observation, notes were taken during the Observation, and shared during the Post Observation meeting with the colleague. Then a feedback from the observer was sent to the colleague observed in class (List of peer observations done during AY 2012-2013 is available in Appendix D). Since the process is only at the formative level, confidentiality is respected and written feedback is only shared between peers.





When comparing with previous years, we can see that 2012-13 draw many participants as in 2010-11; this is mainly related to networking with faculty members and being in contact with them in different ways.

	2010-2011	2011-2012	2012-2013
Target	20	25	15
Actual Result	21	7	26



Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** Based on the previous year results, OFID looked after different ways of improving instruction, including class observation for open discussions between peers for continuous improvement.

Action taken: faculty members who are recommended by the peer observation team to be excellent teachers are invited to join the POP team as members. Two of our colleagues were invited this year.

Future planned actions based on this year's assessment:

OFID will continue networking with faculty members to improve the formative process of peer observation as it is stated in its Regulations.

Key Performance Indicator (1.2.3): Director's speech during the orientation day

Introduce the Peer Observation program to new faculty members coming to QU during the Orientation day (Continuous Action).

Target: One lecture captured session

Method of measurement: [Lecture Capture session](#) available on "Blackboard Faculty Community"

Results: One lecture captured session during Orientation Day (YAHALA)

Current status: Target met.

Discussion and Conclusions: During the orientation Day the peer observation program is introduced to new faculty members by OFID Director.

Office of Faculty and
Instructional Development



جامعة قطر
QATAR UNIVERSITY

مكتب التنمية المهنية
وتطوير عمليات التعليم

YAHALA New Faculty Academic Orientation AY 2012 – 2013
DAY 1

Date: September 11, 2012
Duration: 08:30 am to 1:45 pm
Location: New Library – Qatar University

Time	Event
08:30 - 08:45 am	Registration and Welcoming
Opening	
08:45 - 08:55 am	- Prof. Sheikha Al-Misnad, President of Qatar University
8:55 - 9:15 am	- Dr. Omar Al-Ansari , Vice President for Students Affairs
9:15 – 9:30 am	- Dr. Hassan Al-Derham, Vice President for Research
9:30 – 9:40 am	- <i>Questions and Answers session</i>
9:45 – 10:15 am	<i>Coffee Break</i>
Academic Forum	
10:20 – 10:35 am	- Prof. Ali Abdul Moneim : Core Curriculum Program
10:35 – 10:50 am	- Dr. Majeda Khraisheh : Honors Program
10:50 – 11:05 am	- Prof. Nitham Hindi : Faculty Performance Review & Development
11:05 – 11:20 am	- Dr. Dalal Moukarzel : Office of Faculty and Instructional Development
11:20 – 11:35 am	- Mrs. Katia Medawar : Library
11:35 - 11:50 am	- <i>Questions and Answers session</i>
11:55 – 12:45 pm	<i>Lunch</i>
12:45 -1:30 pm	Library Tour

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To invite new faculty members to share their experience

Action taken: the program was explained and new faculty members from different colleges attended OFID training programs and invited OFID peer-observation team after the NF Orientation.

Future planned actions based on this year's assessment:

It is important for new faculty members to know that a formative process is not meant for evaluation but for support. Hence, OFID will continue introducing the POP to new faculty .

Key Performance Indicator (1.2.4): Number of faculty satisfied with the peer observation

Task 4: Send an online evaluation form to faculty members observed in class to evaluate their level of satisfaction. (Continuous Action previously was Task 5)

Target: 10 out of 15 faculty members

Method of measurement: Faculty consultation Survey 2012-2013

Results: 10 faculty members

Current status: Target met.

Discussion and Conclusions:

Faculty observed expressed their satisfaction orally and continue to attend OFID workshops and discuss with facilitators. But, OFID still needs to encourage colleagues to believe that peer observation is a formative process and is not considered in any way for evaluation, which could enhance responses to a formal survey.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** send a survey to faculty members for their opinion on peer-observation
Action taken: the survey was sent and responses collected.

Future planned actions based on this year's assessment:

Increasing the number of programs with peer observation and encouraging faculty members to respond to the survey right after the observation has been done.

Objective 1.3: To assess the reported impact of workshops on effectiveness of instructional techniques used by participants.

The impact of workshops on improvement is important to see how to close the loop in terms of offerings and of follow-up with more or other themes

Key Performance Indicator (1.3.1): Number of participants involved in Follow-Up sessions.

Based on assessment, invite participants to participate in follow-up sessions that could be face-to-face evidence-based sessions, peer-observation, and/or one-to-one consultations. (Continuous Action/was previously Task 3)

Target: 75 participants.

Method of measurement: Registration sheets for Q-Science Consultation sessions; Registration sheets for FU sessions; and SharePoint for BB9 Consultations and correspondence with peers observed.

Results: 344 participants (Q-Science for Research Consultations, BB9 Consultations, face-to-face (FU), and Class Observations)

Current status: Target met.

Discussion and Conclusions:

Follow-up is an important process to support faculty members in whatever needs to be implemented in class to improve the teaching and learning process. OFID will continue this type of support.

Types of follow-up sessions and number of participants

Type of Follow-Up	Research Consultations	BB9 Consultations	Class Observations	Face-to-face sessions	Total
No. of Participants	11	168	26	141	344

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to review the follow-up survey to gather faculty opinion
Action taken: the survey for follow-up was revised and pilot tested.

Future planned actions based on this year's assessment: Discuss with the Quality Enhancement Team on how to encourage faculty members to respond to the survey for the consultations services offered by OFID. More also will be done for face-to-face attendance sessions, especially during OFID big events.

Key Performance Indicator (1.3.2): Percentage of satisfaction in the use of implemented instructional techniques based on the follow-up survey.

Analyze data from follow-up surveys about the implementation of instructional techniques (Continuous Action).

Target: 82%

Method of measurement: Faculty Feedback on Consultations Survey

Results: 80%

Current status: Target not met by 2%

Discussion and Conclusions:

A general survey was sent to those who attended follow-up sessions. Results are very close to the target. However the response rate was low (21 responses), which cannot be considered as representative.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To have follow-up sessions in different areas and gather feedback
- Action taken:** Follow-up sessions were of 3 types with a good involvement of faculty members. The survey for opinion should be sent early during the academic year.

Future planned actions based on this year's assessment: OFID needs to work more on increasing the culture of follow-up as a formative process meant for improvement by involving more faculty members in presenting in front of others what they have gained and how improvement happened in class. OFID will also review the survey for follow-up to have it completed end of each session instead of having a general one end of the academic year.

Key Performance Indicator (1.3.3): Number of follow-up sessions.

Task3: Follow-up on workshops using peer-observation, evidence-based sessions, and/or one-to-one consultations. (Blackboard consultations, active learning, technology and research) (New Action)

Target: 30 sessions

Method of measurement: OFID Program for Q Science Consultations, Registration sheets for FU sessions, SharePoint for BB9 Consultations, Emails for Class Observations

Results: **227 sessions** (Including individual sessions for research consultations, BB9 consultations, class observations, and face-to-face/group follow-up)

Current status: Target met.

Discussion and Conclusions:

Faculty members are benefiting from the follow-up sessions in view of the numbers of requests received and of services provided. They seem to be involved in the improvement requested at the university level and aware of the importance of the follow-up process.

Type of follow-up and number of sessions offered

Type of Follow-Up	Research Consultations	BB Consultations	Class Observations	Face-to-face sessions	Total
No. of Sessions	11	168	26	22	227

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** increase the follow-up sessions

Action taken: Working with faculty members on a one-to-one basis helped a lot to improve faculty members' skills in technology and in the teaching/learning process

Future planned actions based on this year's assessment:

The follow-up process is complex but an important process that should always be implemented.

Objective 1.4: To develop and implement programs meeting new and junior faculty needs: Inter-Cultural communication, Academic Promotion, teaching and assessment, research support and technology.

New and junior faculty members need support to fully integrate QU academic community. At the beginning of the academic year, OFID offers different workshops and seminars to these colleagues to facilitate their involvement in QU academic life.

Key Performance Indicator (1.4.1): Number of sessions offered during the orientation days.

Include specific sessions for new faculty during the orientation day (Continuous Action).

Target: 7 sessions

Method of measurement: OFID Program

Results: 7 sessions

Current status: Target met.

Discussion and Conclusions:

The Academic Orientation Event for new faculty joining Qatar University for the Academic Year 2012-13 was held on September 11-12, 2012. The Program for this year was extended to 2 days. The first day comprised presentations by the President, Vice-Presidents and Directors, and the second day was devoted to seminars and workshops about mentoring, teaching responsibilities, preparing a course portfolio and the use of Blackboard 9. The challenges we had this year was related to the different Orientations going on in Colleges at the same time.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** In September 2011, the new established program for the Academic Orientation over 2 days was well received by new faculty members.
Action taken: The same type of program for the Academic Orientation was offered in September 2012 and was well received by new faculty members.

Future planned actions based on this year's assessment:

With the increase of the number of new faculty members at QU, it is becoming difficult to have one academic orientation per year. OFID will try to have two academic orientations (beginning of each semester) and will try to reach to the new faculty members in different colleges.

Key Performance Indicator (1.4.2): Number of programs

Develop programs meeting new and junior faculty needs based on last year new faculty survey.
(Continuous Action)

Target: 4 programs

Method of measurement: [OFID Monthly Program](#)

Results: 8 programs (3 in Arabic and 5 in English: Orientation Program, Course Portfolio, BB9-repeated twice for the Basic level).

Semester	Program	No. of Sessions
Fall 2012	Orientation Program (English)	3
Fall 2012	Orientation Program (Arabic)	2
Fall 2012	Course Portfolio (English)	3
Fall 2012	Course Portfolio (Arabic)	3
Fall 2012	BB9-Basic (English) – Fall 2012	2
Fall 2012 (Repeated)	BB9-Basic (English) – Fall2012	2
Fall 2012	BB9-Basic (Arabic) – Fall 2012	3
Spring 2012 (Repeated)	BB9-Basic (English) – Spring 2013	2

Current status: Target met.

Discussion and Conclusions:

Programs offered to new faculty members are well received; the challenge is to find the adequate time to meet their needs.

Improvement actions taken in 2012-2013 based on previous results:

Recommended action: Offering the sessions at different times

Action taken: OFID organized different morning and evening sessions, and OFID staff went to colleges to meet new faculty members who needed support for BB9

Future planned actions based on this year's assessment:

Designing online sessions that could be easily accessed by new faculty at home or from their office.

Key Performance Indicator (1.4.3): Percentage of new and junior faculty attending OFID activities.

Task 3: Implement the program during Fall and Spring semesters. (Continuous Action)

Target: 72%

Method of measurement: OFID Program

Results: 69%

Current status: Target was not met by 3%

Number and percentage of new faculty attending OFID programs

Total No. of New Faculty	New Faculty who attended OFID Activities	Percentage
114	79	69%

Discussion and Conclusions: As said above, the question of time and of attendance is an issue

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To offer programs with different timings and coordinate with the contact people to reach out to new faculty.

Action taken: The recommended actions were done and the outcome was close to the needed target

Future planned actions based on this year's assessment:

As in 1.4.2.

Objective 1.5.: To develop e-learning programs to train faculty members.

Developing online programs will help faculty members who cannot attend the face-to-face sessions to be still able to benefit from the latest training.

Key Performance Indicator (1.5.1): Number of workshops offered.

Task: Offer workshops on the best use of Blackboard version 9/BB9/ from Basic to advanced levels to faculty members (Continuous Action)

Target: 30 workshops

Method of measurement: Monthly Program available on OFID Website

Results: 39 workshops (BB 9.0) + 4 programs of 4 workshops each in (BB 9.1)

Current status: Target met.

Discussion and Conclusions:

OFID offered workshops on the best use of Blackboard version 9 from basic to advanced level and new features in the version of BB 9.1 to improve faculty members' skills in using QU LMS

Improvement actions taken in 2012-2013 based on previous results:

Recommended action: To offer numerous workshops to support the university for the best use of BB9.

Action taken: Offering workshops and individual support

Future planned actions based on this year's assessment:

Since we have the new version of Blackboard (9.1) adopted for next academic year. OFID began offering training programs in the Spring semester for the best use of the new features for this platform, for new and current faculty members.

Key Performance Indicator (1.5.2): Number of sessions lecture-captured.

Lecture Capture most of the workshops delivered at OFID (Continuous Action).

Target: 20 sessions

Method of measurement: BB Faculty Community - [Lectured Captured Sessions](#) 2012/2013

Results: 64 sessions

Current status: Target met.

Discussion and Conclusions:

Lecture-captured sessions need to be edited after receiving them from ITS, which takes time. We hired students who helped us in the editing process while learning.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To have our sessions uploaded on BB9 to track the number of sessions viewed by faculty members
Action taken: The above has been implemented.

Future planned actions based on this year's assessment: OFID will collaborate with contact people in colleges to spread more the concept of attending virtually the sessions offered by OFID.

Key Performance Indicator (1.5.3): Percentage of online resources.

Post workshops documents on BB9 for participants and facilitators. (Continuous Action)

Target: 80% of workshops documents posted online.

Method of measurement: BB Faculty Community – [Workshop Materials](#)

Results: 96%

Current status: Target met.

Discussion and Conclusions:

Material received from facilitators is made available online to faculty members to benefit from them and be able to get back to information.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To re-organize the way documents are available online
Action taken: Done but still needs improvement

Future planned actions based on this year's assessment:

To simplify the access to faculty members to online resources.

Key Performance Indicator (1.5.4): Number of programs offered

Based on assessment, design a pilot project in collaboration with the Peer Observation and Educational Technology teams for a hybrid program (New Action).

Target: One program

Method of measurement: [OFID Programs](#) available on OFID website and Blackboard courses.

Results: One program (Partners for improved teaching and learning)

Current status: Target met.

Discussion and Conclusions: The e-learning program was well received during the pilot period. Other online training programs are designed based on the one piloted

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To improve the peer-observation program, OFID decided to design a program on teaching and learning that included class observation and different types of follow-up based on participants needs

Action taken: the program was offered by the POP team and was successful. It included 2 online sessions with different modules and assessment activities, participants' opinions were gathered through surveys

Future planned actions based on this year's assessment:

Based on the pilot project, OFID designed two new training programs one in Arabic and one in English to be launched in June 2013.

Key Performance Indicator (1.5.5): Percentage of participants satisfied with the online sessions.

Implement a pilot project for online sessions during the 2012-2013. (New Action)

Target: 80%.

Method of measurement: Online Survey completed after the online workshops on “Socratic Teaching” and “Learning Outcomes”

Results: 93%

Current status: Target met

Discussion and Conclusions: The pilot project was well received by participants

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to diversify the way we reach out to participants
Action taken: using e-learning

Future planned actions based on this year’s assessment: Proceed with e-learning

Objective 2.1: To design research consultation programs for publication in national and international journals.

To support junior faculty in their research publication, OFID offered programs with internal and external consultants

Key Performance Indicator (2.1.1): Number of consultations offered to promote research writing

Design a consultation program that caters to faculty needs for publications in peer reviewed journals. (Continuous Action)

Target: One program per year

Method of measurement: Monthly Program available on OFID Website

Results: One program with 11 individual consultations

Current status: Target met.

Discussion and Conclusions:

Faculty members were interested by the individual consultations to ask personal questions about their papers.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** faculty members met Q-Sciences consultants from Qatar Foundation in June 2012 and were interested in pursuing the relationships in the Fall semester
- Action taken:** Designing a program with Q-Science

Future planned actions based on this year's assessment: OFID is interested in improving research in the teaching and learning field, and thus will move on with collaborating with international universities that work on the Scholarship of Teaching and Learning to support faculty in their publication on the one hand, and the learning process at QU on the other hand.

Key Performance Indicator (2.1.2): Number of faculty members attending workshop sessions for research

Broadcast the program to QU faculty members for 2012-13 AY (Assigned to: OFID staff)
(Continuous Action)

Target: 20 Faculty members

Method of measurement: Research Workshops' registration sheets

Results: 41 Faculty members

Current status: Target met.

Discussion and Conclusions: While OFID main objective is improvement in the teaching and learning process, the office continuously see ways to support faculty members in their research endeavors, mainly at the beginning and the end of the academic year. Training programs were offered to faculty members on research in English and Arabic (OFID programs on its website)

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to support faculty members in research for publication
- **Action taken:** OFID offered different workshops and seminars in English and Arabic to faculty members to improve their knowledge and skills in research, and to involve their students in research grants as well as on how to develop students research skills

Future planned actions based on this year's assessment: TO continue in supporting faculty members

Objective 3.1: To organize an annual event for and with faculty members - OFID Days - to share experiences.

The OFID DAYS is the main event at OFID though many others are organized as well. The purpose of the OFID DAYS is to build bridges between faculty members from different colleges, to help maintain a learning community that always seeks quality in teaching for better learning, and to bring together the rich expertise of QU faculty members along with faculty from outside QU, to allow faculty members to benefit from each other in order to impart to students the concept of excellence that QU has established in its vision.

Key Performance Indicator (3.1.1): Number of faculty members involved in planning for the event.

Build OFID DAYS Teams, contact a number of facilitators and moderators from all colleges to cover recent key issues of instructional development. (Continuous Action)

Target: 35 faculty members

Method of measurement: [4th OFID Days Website](#) (Organizing Committee), [4th OFD Days Program](#) (OFID Days Speakers), and [OFID Website](#) (Contact persons in colleges).

Results: 57 faculty members – (Organizing Committee (5), Speakers (49), Contact persons (8))
Note: 5 from the contact and organizing committees were speakers as well.

Current status: Target met.

Discussion and Conclusions:

The Director of OFID meets with Deans, Directors, and /or Heads of Departments to present the annual theme and to agree on the presentation(s) that will be offered by each college/program. The Director also contacts faculty members from each college/program to present sessions consistent with the theme chosen for the event. External facilitators are invited as well to present during this event.

OFID stresses that the event is based on QU and OFID strategic plans that revolve around “Quality and Excellence.” As part of building capacities, OFID believes that the more faculty members are involved in the planning process, the more they have chances to improve implementation of good teaching practices and assessment, and reaching out to other faculty members throughout the campus. This is why OFID tries to involve faculty members as much as possible in planning and organizing events. To spread out the concept of sharing experiences,

OFID broadcasts the event to the entire QU community, in collaboration with the External Relations Department and through the faculty listserv and Blackboard.

The Faculty members involved in planning OFID Days event:

- a. Organizing Committee (5),
- b. OFID Days Speakers (49), and
- c. Contact People (8)

Faculties involved in OFID DAYS planning

College	Speakers
CAS	10
CBE	5
CED	6
CENG	5
CPH	4
FP	4
CSIS	4
CLAW	3
Sub-Total	42
QU Offices	5
External Partners	3
Total	49

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to continue involving faculty members
Action taken: reached out to more speakers from QU

Future planned actions based on this year's assessment: A team will be in charge at the beginning of next semester to have a new type of OFID DAYS with international speakers and different faculties from QU and other universities.

Key Performance Indicator (3.1.2): Number of sessions, activities delivered.

Communicate with ER, design the program and broadcast it to local academic communities.
(Continuous Action)

Target: 25 sessions

Method of measurement: [4th OFD Days Program](#).

Results: 25 sessions

Current status: Target met.

Discussion and Conclusions:

During the two days of 4th OFID DAYS in 2013, twenty five (25) sessions were offered of which 3 speeches, 6 panel sessions, and 16 seminars, workshops, and round tables.

Number and Types of 4th OFID DAYS Sessions

Type of Sessions	Number
Speeches	3
Panel Sessions	6
Seminars/ Workshops/ Round Table	16
Discussion	
Total	25

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to continue involving faculty members with best practices and different strategies
- **Action taken:** Done

Future planned actions based on this year's assessment: TO change the format of the OFID DAYS and involve a bigger number of faculty members

Key Performance Indicator (3.1.3): Number of participants during the OFID days.

Target: 210 participants

Method of measurement: OFID Days workshops registration sheets

Results: 262 (Actual number) / 526 (Recurrent number)

Current status: Target met.

Discussion and Conclusions:

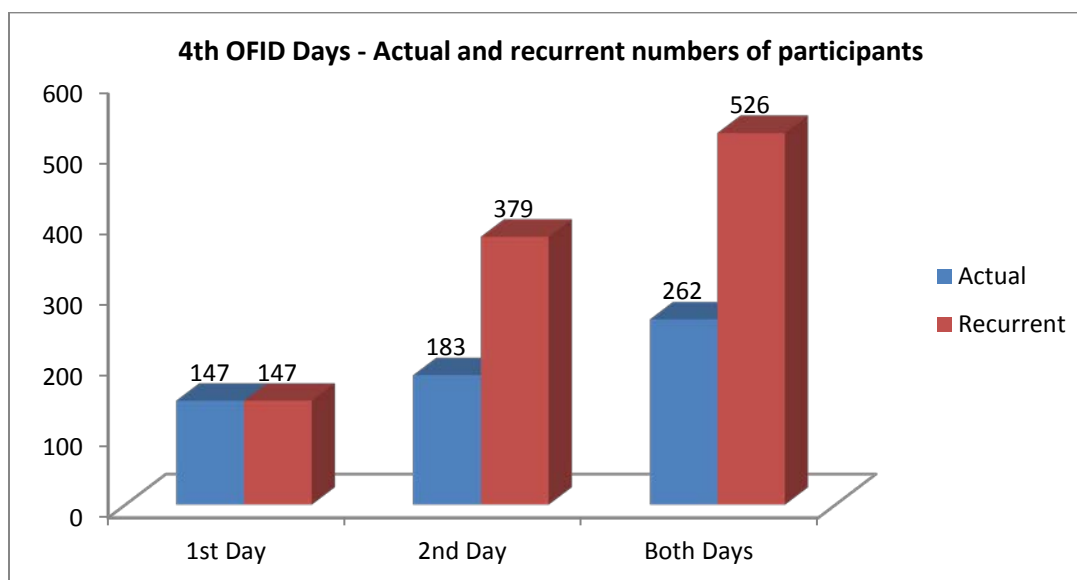
The twenty-five (25) sessions of the event were attended by 526 participants; this is a *recurrent* number since each participant could attend different sessions over 2 days.

The *actual* number of participants was (262). Of these, (246) were faculty members from Qatar University and (16) were from other institutions in Qatar such as Qatar Foundation, American University of Beirut, Arwa School.

Participants from QU	Participants from other universities	Total
246	16	262

As the event was over 2 days, participation varied:

- During the 1st day of the event, on January 14, 2013, one hundred forty-seven (147) participants attended the panel sessions at Ibn Khaldun Hall (*actual* number).
- On the 2nd day, one hundred eighty-three (183) participants (*actual* number) from QU and other academic institutions in Qatar attended workshops, seminars, panel sessions and round table discussion; the *recurrent* number of participants in all sessions over the 2nd day was three hundred seventy-nine (379) faculty members.



4th OFID Days - Actual and recurrent numbers of participants

Focusing more on QU participants, two-hundred sixty-two (262) out of the total number of (741) full-time faculty members attended the 4th OFID DAYS event, which represents 35% of QU faculty members (OIPD source for the Fall semester 2013).

Participants from QU	Total No. of Faculty members in QU	Percentage of participation
262	741	35%

Attendance also varied per day for each college; faculty members from the College of Art & Sciences and the Foundation Program had the highest percentage of participation over the 2 days, followed by the College of Engineering and the College of Education (recurrent numbers).

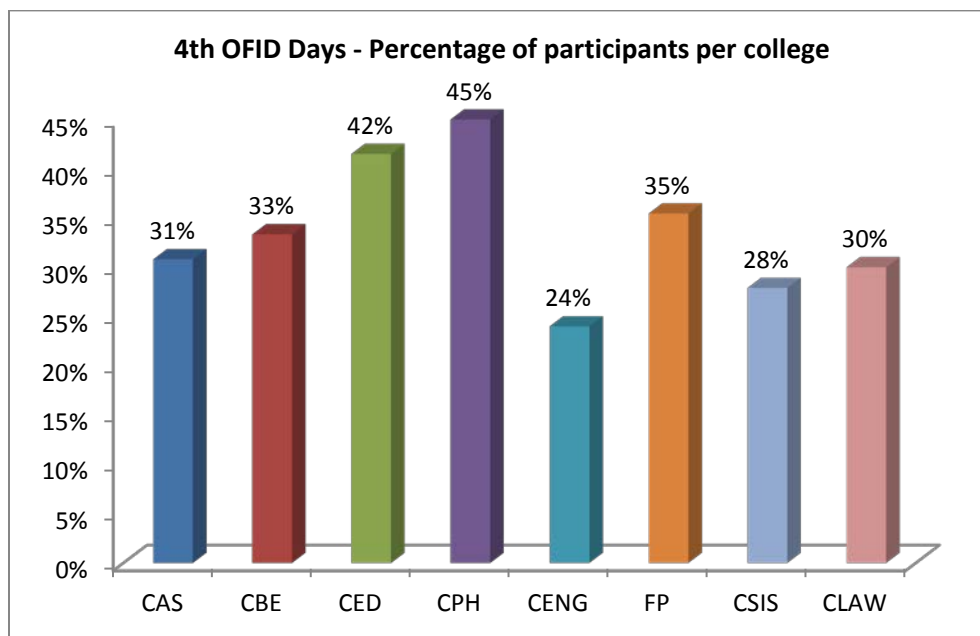
Participants per College/Program at the 4th OFID DAYS

Colleges	1st day	2nd day	Total
CAS	37	133	170
CBE	9	29	38
CED	8	36	44
CPH	7	8	15
CENG	25	34	59
FP	25	72	97
CSIS	8	26	34
CLAW	3	15	18
QU offices	11	9	20
<i>Sub-Total QU</i>	133	362	495
External Guests	14	17	31
Total	147	379	526

Though we have the highest number of participation (recurrent number) from the College of Art & Science and the Foundation Program, the percentage of faculty members attending from each college in comparison with the number of faculty within the colleges showed a different figure. The highest percentage of participants who attended is from the College of Pharmacy (45%), the College of Education (42%), and the Foundation Program (35%).

Participation from Colleges/Program

College	No. of faculty per college	Actual No. of participants	Percentage
CAS	250	77	31%
CBE	54	18	33%
CED	53	22	42%
CPH	20	9	45%
CENG	150	36	24%
FP	141	50	35%
CSIS	43	12	28%
CLAW	30	9	30%



4th OFID Days - Percentage of participants per college

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** Continue to involve faculty members from all colleges
- **Action taken:** Done

Future planned actions based on this year's assessment:

The number of faculty members decreased on the 1st day of the event in comparison with previous years. Change the format of the event and plan it 2 days after the exams' results.

Key Performance Indicator (3.1.4): Percentage of satisfaction with the OFID Days quality according to a survey.

Request all participants to complete a survey at the end of each session & complete a general one online, Analyze the data provided. (Continuous Action)

Target: 83%

Method of measurement: 4th OFID Days Overall Survey End of Event

Results: 87.21% (Overall event survey)

Current status: Target met.

Discussion and Conclusions:

The Overall Online Assessment Survey had 6 sections. In section 1, participants were requested to indicate their college and department; in section 2, participants indicated their highest degree, and in section 3 the number of years at Qatar University. In section 4, participants indicated their “level of agreement” on 5 statements, and in section 5 their opinion on “The overall event organization” with 8 items. For sections 4 and 5, responses were given using a 5-point Likert scale ranging from “strongly agree” to “strongly disagree” with a mid-point as “can’t decide”. Finally, section 6 was an open-ended item for participants’ comments and suggestions.

To analyze the results, “strongly agree” and “agree” were grouped under “agreed” and were analyzed as level of “satisfaction”.

The Overall Online Survey was sent to all participants (262); Sixty-one (61) completed the survey (23%). The mean percentage of satisfaction on the Overall Online Assessment survey event was **87.21%** reflecting participants’ opinion on sharing experiences during the event, exchanging practical ideas, and having the event meeting their expectations. Moreover, the mean percentage of satisfaction on the **overall organization** of the event, timing, catering, publicity and duration of the sessions was **93.85%**.

Tool	No. of participants	No. of Responses	Percentage of Responses	Percentage of Satisfaction
Overall Survey	262	61	23%	87.21%

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** To increase participants' satisfaction regarding the event
Action taken: there has been a gradual increase in the level of satisfaction over the past 3 years

Participants' level of satisfaction on OFID DAYS event

Year	2010-2011	2011-2012	2012-2013
Percentage of satisfaction	86.11%	86.85%	87.21%

Future planned actions based on this year's assessment: To combine different events' level of satisfaction

Key Performance Indicator (3.1.5): Percentage of increase in faculty participation.

Compare previous OFID DAYS registration number with OFID DAYS 2013 data and show the percentage in the event's report. (Continuous Action)

Target: Between 0% and 5%

Method of measurement: Registration sheets for 4th OFID Days and 3rd OFID Days report.

Results: -22.9% (Actual number) and -36.5% (Recurrent Number)

Current status: Target not met.

Discussion and Conclusions: The 4th OFID DAYS was planned for 2 days while the 3rd was planned over 3 days including a day for follow-up sessions. This might have been one of the reasons for the decrease in the number of participants, adding to this the huge number of students who joined QU and increased the load on faculty members.

	1 st OFID Days	2 nd OFID Days	3 rd OFID Days	4 th OFID Days	Difference between 3 rd and 4 th OFID Days
Number of days	2	2	3	2	-1 day
Open sessions (1 st day)	4	4	4	5	+ 25%
Workshops	13	24	23	20	- 13%
Follow-up	-	-	6	-	-
Overall Attendees (Recurrent)	570	722	829	526	-36.5%
Overall Attendees (Actual)	320	344	340	262	-22.9%
Percentage of satisfaction	80%	86.11%	86.85%	87.21%	+0.4%

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to build on the success of the 3rd OFID DAYS
Action taken: we used the same format but decreased the number of sessions and days

Future planned actions based on this year's assessment: To review with the committee the new format for such an event

Objective 3.2: To involve external academic partners in OFID activities.

To invite external entities with different perspectives and diversify the approach to teaching and learning.

Key Performance Indicator (3.2.1): Number of external associations and/or universities involved with OFID.

Communicate with Universities in Education City. (Continuous Action)

Target: 3 External associations and/or universities.

Method of measurement: [OFID Programs](#) available on OFID website.

Results: 11 External associations and universities.

Current status: Target met.

Discussion and Conclusions: OFID invited experts from different associations and universities to cater to needs for faculty and instructional development.

External Universities and Associations involved with OFID

Universities/ Associations	Speaker
Q Science	Mr. Arend Kuster
University of East Anglia, UK	Mr. Hussein Alaa
American University of Beirut	Dr. Saouma Bou Jaoude
Lebanese University	Dr. Hanna Hakim
Weill Cornell Medical College, Qatar	Prof. Basim Uthman
Calgary University, Qatar	Dr. Bradley Johnson
McGraw-Hill	Mr. Ali Al-Haddad
Higher Education Academy, UK	Mr. Doug Pearce
Wiley	Mr. Iain Gibson
The University of British Columbia, Canada	Dr. Harry Hubball
California State University, USA	Dr. Mary Allen

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to collaborate with external entities according to needs expressed
- Action taken:** OFID reached out to different universities and associations in Qatar and abroad.

Number of universities/associations collaborating with OFID			
Year	2010-2011	2011-2012	2012-2013
No of universities/ association	13	12	11

Future planned actions based on this year's assessment: OFID is consistent in its approach to external partners and will continue as needed, strengthening its relationships with external partners concerning specific programs.

Key Performance Indicator (3.2.2): Number of sessions in cooperation with external partners.

Target: 5 sessions.

Method of measurement: [OFID Programs](#) available on OFID website

Results: 67 sessions.

Current status: Target met.

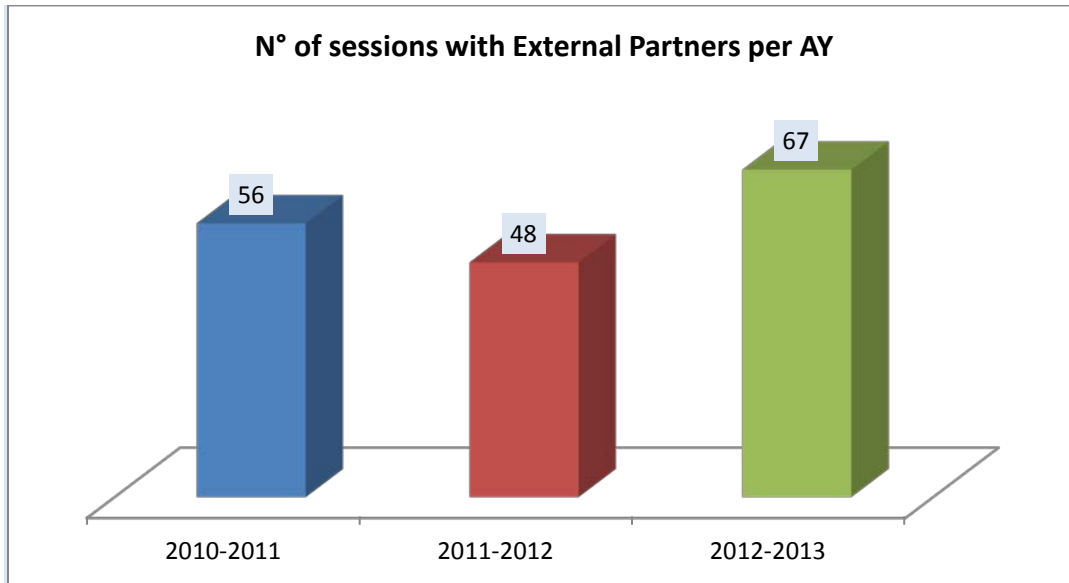
Discussion and Conclusions: According to needs for development, OFID contacted external experts.

External Association	WS	Consultations	POP	FU	Total
Q Science	1	11			12
University of East Anglia, UK	2				2
American University of Beirut	6		9	2	17
Lebanese University	2				2
Weill Cornell Medical College and Calgary University, Qatar	1				1
McGraw-Hill	1				1
Higher Education Academy, UK	1				1
Wiley	1				1
The University of British Columbia, Canada	1				1
California State University, USA	16	13			29
Total	32	24	9	2	67

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to continue opening up to other experiences around us.
Action taken: Done

Year	2010-2011	2011-2012	2012-2013
N° of sessions with External Partners	56	48	67



N° of sessions with External Partners per AY

Future planned actions based on this year's assessment: OFID is consistent in its approach to external partners and will continue as needed, strengthening its relationships with external partners concerning specific programs.

Key Performance Indicator (3.2.3): Number of participants attending OFID events with external partners.

Register participants online and take attendance at the beginning of sessions. (Continuous Action)

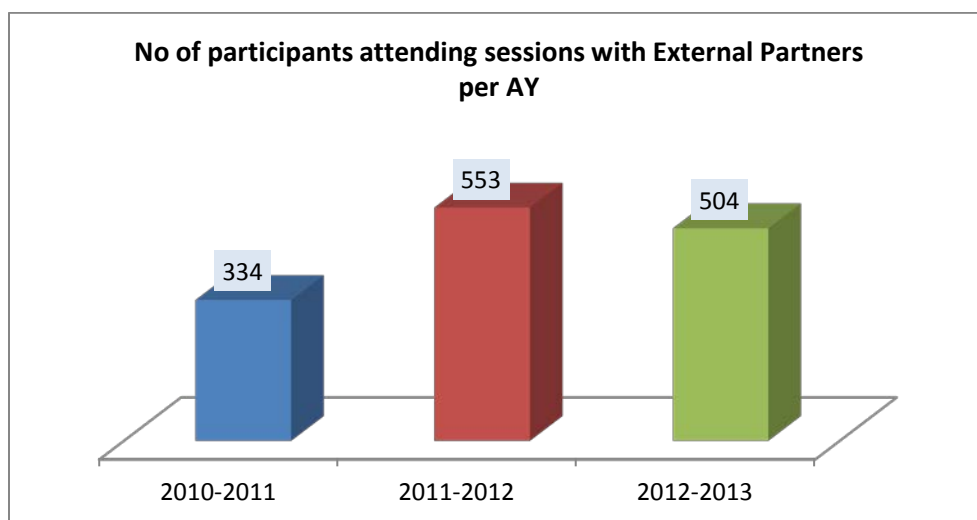
Target: 225 participants

Method of measurement: Sessions Registration Sheets

Results: 504 participants

Current status: Target met.

Discussion and Conclusions: The number of faculty members interested by external approaches to education has been in progress since 2010-2011.



Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to diversify the associations approached
Action taken: DONE

Number Of Participants In Sessions With External Partners

External Partners	WS	Consultations	POP	FU	Total Sessions	N° of Participants
Q Science	1	11			12	50
University of East Anglia, UK	2				2	28
American University of Beirut	6		9	2	17	103
Lebanese University	2				2	38
Weill Cornell Medical College and Calgary University, Qatar	1				1	14
McGraw-Hill	1				1	34
Higher Education Academy, UK	1				1	20
Wiley	1				1	28
The University of British Columbia, Canada	1				1	36
California State University, USA	16	13			29	153
Total	32	24	9	2	67	504

Future planned actions based on this year's assessment: OFID intends to have close collaboration with specific institutions.

Key Performance Indicator (3.2.4): Number of participants completing the survey.

Request participants to complete surveys (Continuous Action)

Target: 115 participants

Method of measurement: Workshops Evaluation Forms

Results: 337 participants

Current status: Target met.

Discussion and Conclusions: At the end of each session offered, participants are requested to complete a survey (available at OFID). The results help us review our strategy and build on participants needs

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** continue doing the same
Action taken: Done

Future planned actions based on this year's assessment: The same will be done moving gradually to online surveys when possible.

Key Performance Indicator (3.2.5): Percentage of participants satisfied with the events.

Analyze survey data provided. (Continuous Action)

Target: 80%

Method of measurement: Sessions Evaluation Forms

Results: 81%

Current status: Target met.

Discussion and Conclusions:

OFID worked with different academic institutions for faculty development. The highest percentage of satisfaction is for sessions presented by University of East Anglia, UK (90%), The University of British Columbia, Canada (87%), American University of Beirut (86%), and Wiley (86%).

External Partners	Satisfaction Rate
Q Science	77%
University of East Anglia, UK	90%
American University of Beirut	86%
Lebanese University	81%
Weill Cornell Medical College and Calgary University, Qatar	76%
McGraw-Hill	79%
Higher Education Academy, UK	72%
Wiley	86%
The University of British Columbia, Canada	87%
California State University, USA	77%
Mean Satisfaction Rate	81%

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** OFID is connecting with external associations for different perspectives related to academic improvement

Action taken: many institutions have been contacted to broaden the scope of engaging faculty members in active learning, assessment, technology and research.

Future planned actions based on this year's assessment: With the new SP, OFID is planning to have more long term connections with external partners locally, regionally and internationally.

Objective 3.3: To develop an online newsletter that will reflect the rich image of faculty and instructional development at QU.

OFID works with faculty members for faculty members' continuous development as part of their plans for life-long learning. We hope, the newsletter will attract more colleagues to be aware of the opportunities offered and be involved in faculty development, and it is only normal to document in a way what is being done.

Key Performance Indicator (3.3.1): Number of articles on faculty development.

Connect with Contact People in Colleges to collect information and work on the newsletter. (Continuous Action)

Target: 6 articles

Method of measurement: count the articles

Results: target met

Current status: Target met.

Discussion and Conclusions:

9 articles in English and 8 translated to Arabic (on faculty development) were written and published late , by June 27, 2013 due to a writing and designer problem and to the translation to Arabic.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** -
Action taken: this is the 1st year

Future planned actions based on this year's assessment: The process will be reviewed to be more proficient

Key Performance Indicator (3.3.2): Number of students hired.

Collaborate with the students' career center to hire students for interviews with faculty members.
(Continuous Action)

Target: 2 students

Method of measurement: Emails and meeting minutes for interviews with faculty members.

Results: 3 students

Current status: Target met.

Discussion and Conclusions:

Students work often with OFID, some came from the Mass Communication program

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** -
Action taken: Students did interviews and transcribed data in writing

Future planned actions based on this year's assessment: Continue hiring students as this is a good experience for them.

Key Performance Indicator (3.3.3): Number of articles in collaboration with students in the newsletter.

Train students for interviews (Continuous Action)

Target: 4 articles

Method of measurement: Not yet available

Results: 4 articles

Current status: Target met.

Discussion and Conclusions:

Four articles were written in collaboration with part-time students and are published in the first issue. The articles needed to be reviewed as students need training in collecting data and writing, and the outcomes of the articles were not up to the level required.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** OFID will review the team assigned to the production of a newsletter.

Action taken: the Newsletter team was created from different contact people and 2 students and an OFID coordinator. To reach an acceptable quality for the newsletter, a lot of effort was needed at different levels at OFID.

Future planned actions based on this year's assessment:

To have a more professional team working on the newsletter.

Key Performance Indicator (3.3.4): Number of issues.

Publish OFID newsletter. (Continuous Action)

Target: 2 issues

Method of measurement: No yet available

Results: 1 issue published

Current status: Target not met.

Discussion and Conclusions:

One issue (English and Arabic) was published on 27 June 2013.

Improvement actions taken in 2012-2013 based on previous results:

- Recommended action: -
Action taken:

Future planned actions based on this year's assessment: see above

Key Performance Indicator (3.3.5): Number of surveys

Design a survey to measure faculty satisfaction on the newsletter quality. (Continuous Action)

Target: one survey

Method of measurement: No yet available

Results: Postponed to next AY

Current status: Target not met.

Discussion and Conclusions: As the newsletter was published by the end of the academic year, no survey or opinion could be gathered .

Improvement actions taken in 2012-2013 based on previous results:

- Recommended action:
Action taken:

Future planned actions based on this year's assessment: The approach to the newsletter will be changed.

Objective 4.1: To develop policies and procedures for OFID in collaboration with stakeholders.

Regulations and Guidelines are needed for the good functioning and sustainability of OFID's outcomes.

Key Performance Indicator (4.1.1): Review translation with CP teaching in Arabic.

Translate the Regulations and Guidelines (policies and procedures) to Arabic. (New Action)

Target: 100% accuracy

Method of measurement: [Arabic Regulations and Guidelines](#) available on OFID Website.

Results: 100%

Current status: Target met.

Discussion and Conclusions: -

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** Hire a translator to support OFID in having important material translated to Arabic
Action taken: The translator did a good job in various fields at OFID

Future planned actions based on this year's assessment:

To review the Regulations and update them when and where needed

Key Performance Indicator (4.1.2): Policies available to faculty members through OFID's website and sent by email.

Publish Arabic Regulations and Guidelines on OFID's website and sent by email. (New Action)

Target: 100%

Method of measurement: Not yet available.

Results: Published on OFID website

Current status: Faculty members are aware of OFID Regulations & Guidelines

Discussion and Conclusions:

The regulations and guidelines are published on OFID website for faculty members to be aware of. Since OFID could not reinforce the tracking system for attendance, the intended email was not sent to faculty members; OFID is still waiting for ITS support to deliver the requested system for online programs and registration.

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** Review with ITS how to improve OFID system for online registration and training programs' attendance and delivery

Action taken: Met with ITS colleagues in charge of the system. But by end of June, OFID did not receive the requested system. The KPI will be reported to the new SP.

Future planned actions based on this year's assessment: reinforce faculty members' attendance as set in the Regulations by strengthening the registration System with IT where we would be able to trace electronically those who register and do not attend, issue online certificates, etc.

Objective 4.2: To improve the use of different technology means for a paperless environment.

To meet Qatar's Vision 2030 related to the Environment and meet QU requirement in protecting the environment, OFID decided to reduce the use of papers to the maximum possible.

Key Performance Indicator (4.2): Number of sessions evaluated online.

Workshop evaluation online system used for big events like OFID days, EduTech days and the Online training programs. (Continuous Action)

Target: 100% of big events organization & online training programs evaluated online.

Method of measurement: 4th OFID Days Overall Survey, 2nd Edu-Tech surveys, online programs surveys.

Results: 100% of Edu-Tech workshops, 100% of online programs and 100% of 4th OFID Days evaluation of Overall event.

Current status: Target met.

Discussion and Conclusions:

Faculty members are becoming more sensible to keeping trees alive and reducing the number of paper used during our events, thus not requesting as they used to, to have programs printed on papers or completing the survey on hard copies. The number of surveys completed online is satisfactory and we hope to continue improving the system

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** Based on last year success in online surveys, we motivated faculty members to respond to online surveys

Action taken: During June PD activities, from June 11 to June 17, 2013 participants were invited to complete online surveys. The results were good. We offered 4 mini-tablets following a draw for those who supported OFID initiative.

Future planned actions based on this year's assessment:

OFID will continue working for a paperless environment with the hope that we will receive the online system that is meant to proceed with delivering also certificates online. I hope ITS will be able to meet our request in the next SP.

Objective 4.3: To develop online surveys to assess OFID's performance.

In the era of technology, there is a need to evaluate training sessions online and involve faculty members in supporting this initiative

Key Performance Indicator (4.3.1): Percentage of satisfaction about online training programs.

Review OFID surveys with the Quality and Measurement Team for the online training programs.
(Continuous Action)

Target: 80%

Method of measurement: “Socratic Teaching” Online Survey and “Learning Outcomes” Online Survey
(Partners Program)

Results: 93%

Current status: Target met.

Discussion and Conclusions:

This is a continuous process

Improvement actions taken in 2012-2013 based on previous results:

- **Recommended action:** to review the surveys
Action taken: The surveys were reviewed by the Quality Enhancement Team for all OFID events

Future planned actions based on this year's assessment:

As we move more towards online training, the Quality Enhancement Team worked on the online survey for our e-learning programs. We will continue updating and reviewing as needed

Part 3: Examples of Continuous Improvement Actions

Please include examples of continuous improvement actions and link them to the one of the institutional effectiveness processes (Strategic Planning (SP), Non-academic unit review (NUR), Survey result, other) and include what are the main issues and the improvement actions

University process (SP, SLO, APR, NUR, Survey result, other)	Results/findings from the process	Planned improvement action	SP objective mapped to the improvement action	Actual action taken	Timeline of the actual action taken	Results/findings after the action was taken	Current status of action (completed, in progress, not started, replaced)
1.2 To establish a formative process for peer-observation throughout the university to maintain a culture of improvement and enhance communication and teamwork between faculty members	Based on analysis, OFID should review the plan for next year program	<p>OFID discuss POP during first Retreat June 2012 with all OFID teams.</p> <p>The program needs to be better known and better understood by colleagues as a formative one. This will be done through:</p> <p>1- coordination with the Deans and Contact persons</p> <p>certain workshop/ programs where POP will be recommended</p>	1.2	<p>Introduce the Peer Observation Program (POP) to new faculty members coming to QU during the Orientation day.</p> <p>Present programs</p>	June 2013	Three programs and 26 class observations	Completed

University process (SP, SLO, APR, NUR, Survey result, other)	Results/findings from the process	Planned improvement action	SP objective mapped to the improvement action	Actual action taken	Timeline of the actual action taken	Results/findings after the action was taken	Current status of action (completed, in progress, not started, replaced)
1.3. To assess the reported impact of workshops on the effectiveness of instructional techniques used by participants Analyze data from surveys and feedback reports about the effectiveness of instructional techniques and review procedures .	31.5.2012 Based on analysis. OFID needs to review the workshop and follow-up surveys			All surveys reviewed, piloted and updated	Spring 2013	Completed	Completed
		Analyze data from surveys about the implementation of instructional techniques		In progress	27.06.2013	Completed	Completed
		Invite participants in workshops on active learning (last and current AY) to attend roundtable discussions / forum		Done. Participants attended follow-up sessions	27.6.2013	Completed	Completed

University process (SP, SLO, APR, NUR, Survey result, other)	Results/findings from the process	Planned improvement action	SP objective mapped to the improvement action	Actual action taken	Timeline of the actual action taken	Results/findings after the action was taken	Current status of action (completed, in progress, not started, replaced)
<p>1.3.2): Percentage of satisfaction in the use of implemented instructional techniques based on the follow-up survey.</p>	<p>Target: 82%</p> <p>Method of measurement: faculty feedback on consultations survey</p>	To have follow-up sessions in different areas and gather feedback		Follow-up sessions were of 3 types with a good involvement of faculty members. The survey for opinion should be sent early during the academic year.	By May 30, 2013	Results: 80%	In progress
<p>1.4. To develop and implement programs meeting new and junior faculty needs: Inter-Cultural communication, Academic Promotion, teaching and assessment, research support and technology.</p>	<p>6.6. 2011</p> <p>Before September 2011, the Academic Orientation consisted of one day of orientation.</p>	To have, starting September 2011, two days for new faculty orientation		<ul style="list-style-type: none"> In September 2011, OFID introduced the Academic Orientation Days consisting of two full days of orientation and seminars for new faculty members, as well as other programs during 	31.10.2012	Completed	Completed

University process (SP, SLO, APR, NUR, Survey result, other)	Results/findings from the process	Planned improvement action	SP objective mapped to the improvement action	Actual action taken	Timeline of the actual action taken	Results/findings after the action was taken	Current status of action (completed, in progress, not started, replaced)
				the semesters (Program available on OFID website)	AY 2012-2013	Completed	Completed
1.5. To develop online workshop programs for faculty members. KPI: 1.5.2. Number of online workshop programs Intended result : one program online per year		One online program is intended to be done as a pilot project and a survey will be designed to measure the participants' satisfaction.		<ul style="list-style-type: none"> • OFID developed an online program piloted during the fall semester 2012. • Two other online workshops were designed and will be launched in the fall 2013 	30.6.2013	completed	Completed

University process (SP, SLO, APR, NUR, Survey result, other)	Results/findings from the process	Planned improvement action	SP objective mapped to the improvement action	Actual action taken	Timeline of the actual action taken	Results/findings after the action was taken	Current status of action (completed, in progress, not started, replaced)
Objective 3.3: To develop an online newsletter that will reflect the rich image of faculty and instructional development at QU	1 issue developed instead of 2 planned	To review the team in charge		The director took over to review the content and design	1 academic year	One issue has been published	In progress

Appendix A

No of Meetings	Committee/Team	Date	Notes
2	Meeting with Survey Office	10-Sep-12 13-Sep-12	Surveys
1	Dr. Dalal, Dr. Adel Cherif, Dr. Abdou Ndoeye-	18-Sep-12	Assessment Week To discuss the assessment week type of follow-up
1	Prof. Michael Romanowski Dr. Ahmed Nadir Kheir Abdou Ndoeye; Dr. Mohamed Arselene Ayari, Dr. Dalal M Moukarzel	19-Sep-12	POP team to report on the program Partners for improved teaching and learning team" implemented beginning of Sept.2012
1	Dr. Dalal, Ms. Jumana & Mr. Arshad	20-Sep-12	Link Budget to SP
1	Prof. Michael, Dr. Dalal, Ms. Jumana, Mr. Liang	24-Sep-12	Discuss an online training programs as follow-up on the Partners' Program
1	Dr. Dalal, Dr. Abdou , Mr. Liang, Ms. Jumana	24-Sep-12	Discuss an online training programs as follow-up on the Partners' Program
10	Dr. Dalal M Moukarzel; Dr. Mazher Ahmad Al-Zoby Dr. Latifa Al Meghaissib, Ms. Jumana Samara, Mr. Amith, Mariam Hamed (student)	25-Sep-12 2-Oct-12 14-Oct-12 8-Nov-12 14-Nov-12 17-Dec-12 9-Jan-13 19-Feb-13 21-Feb-13 28-Mar-13	Launching the project of OFID Newsletter Team as in SP
14	Dr. Dalal, Ms. Nouran	25-Sep-12 3-Oct-12 8-Oct-12 15-Oct-12 5-Nov-12 6-Nov-12 7-Nov-12 15-Nov-12 26-Nov-12 28-Nov-12 14-Feb-13 12-Dec-12 26-Mar-13 16-May-13	Strategic plan 2010-13 - SP 2011-2012 - New Action Plan for SP 2012-13 - Review KPIs for SP 2012-13 - Review and Update SP Results 2012-13 - SP results - Fact -Book

No of Meetings	Committee/Team	Date	Notes
10	Dr. Dalal, Ms. Nouran	17-Oct-12 8-Nov-12 20-Nov-12 27-Nov-12 12-Dec-12 15-Dec-12 26-Dec-12 13-Feb-13 19-Feb-13 26-Mar-13	Reports & Survey Results review: - Assessment Week - Retreat Minutes - OIPD Report - 1 st Dec AUB Report - Internal Audit Report - 4 th OFID Days - Colleges-OFID Collaboration
2	Dr.Dalal, Ms, Jumana & Ms Nouran	25-Nov-12 5-Mar-13	Faculty needs assessment results to be used for planning for spring program
6	Dr. Dalal and All OFID staff	1-Jan-13 13-Feb-13 6-Mar-13 26-Mar-13 26-Mar-13 18-Apr-13	Moving OFID in latest technology at QU with Share Point, online training
1	Dr. Dalal, Ms. Nouran	22-Apr-13	SPOL & annual report Progress
2	Dr. Dalal and All OFID staff	23-Apr-13 30-Apr-13	General Meeting for OFID Staff on new SP
4	Drs. Dalal M Moukarzel: Mazher Ahmad Al-Zoby; Rami Mohammad Ahmad Zeitun; Hanan Abdul Rahim; Jumana Abdel Fattah Sh Samara	28-Apr-13 18-Mar-13 19-Mar-13 20-Mar-13	Meeting to Discuss OFID Strategic Plan 2013-2016
1	Dr. Dalal Moukarzel: Prof Ali, Dr. Abdou Ndoeye	26-Sep-12	New Faculty workshops planning
1	Meeting: Dr. Dalal M Moukarzel; Dr. Mohamed Ahmedna; Dr. Donald Baker; Mr. Ali Riahi; Dr. Adel Ben Cherif; Prof. Sebti Foufou, Dr. Khaled Dawood; Dr. Steven Wright	30-Sep-12	FPRDS Review Taskforce
1	Meeting : Dr. Dalal, Dr. khaled Daoud Dr. Adel Cherif,	7-Oct-12	FPRDS Review – sub -committee on student course questionnaire
1	Meeting : Dr. Dalal M Moukarzel; Dr. Mohamed Ahmedna; Dr. Donald Baker; Mr. Ali Riahi; Dr. Adel Ben Cherif; Prof. Sebti Foufou, Dr. Khaled Dawood; Dr. Steven Wright	7-Oct-12	FPRDS Review Taskforce

No of Meetings	Committee/Team	Date	Notes
9	Dr. Dalal M Moukarzel & Dr. Steven Wright	9-Oct-12 14-Oct-12 15-Oct-12 21-Oct-12 23-Oct-12 4-Nov-12 18-Nov-12 21-Nov-12 25-Nov-12	FPRDS Review – sub -committee on teaching and learning component
15	Dr. Dalal M Moukarzel; Dr. Mohamed Ahmedna; Dr. Donald Baker; Mr. Ali Riahi; Dr. Adel Ben Cherif; Prof. Sebti Foufou, Dr. Khaled Dawood; Dr. Steven Wright	14-Oct-12 21-Oct-12 28-Oct-12 4-Nov-12 11-Nov-12 18-Nov-12 25-Nov-12 29-Nov-12 2-Dec-12 9-Dec-12 16-Dec-12 23-Dec-12 27-Mar-13 7-Apr-13 5-May-13	FPRDS Review Taskforce
4	Dr. Dalal, Dr. Khaled & Dr. Donald	7-Nov-12	FPRDS Review – sub -committee on the Policies component
	Dr. Dalal, Dr. Khaled, Dr. Steven	11-Nov-12	
	Dr. Dalal & Dr. Baker	18-Oct-12 11-Nov-12	
1	Dr. Dalal and Dr. Baker	2-Dec-12	FPRDS Review – sub -committee on teaching and learning & Policies components
1	Dr. Dalal and Dr. Baker	2-Dec-12	FPRDS Review Taskforce
3	Dr. Dalal and Prof. Sebti Foufou	9-Dec-12 16-Dec-12 14-Feb-13	FPRDS Review – sub -committee on Community Service component
3	Dr. Dalal, Dr. Donald Baker & Dr. Adel Cherif	9-Dec-12 16-Dec-12 23-Dec-12	FPRDS Review – sub -committee on Student course questionnaire component

No of Meetings	Committee/Team	Date	Notes
1	Dr. Dalal, Dr. Donald Baker	26-Dec-12	FPRDS Review – sub -committee on Policies component & review of all document
2	Dr. Dalal & Dr. Steven Wright	14-Feb-13 27-Feb-13	FPRDS Review – sub -committee on the faculty development component
1	Academic Council Meeting: Presentation of the new FPRDS Dr. Mazen Hasna, Dr. Rashid El Ammari, Dr. Iman Mustafawi, Dr. Hessa Sadeq, Dr. Nitham Hindi, Dr. Mohamed Ahmedna, Dr. Sherief Khalifa, Dr. Hassan Okour, Dr. Adil Cherif	2-May-13	FPRDS discussion
9	Pre- Observation discussion / C. Sharia Dr. Dalal, Dr. Ayari, and colleague from CS	23-Oct-12	Peer-Observation
	Peer Observation/ Post meeting Dr. Dalal, Dr. Ayari, and colleague CS	12-Nov-12	
	Pre- Observation meeting/ CAS Dr. Dalal, Prof. Romanovski	21-Nov-12	
	FU meeting on CCP –OFID training programs with external partners: Dr. Bou Jaoudeh , Dr. Hanna Hakim, Dr. Dalal & Dr. Ali Abdel Moneim	2-Dec-12	
	Post Observation meeting/ CAS Dr. Dalal, Prof. Romanovski/ CAS colleague	12-Dec-12	
	Pre- observation meeting /CAS Dr. Dalal, Prof. Romanovski,	19-Dec-12	
	Post Observation meeting/ CAS Dr. Dalal & Dr. Arselene, and colleague from CAS	26-Dec-12 31-Dec-12	
	Post Observation meeting / Dr. Dalal, Dr. Mohammed Arselene Ayari &colleague from CS	31-Dec-12	
1	FU on workshops offered with CCP Prof. Saouma (AUB), Dr. Dalal, Prof Ali Abdel Moneim	14-Feb-13	Follow-up with external partners
1	OFID new SP: Prof. Saouma, Dr. Dalal	17-Feb-13	New SP 2013-16: external consultant (AUB)

No of Meetings	Committee/Team	Date	Notes
3	Dr. Dalal, Dr. Hanan Abdel Rahim, Dr. Mazher el Zohbi, Farah Hijazi, Jumana Samara	18-Mar-13 19-Mar-13 20-Mar-13	New SP 2013-16
2	Feedback session on classroom visits conducted in fall 2012 by external partners Dr. Dalal, Prof Saouma Bou Jaoude, Dr. Ali Abdel Moneim and colleagues from different colleges	17-Feb-13 18-Feb-13	Follow-up with external partners
12	Peer Observation Team meeting: Dr. Dalal Moukarzel, Prof. Michael Romanowski, Dr. Maha Ellili, Dr. Nadir kheir, Dr. Mohamed Mostafa Dr. Zakaryya Abdel-Hady Dr. Mohamed Arselene Ayari	18-Feb-13	Peer-Observation
	Pre-meeting for Peer Observation/ Dr. Dalal & Dr. Mohamed Arselene Ayari and colleague from CENG	20-Feb-13	
	Pre-Observation meeting Prof. Michael Romanowski, Dr. Dalal, and colleague from CED	27-Feb-13	
	Post-Observation meeting / Dr. Dalal & Dr. Mohamed Arselene Ayari and colleague from CENG	28-Feb-13	
	Pre-Observation meeting: Dr. Dalal & Dr. Maha Ellili and colleague from CBE	4-Mar-13	
	Pre- Observation meeting: Dr. Dalal and colleague from CPH	5-Mar-13	
	Post Observation meeting/ Prof. Michael Romanowski, Dr. Dalal, and colleague from CED	6-Mar-13	
	Post Observation meeting: Dr. Dalal & Dr. Maha Ellili and colleague from CBE	11-Mar-13	
	Meeting with new POP Team Member Dr. Dalal & Dr. Ali Eid	13-Mar-13	
	Pre- Observation meeting Dr. Dalal and colleague from CENG	13-Mar-13	
	Post Observation meeting : Dr. Dalal and colleague from CPH	14-Mar-13	
	Post Observation Meeting/ Dr. Dalal, Prof. Michael and colleague from CENG	20-Mar-13	
1	Hybrid course material discussion for online training programs as in SP: Dr. Dalal, Ms. Jumana	4-Oct-12	Technology
6	OFID DAYS preparation Dr. Dalal, Ms. Jumana, Mr. Arshad	8-Oct-12	4 th OFID DAYS
	Dr. Dalal M Moukarzel , Prof. Ali	8-Oct-12	

No of Meetings	Committee/Team	Date	Notes
	Mohamed A Ali, Dr. Mohsen Guizani, dr. Adel Cherif , Dr. khaled Daoud, Ms. Jumana Samara		
	Dr. Dalal M Moukarzel , Prof. Ali Mohamed A Ali, Dr. Mohsen Guizani, dr. Adel Cherif , Dr. khaled Daoud	15-Oct-12	
	Dr. Dalal and Dr. Khaled Daoud	19-Nov-12	
	Dr. Mazen Hasna, Dr. Dalal Moukarzel , Prof. Ali Mohamed A Ali, Dr. Mohsen Guizani, Dr. Adel Cherif , Dr. khaled Daoud	19-Nov-12	
		26-Nov-12	
4	Dr. Dalal, Mrs. Jumana, Mrs. Farah, Mr. Arshad	2-Jan-13	Budget
	Dr. Dalal, & Mr. Arshad	11-Oct-12 6-Feb-13	
	Dr. Dalal, Mr. Arshad & Mrs. Farah	20-Feb-13	
5	Technology team Dr. Dalal M Moukarzel , Dr. Mahmoud Abdulwahed, Ms. Jumana Samara, Ms. Aw Swee Liang	10-Oct-12	Planning for 2 nd Edu Tech
	Dr. Dalal, Dr. Arsalan, Mr. Liang, Ms. Jumana	18-Oct-12 26-Nov-12	
	Dr.Dalal Moukarzel, Jumana Samara Mohamed, Dr. Arselene Ayari, Mahmoud Samir Abdulwahed, Ismail Fayed, Mr. Hamud	10-Mar-13	
		22-Apr-13	
9	Dr. Dalal Moukarzel, Mrs. Jumana, Mrs. Farah, Mr. Liang	3-Dec-12 4-Dec-12 11-Dec-12 13-Feb-13 19-Feb-13 6-Mar-13 14-Mar-13 8-Apr-13 10-Apr-13	Program Planning
3	Dr. Dalal Moukarzel; Dr. Mazher Al-Zoby , Dr. Abdel Jabbar Said, Dr. Nazzal Kiswani & Ms. Maha Al Kalouti	3-Dec-12 13-Dec-12 31-Dec-12	Policies and Procedures Team
1	Dr. Dalal, Prof. Ali Abdel Moneim , Jumana Samara & Prof. Michael	12-Dec-12	Online training
1	Dr. Dalal, Alla El Awasi, Ismail Fayed, Ghassan Mardini, Ali Eid, Khaled Salah Shaaban , Shaima Azar ,	28-Feb-13	Great Teacher Retreat Meeting with Awardees : Event with QF

No of Meetings	Committee/Team	Date	Notes
	Maher Abou Munshar ,		
1	Dr. Dalal, Dr. Khaled Al-Ali, Mr. Cesar & Mrs. Jumana	25-Apr-13	Pearson / blended learning

Appendix B

Themes & Topics for OFID Professional Development

Theme	Topic
Active Learning	<p>Responsibilities and Expectations in Supervising Graduate Students</p> <p>A comprehensive approach to teaching public speaking and project presentation</p> <p>Share your innovations and challenges in teaching</p> <p>Transforming our presentations into interactive lectures</p> <p>The First Day of Class: Setting the tone for the entire semester</p> <p>Strategies for Active Learning in Large Classes</p> <p>Student Engagement Through Role Play and Enquiry Guided Learning</p> <p>Fostering Student Engagement in Graduate Courses</p> <p>Interactive Learning using a Team Based Approach</p> <p>Improving students learning through research</p> <p>From Traditional to Transformative Pedagogy</p> <p>Engaging and Developing Students Critical Reflection Skills</p> <p>Motivating Students to Learn Using Case Analysis and Discussions</p> <p>Student Engagement Across the Higher Education Community in Qatar</p> <p>Tips for Effective Methods of Managing Student Group Projects</p> <p>Interactive Instructional Strategies for College Students</p> <p>How to make the best use of visual resources in the college classroom</p> <p>Inquiry Teaching for More Effective Learning</p> <p>The Use of Case Studies in Teaching and Learning</p> <p>Basic Clinical Supervision</p> <p>تصميم مجموعات التركيز وإدارتها بفعالية</p> <p>استراتيجيات الانتقال السلس لتدريس بعض المقررات باللغة العربية</p> <p>استراتيجيات المشاركة البحثية للطلاب من أجل التميز في التعليم والتعلم</p> <p>إدارة الفصول الدراسية ذات الأعداد الكبيرة</p> <p>نقل الطالب من التلقّي إلى الإبداع: التعليم النشط للغة العربية في جامعة قطر أنموذجاً</p> <p>الرياضيات في واقع الطلاب واستغلاله في مجال الموارث</p> <p>توظيف الخبرة العملية في القاعة الصفية: نموذج من مقررات في القانون</p> <p>إشركونا في التعلم: هذا كل ما نريد</p> <p>التعلم النشط المبني على البحث واستخدام التكنولوجيا</p> <p>كيف نقدم الدعم للطلاب لإجراء الأبحاث باستخدام التكنولوجيا</p> <p>أثر دافعية الطلاب للتعلم في الفصل الجامعي</p> <p>دراسة الحالة مدخلا لتدريس العلوم الشرعية والدراسات الإسلامية</p> <p>تنمية مهارات التفكير الناقد والبحث العلمي عبر مقررات العلوم الشرعية والدراسات الإسلامية</p> <p>تطوير مهارات الكتابة في المقررات الدراسية لدعم تعلم الطلاب وتحصيلهم</p>

Theme	Topic
Technology (to enhance Active Learning, Research, and assessment)	Using technology for a more efficient research Basic Introduction to Matlab Movie Maker: Motivate students to use Multimedia to enhance projects presentations How to Use MS Excel Blackboard 9 – Basic Blackboard 9 – Discussion Boards / Online Forums Blackboard 9 – Assignments and Providing Feedback to Students Blackboard 9 – SafeAssign Blackboard 9- Creating Online Tests Blackboard 9 – Grade Center Useful BB features that help organize your class (Groups & Adaptive Release) Blackboard 9 – Tracking Reports The Role of Technology in Enhancing Learning Embedding Blackboard and Web tools in teaching and learning What's new in the latest version of Blackboard 9.1 Improving students interaction in class using Clickers Technology through Mobile/Tablet devices Introduction to using SharePoint How to Video Capture your computer screen and your voice and make the video available to students online Respondus – A tool to create and manage online tests التعلم التعاوني باستخدام تقنيات الويب 2.1 تفعيل مشاركة الطلبة من خلال استخدام تكنولوجيا التعليم
Assessment (At Program Level)	What departments learned about assessment Validity with focus on signature assignments and Hands on activity Reliability and Hands on activity Closing the loop and Hands on activity

Theme	Topic
Assessment (At Course Level)	<p>Assessing Classroom participation to promote active learning Developing Quality Multiple Choice Items Use of Oral Comprehensive Exams for Evaluating Student Performance Revisiting the Basics of Teaching for Better Students' Learning Rubrics for Effective Assessment</p> <p>بناء اختبارات تحصيلية في ضوء مخرجات التعلم</p>
Research	<p>استخدام قواعد البيانات باللغة العربية للبحث عن الكتب والرسائل الجامعية والمقالات العلمية تحفيز وإشراك الطلاب في البحث العلمي لعضو هيئة التدريس تفعيل البحث العلمي بمشاركة الطلاب في جامعة قطر باللغة العربية مهارات كتابة وأعداد مقترحات البحث العلمي تقييم للمقترحات البحثية المعدة للتقدم للحصول على الدعم المادي ندوة: إدارة البحوث بالاشتراك مع الطلبة</p>
New Faculty	<p>Mentoring New Colleagues Orientation Program - Seminar: QU Teaching Responsibilities and Expectations Cultural Interaction and Mentoring: Discussion and Expectations. Faculty Performance Review & Development</p>
General Seminars	<p>McGraw Hill eLearning solutions Overview of Wiley eLearning solutions, including the online course delivery solution, WileyPLUS, and eBooks by Iain Gibson Does my research look big in this? Faculty Performance Review and Development System (FPRDS) QU Merit Award for Outstanding Faculty: Never Settle on Less Than Your Best The UK Professional Standards Framework – 'An example of how to raise teaching standards in Higher Education' Developing Institutional SoTL Leadership: The Scholarship of Teaching, Learning and Curriculum Practice in Research-Intensive University Contexts Supervision and Coaching</p> <p>عرض الفائز بجائزة التميز في التعليم الالكتروني</p>

Appendix C

Sessions presented by OFID during AY 2012-2013

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Active Learning	18-Jun-12	-	استراتيجيات الانتقال السلس لتدريس بعض المقررات باللغة العربية في فصل الخريف 2102	Dr. Ali Al-Rabai, Dr. Mazher Al-Zoby	CED, CAS	10	1	-	1
Active Learning	18-Jun-12	-	تصميم مجموعات التركيز وإدارتها بفعالية	Dr. Maha Al-Hendawi	CED	16	1		1
Active Learning	19-Jun-12	-	Responsibilities and Expectations in Supervising Graduate Students	Prof. Mohsen Guizani	Associate VP for Graduate Programs	20	1		1
General Seminars	19-Jun-12	-	Does my research look big in this? Bringing International Scholarly Communication Standards to Qatar	Mr. Arend Kuster	External Q-Science	39	1		1
Active Learning	20-Jun-12	-	A comprehensive approach to teaching public speaking and project presentation	Dr. Conrad Sturm	CLAW	22	1		1
Technology	20-Jun-12	-	Using technology for a more efficient research	Mr. Hussein Alaa	External-University of East Anglia, UK	21	1		1
Active Learning	21-Jun-12	-	Transforming our presentations into interactive lectures	Prof. Michael Romanowski	CED	14	1		1
Research	21-Jun-12	-	تحفيز وإشراك الطلاب في البحث العلمي لعضو هيئة التدريس	Dr. Mohanad Al Khasawneh	CAS	14	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Technology	24-Jun-12	-	تشجيع الطلاب على استخدام الأفلام لعرض نتائج المشاريع	Ms. Aisha Al Kaabi, Ms. Sara AlMuftah	CED	16	1		1
New Faculty	24-Jun-12	-	Mentoring New Colleagues	Prof. Michael Romanowski	CED	32	1		1
Technology	24-Jun-12	-	Movie Maker: Motivate students to use Multimedia to enhance projects presentations	Ms. Aisha Al Kaabi, Ms. Sara AlMuftah	CED	10	1		1
Active Learning	25-Jun-12	-	Share your innovations and challenges in teaching	Dr. Dalia Elsayed, Mr. Zeyad Ali, Mr. Alaeddin Halawani, Mr. Geoffrey Miller, Mr. Muhammed Shabeer	CPH, CENG, FP	18	1		1
Active Learning	25-Jun-12	-	بناء اختبارات تحصيلية في ضوء مخرجات التعلم	Prof. Ghadnana Al-Binali	CED	9	1		1
Assessment at the Course Level	25-Jun-12	-	Assessing Classroom participation to promote active learning	Dr. Abdou Ndoeye	CAS	6	1		1
Active Learning	26-Jun-12	-	The First Day of Class: Setting the tone for the entire semester	Prof. Marios Katsioloudes	CBE	9	1		1
Technology	26-Jun-12	-	التعلم التعاوني باستخدام تقنيات الويب 2.1	Mr. Ismail Fayed	FP	0	1		1
New Faculty	11-Sep-12	-	YAHALA - Day 1	Prof. Sheikha Al - Misnad, Dr. Omar Al-Ansari, Dr. Hassan Al-Derham, Prof. Ali Abdul Moneim, Dr. Majeda Khraisheh,	P, VPSA, VPR, CCP, HP, CBE, OFID,	70	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
				Prof. Nitham Hindi, Dr. Dalal Moukarzel, Mrs. Katia Medawar	Library				
Technology	1-Oct-12	-	البلاك بورد 9 - استلام الواجبات والرد عليها الكترونيا + المناقشات / المنتديات	Mrs. Jumana Samara	OFID	11	1		1
Technology	2-Oct-12	-	Blackboard 9 – Receiving Assignments and Providing Feedback to Students	Mr. Amith Khandakar	OFID	9	1		1
Technology	2-Oct-12	-	البلاك بورد 9 استلام – الواجبات والرد عليها الكترونيا	Mrs. Jumana Samara	OFID	17	1		1
Technology	3-Oct-12	-	Blackboard 9 – Receiving Assignments and Providing Feedback to Students	Mr. Aw Swee Liang	OFID	5	1		1
Technology	3-Oct-12	-	Basic Introduction to Matlab	Mr. Amith Khandakar	OFID	3	1		1
Technology	7-Oct-12	-	Blackboard 9 – SafeAssign	Mr. Amith Khandakar	OFID	1	1		1
Technology	8-Oct-12	-	Blackboard 9 – SafeAssign	Mr. Aw Swee Liang	OFID	1	1		1
Technology	8-Oct-12	-	البلاك بورد 9 - الواجب الأمن	Mrs. Jumana Samara	OFID	7	1		1
Technology	9-Oct-12	-	Blackboard 9 – SafeAssign	Mr. Aw Swee Liang	OFID	5	1		1
Technology	10-Oct-12	-	البلاك بورد 9 - استلام الواجبات والرد عليها الكترونيا	Dr. Abdel Jabbar Said	CSIS	11	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Technology	14-Oct-12	-	Blackboard 9 – Discussion Boards / Online Forums	Mr. Amith Khandakar	OFID	3	1		1
Technology	15-Oct-12	-	Blackboard 9 – Discussion Boards / Online Forums (Arabic)	Mrs. Jumana Samara	OFID	3	1		1
Technology	16-Oct-12	-	Blackboard 9 – Discussion Boards / Online Forums	Mr. Amith Khandakar	OFID	3	1		1
Technology	17-Oct-12	-	Blackboard 9- Creating Online Tests	Mrs. Jumana Samara	OFID	13	1		1
Technology	21-Oct-12	-	Blackboard 9 – Grade Center	Mr. Amith Khandakar	OFID	2	1		1
Active Learning	22-Oct-12	-	ادارة الفصول الدراسية ذات الأعداد الكبيرة	Dr. Rashid AL-Ammari	CENG	20	1		1
Technology	23-Oct-12	-	Blackboard 9 – Grade Center	Mr. Aw Swee Liang	OFID	4	1		1
Technology	24-Oct-12	-	البلاك بورد 9- لوحة المناقشات / المنتديات	Dr. Abdel Jabbar Said, Mrs. Jumana Samara	CSIS, OFID	12	1		1
Active Learning	5-Nov-12	-	Research Based Learning	Dr. Khaled Shaban, Dr. Mahmoud Abdulwahed	CENG	37	1		1
Active Learning	5-Nov-12	-	ادارة الفصول الدراسية ذات الأعداد الكبيرة	Dr. Rashid AL-Ammari	CENG	21	1		1
Technology	6-Nov-12	-	البلاك بورد 9- مركز التقديرات / سجل الدرجات	Mrs. Jumana Samara	OFID	6	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Active Learning	7-Nov-12	-	ادارة الفصول الدراسية ذات الاعداد الكبيرة	Dr. Rashid AL-Ammari	CENG	12	1		1
Technology	7-Nov-12	-	Blackboard 9 – Grade Center	Mr. Amith Khandakar	OFID	3	1		1
Technology	12-Nov-12	-	مقدمة في انشاء الاختبارات الالكترونية	Mrs. Jumana Samara	OFID	6	1		1
Technology	14-Nov-12	-	البلاك بورد 9- مركز التقديرات /سجل الدرجات	Dr. Abdel Jabbar Said, Mrs. Jumana Samara	CSIS, OFID	11	1		1
General Seminars	19-Nov-12	-	عرض الفائز بجائزة التميز في التعليم الالكتروني	Dr. Abdel Jabbar Said	CSIS	26	1		1
Technology	21-Nov-12	-	مقدمة الى انشاء الاختبارات الكترونية	Dr. Abdel Jabbar Said, Mrs. Jumana Samara	CSIS, OFID	9	1		1
Assessment at the Course Level	1-Dec-12	-	بناء اسئلة اختيار من متعدد عالية الجودة	Dr. Saouma Bou Jaoude	External - AUB	29	1		1
Active Learning	1-Dec-12	-	استراتيجيات التعلم النشط في الصفوف ذات الاعداد الكبيرة	Dr. Hanna Hakim	External - Lebanese University	23	1		1
Active Learning	1-Dec-12	-	Strategies for Active Learning in Large Classes	Dr. Hanna Hakim	External - Lebanese University	15	1		1
Assessment at the Course Level	1-Dec-12	-	Developing Quality Multiple Choice Items	Dr. Saouma Bou Jaoude	External - AUB	8	1		1
Research	4-Dec-12	-	استخدام قواعد البيانات باللغة العربية للبحث عن الكتب والرسائل الجامعية والمقالات العلمية	Ms. Myrna Tabet	Library	12	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Research	10-Dec-12	-	Using Eresources available through QU library	Ms. Myrna Tabet	Library	5	1		1
Technology	11-Dec-12	-	تقنيات مفيدة في البلاك بورد كاستخدام المجموعات والانتاحة المشروطة	Mrs. Jumana Samara	OFID	6	1		1
Technology	12-Dec-12	-	Useful BB features that help organize your class (Groups & Adaptive Release)	Mrs. Jumana Samara	OFID	3	1		1
Technology	2-Jan-13	-	Blackboard 9 – Tracking Reports	Mrs. Jumana Samara	OFID	11	1		1
Active Learning	14-Jan-13	-	1 st Day - 4th OFID Days	Dr. Mohamed Al Nuaimi, Prof. Aisha Al Mannai, Dr. Rashid Al Ammari, Dr. Chris Evers, Prof. Mohamed Ahmedna, Prof. Aisha Fakhro, Dr. Daoud Al Badrieh, Prof. Adam Fadlallah	CSIS, CENG, CLAW, CAS, CED, CPH, CBE, Institutional Effectiveness	147	1		1
Active Learning	15-Jan-13	-	Student Engagement Through Role Play and Enquiry Guided Learning	Prof. Farid Ben Yehyia	CENG	24	1		1
Active Learning	15-Jan-13	-	Fostering Student Engagement in Graduate Courses	Dr. Clayton Keller, Dr. Maha Al-Hendawi	CED	11	1		1
Active Learning	15-Jan-13	-	Interactive Learning using a Team Based Approach: Experiences from the CBE	Dr. Rami Zeitun & Dr. Amro Maher	CBE	23	1		1
Active Learning	15-Jan-13	-	Improving students learning through research	Dr. Hamda Al Naeimi, Dr. Ali Eid, & Dr.	CAS	18	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
				Jassim AlKhayat					
Active Learning	15-Jan-13	-	نقل الطالب من التلقي إلى الإبداع: التعليم النشط للغة العربية في جامعة قطر أنموذجا	Dr.Ahmad Haji Safar	CAS	18	1		1
Active Learning	15-Jan-13	-	الرياضيات في واقع الطلاب واستغلاله في مجال الموارد	Dr. Mohammed Ayari, Dr. Mekki Klaina	CSIS, CAS	8	1		1
Active Learning	15-Jan-13	-	توظيف الخبرة العملية في القاعة الصفية: نموذج من مقررات في القانون	Prof. Ashraf Hassan Shams Eldin	CLAW	4	1		1
Active Learning	15-Jan-13	-	From Traditional to Transformative Pedagogy: Responsive Practices for Student Engagement in Classroom Settings	Prof. Ashraf Salama	CENG	28	1		1
Active Learning	15-Jan-13	-	Engaging and Developing Students Critical Reflection Skills	Prof. Michael Romanowski, Dr. Shobha Das, & Dr. Abdou Ndoeye	CED, CBE, CAS	35	1		1
Technology	15-Jan-13	-	The Role of Technology in Enhancing Learning	Mr. Alaeddin Halwani, Dr. Jon Truby , & Dr. Nadir Kheir	FP, CLAW, CPH	35	1		1
Technology	15-Jan-13	-	تفعيل مشاركة الطلبة من خلال استخدام تكنولوجيا التعليم	Dr. Abdel Jabbar Said, Dr. Saleh Mohammed Ali Alhazbi, Ms. Alla El-Awaisi	CSIS, CENG, CPH	26	1		1
Active Learning	15-Jan-13	-	اشركونا في التعلم: هذا كل ما نريد!	Dr. Ali Ahmad Al-Rabai, Dr.Mahjoob Ahmed Zweiri, Dr.Ibrahim Abdulla I Al-Ansari	CED, CAS, CSIS	16	1		1
General Seminars	15-Jan-13	-	QU Merit Award for Outstanding Faculty: Never Settle on Less Than Your Best	Dr. Hanan Abdul Rahim	SESRI	40	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Active Learning	15-Jan-13	-	التعلم النشط المبني على البحث واستخدام التكنولوجيا	Dr. Kaltham Ali G Al-Ghanim	CAS	36	1		1
Active Learning	15-Jan-13	-	Motivating Students to Learn Using Case Analysis and Discussions	Prof. Marios Katsioloudes	CBE	11	1		1
Assessment at the Course Level	15-Jan-13	-	Use of Oral Comprehensive Exams for Evaluating Student Performance	Dr. Emily Black, Dr. Kyle Wilby	CPH	8	1		1
Active Learning	15-Jan-13	-	استراتيجيات المشاركة البحثية للطلاب من أجل التميز في التعليم والتعلم	Dr. Mohanad Al Khasawneh	CAS	7	1		1
Active Learning	15-Jan-13	-	كيف نقدم الدعم للطلاب لإجراء الأبحاث باستخدام التكنولوجيا	Mr. Hussein Alaa	External - East Anglia University , UK	7	1		1
Active Learning	15-Jan-13	-	Student Engagement Across the Higher Education Community in Qatar	Prof. Basim Uthman, Dr. Bradley Johnson, Mr. Zeyad Ali , Mr. Geoffrey Miller, Mr. Muhammad Shabeer, Mr. Alaeddin Halwani	External- (Weill Cornell, UCQ), CENG, FP	14	1		1
Active Learning	15-Jan-13	-	اثارة دافعية الطلاب للتعلم في الفصل الجامعي	Prof. Eman Zaki	CED	10	1		1
General Seminars	6-Feb-13	-	McGraw-Hill Education's Market Proven Digital Solutions	Mr. Ali Al-Haddad	External - McGraw-Hill Education	34	1		1
Active Learning	7-Feb-13	-	Tips for Effective Methods of Managing Student Group Projects	Prof. Khaled A. AlShare	CBE	27	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Technology	4-Mar-13	-	What's new in the latest version of Blackboard 9.1	Mr.Amith	OFID	2	1		1
Technology	6-Mar-13	-	What's new in the latest version of Blackboard 9.1 (Arabic Session)	Mrs. Jumana	OFID	9	1		1
General Seminars	7-Mar-13	-	The UK Professional Standards Framework – 'An example of how to raise teaching standards in Higher Education'	Mr. Doug Pearce	External - Higher Education Academy, UK	20	1		1
Technology	13-Mar-13	-	Improving students interaction in class using Clickers Technology through Mobile/Tablet devices	Mr.Liang, Mrs. Jumana	OFID	8	1		1
Technology	17-Mar-13	-	Improving students interaction in class using Clickers Technology through Mobile/Tablet devices (Arabic Session)	Mr.Liang, Mrs. Jumana	OFID	12	1		1
General Seminars	18-Mar-13	-	Overview of Wiley eLearning solutions, including the online course delivery solution, WileyPLUS, and eBooks by Iain Gibson	Iain Gibson	External - Wiley	28	1		1
Active Learning	20-Mar-13	-	استراتيجيات التدريس التفاعلية لطلاب الجامعة	Prof. Eman Zaki	CED	5	1		1
General Seminars	24-Mar-13	-	Faculty Performance Review and Development System (FPRDS)	Mr.Ali Riahi	OIPD	13	1		1
General Seminars	25-Mar-13	-	نظام متابعة تقييم أعضاء هيئة التدريس	Mr.Ali Riahi	OIPD	2	1		1
Active Learning	27-Mar-13	-	Interactive Instructional Strategies for College Students	Prof. Eman Zaki	CED	4	1		1

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Technology	10-Apr-13	-	How to Video Capture your computer screen and your voice and make the video available to students online	Mrs. Jumana Samara	OFID	8	1		1
Active Learning	15-Apr-13	-	كيف تحقق أقصى استفادة من المصادر البصرية في الصف الجامعي	Prof. Eman Zaki	CED	3	1		1
General Seminars	16-Apr-13	-	Faculty Performance Review and Development System (FPRDS)	Mr. Ali Riahi	OIPD	4	1		1
General Seminars	18-Apr-13	-	نظام متابعة تقييم أعضاء هيئة التدريس	Mr. Ali Riahi	OIPD	14	1		1
Technology	24-Apr-13	-	كيفية أعداد فيديوهات قصيرة للطلبة عن طريق تسجيل ما يعرض على شاشة الكمبيوتر مع صوت المحاضر واثابته على الانترنت	Mrs. Jumana Samara	OFID	15	1		1
Active Learning	29-Apr-13	-	How to make the best use of visual resources in the college classroom	Prof. Eman Zaki	CED	20	1		1
General Seminars	1-May-13	-	Developing Institutional SoTL Leadership: The Scholarship of Teaching, Learning and Curriculum Practice in Research-Intensive University Contexts	Dr. Harry Hubball	External - The University of British Columbia, Canada	36	1		1
New Faculty	13-May-13	-	Mentoring New Colleagues	Prof. Michael Romanowski, Dr. Dalal Moukarzel	CED, OFID	10	1		1
Technology	16-May-13	-	Introduction to using SharePoint	Mr. Aw Swee Liang	OFID	19	1		1
Technology	23-Sep-12	25-Sep-12	Blackboard 9 – Basic	Mr. Aw Swee Liang	OFID	16	2		2

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Technology	24-Sep-12	26-Sep-12	Blackboard 9 – Basic	Mr. Amith Khandakar	OFID	15	2		2
Technology	23-Sep-12	25-Sep-12	Blackboard 9 – Basic	Mrs. Jumana Samara	OFID	20	3		3
Assessment at the Program Level	3-Sep-12	14-Nov-12	Assessment Week	Dr. Mary Allen, Dr. Abdou Ndoeye	External facilitator, USA, CAS	153	16	14	30
Active Learning	4-Sep-12	22-Oct-12	Partners For Improved Teaching And Learning	Dr. Abdou Ndoeye, Dr. Maha Ellili , Prof. Michael Romanowski, Dr. Nadir Kheir, Dr. Rashid Al Ammari Dr. Arslan Ayari	CAS, CED, CPH, CENG	11	7	1	8
Research	4-Sep-12	14-Oct-12	تفعيل البحث العلمي بمشاركة الطلاب في جامعة قطر باللغة العربية	Dr. Mohanad Al Khasawneh	CAS	10	4	2	6
Active Learning	11-Sep-12	9-Oct-12	تطوير مهارات الكتابة في المقررات الدراسية لدعم تعلم الطلاب وتحصيلهم	Dr. Fatma Al-Mutawah	CED	12	2	1	3
New Faculty	10-Oct-12	28-Nov-12	Developing our Course Portfolio at QU	Prof. Ali Abdul Moneim, Dr.Abdou Ndoeye	CCP, CAS	19	2		2
New Faculty	11-Oct-12	29-Nov-12	إعداد ملف المقرر الجامعي	Prof. Ali Abdul Moneim	CCP	17	2		2
New Faculty	12-Sep-12	12-Sep-12	Orientation Program- English	Dr. Abdou Ndoeye, Prof. Ali Abdul Moneim, Dr. Nitham Hindi, Dr. Michael Romanowski, Dr.	CAS, CCP,CBE, CED, CENG, OFID	34	4		4

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
				Dalal Moukarzel, Dr. Arsalan Ayari, Mrs. Jumana Samara					
New Faculty	12-Sep-12	12-Sep-12	Orientation Program- Arabic	Prof. Ali Abdul Moneim, Dr. Nitham Hind, Mrs. Jumana Samara	CCP, CBE, OFID		3		3
Technology	6-Nov-12	9-Dec-12	How to Use MS Excel	Mr. Aw Swee Liang	OFID	16	6		6
Technology	11-Nov-12	19-Nov-12	Creating Online Exams within Blackboard	Mr. Amith	OFID	12	4		4
Technology	13-Nov-12	20-Nov-12	برنامج: انشاء اختبارات الكترونية من خلال البلاك بورد -	Mrs. Jumana Samara	OFID	7	2		2
Technology	25-Nov-12	2-Dec-12	Respondus – A tool to create and manage online tests	Mr. Amith	OFID	9	2		2
Technology	19-Feb-13	26-Nov-12	Blackboard 9 – Basic Level 1	Mr. Amith	OFID	6	2		2
Active Learning	16-Feb-13	14-Apr-13	Inquiry Teaching for More Effective Learning	Prof. Saouma Bou Jaoude	External - American University of Beirut	26	2	1	3
Active Learning	16-Feb-13	15-Apr-13	: التدريس القائم على الاستقصاء من أجل تعلم أكثر فاعلية	Prof. Saouma Bou Jaoude	External - American University of Beirut	31	2	1	3
Technology	11-Mar-13	14-Apr-13	The smooth move to Blackboard 9.1 – English	Mr. Amith	OFID	28	8		8

Theme	Start Date	End Date	Workshop/Program	Facilitator	Facilitator College	No of Participants	No of Sessions	No of FU	Total Sessions
Technology	12-Mar-13	6-May-13	The smooth move to Blackboard 9.1 –Arabic	Mrs. Jumana	OFID	23	8		8
Technology	16-Apr-13	7-May-13	The smooth move to Blackboard 9.1 – English	Mr. Liang	OFID	17	4		4
General Seminars	7-May-13	8-May-13	Supervision and Coaching	Prof. Michael Romanowski (CED	16	2		2
Active Learning	8-Apr-13	10-Apr-13	دراسة الحالة مدخلا لتدريس العلوم الشرعية والدراسات الإسلامية -	Dr. Ali Al-Rabai	CED	20	2		2
Active Learning	22-Apr-13	24-Apr-13	تنمية مهارات التفكير الناقد والبحث العلمي عبر مقررات العلوم الشرعية والدراسات الإسلامية	Prof. Eman Zaki (CED)	CED	17	2		2

Appendix D

Peer Observation done during AY 2012-2013

Date	Observer	Class observed in
18-Nov-12	Dr. Maha Ellili Dr. Mohamed Arselene Ayari	CAS
22-Nov-12	Dr. Dalal M Moukarzel Dr. Michael Henry Romanowski	CAS
24-Oct-12	Dr. Dalal M Moukarzel Dr. Mohame Arselene Ayari	CAS
10-Dec-12	Dr. Dalal M Moukarzel Dr. Mohame Arselene Ayari	CAS
4-Oct-12	Dr. Mohame Arselene Ayari	CAS
2-Dec-12	Dr. Dalal M Moukarzel Dr. Hanna Hakim (AUB) Dr. Saouma Bou Jaoude (AUB)	CSIS
2-Dec-12	Dr. Dalal M Moukarzel Dr. Hanna Hakim (AUB) Dr. Saouma Bou Jaoude (AUB)	CSIS
2-Dec-12	Dr. Ali AbdelMoniem (CCP) Dr. Hanna Hakim (AUB) Dr. Saouma Bou Jaoude (AUB)	CAS

Date	Observer	College
2-Dec-12	Dr. Ali AbdelMoniem (CCP) Dr. Hanna Hakim (AUB) Dr. Saouma Bou Jaoude (AUB)	CAS
2-Dec-12	Dr. Ali AbdelMoniem (CCP) Dr. Hanna Hakim (AUB) Dr. Saouma Bou Jaoude (AUB)	CAS
19-Dec-12	Dr. Dalal M Moukarzel Dr. Mohamed Arselene Ayari	CAS
6-Nov-12	Dr. Nadir Khair	CPH
6-Nov-12	Dr. Khaled Salah Shaaban (Two way observation)	CENG
6-Nov-12	Mrs. Alla El-Awaisi (Two way observation)	CPH
6-Nov-12	Dr. Ghassan Hani Mardini (Two way observation)	CBE
6-Nov-12	Dr. Shaima Al-Gharaibeh (Two way observation)	CPH
20-Feb-13	Dr. Dalal M Moukarzel Dr. Mohame Arselene Ayari	CENG

27-Feb-13	Dr. Dalal M Moukarzel Dr. Michael Henry Romanowski	CED
25-Feb-13	Dr. Michael Henry Romanowski Dr. Mohame Arselene Ayari	CAS
17-Feb-13	Dr. Dalal M Moukarzel Dr. Saouma Bou Jaoude (AUB)	CAS
17-Feb-13	Dr. Dalal M Moukarzel Dr. Saouma Bou Jaoude (AUB) Dr. Ali AbdelMoniem (CCP)	CAS
11-Mar-13	Dr. Dalal M Moukarzel Dr. Mohame Arselene Ayari	CENG
4-Mar-13	Dr. Dalal M Moukarzel Dr. Maha Ellili	CBE
5-Mar-13	Dr. Dalal M Moukarzel	CPH
14-Apr-13	Dr. Dalal M Moukarzel Dr. Saouma Bou Jaoude (AUB) Dr. Ali AbdelMoniem (CCP)	CAS
15-Apr-13	Dr. Dalal M Moukarzel Dr. Saouma Bou Jaoude (AUB) Dr. Ali AbdelMoniem (CCP)	CSIS