

KURDISTAN ACCREDITING ASSOCIATION FOR EDUCATION COMMISSION OF HIGHER EDUCATION FOUNDATIONAL CRITERIA WORKSHOP PREPARATION WORKSHEET							
Name of Institution:		University of Salahaddin					
#	Activity	Responsible Person	Tactic	Timeline	Expected Outcome	Resources	Actual Outcome
1	Design the flyer and announce the workshop		Social and other media platforms	October 8	<ul style="list-style-type: none"> Raising awareness of the workshop within the entire SU community. Informing the public and donors about the ongoing accreditation process. 	<ul style="list-style-type: none"> 1 designer 1 Social media officer 	
2	Translate the Foundational Criteria document		Translate the Financial Criteria into Kurdish and Arabic (if required).	October 8	<ul style="list-style-type: none"> Participants who do not read English will be able to access the Kurdish and Arabic (if required) versions of the Foundational Criteria. Benefit the later stages, as the SU community will be made aware of the Criteria. 	<ul style="list-style-type: none"> 1 Kurdish translator 1 Arabic translator (if any) 	
3	Identify 25 individuals, evenly distributed across administration, teaching staff, and administrative staff, to form 5 groups.		<ul style="list-style-type: none"> Prepare a list of individuals with their email addresses and phone numbers. Email the Foundational Criteria and the Standards of Higher Education to the participants Call participants Brief participant 	October 8	<ul style="list-style-type: none"> Identify individuals who can support the accreditation process and are involved in quality assurance efforts. Review the Foundational Criteria and Higher Education Standards by participants Familiarize participants with the Foundational 	1 Administrative assistant	

					Criteria assessment template to be used during the workshop.		
4	Provide materials for the workshop		<ul style="list-style-type: none"> ● Provide 5 flipcharts for discussions. ● Print the workshop agenda. ● Print the Foundational Criteria assessment template on A3 or A2 paper, one for each group. ● Provide 5 laptops. ● Provide stationery for 25 participants. 	October 17	<ul style="list-style-type: none"> ● Participants use notebooks during the assessment discussions and report the results of the Foundational Criteria assessment using flipcharts to present the outcomes of each session to all participants. ● The notetaker inputs the group's findings into a laptop. ● Each group submits their notes to the workshop organizer. 	<ul style="list-style-type: none"> ● 2 Administrative assistants ● 5 flipcharts with their frame ● 5 printed assessment template on A3 or A2 papers ● 25 prints of Foundational Criteria 	
5	Catering for breaks		<ul style="list-style-type: none"> ● Provide a refreshment stand at the workshop venue for breaks. ● Offer coffee, tea, and snacks for approximately 35 people. 	October 17	Refreshment, coffee, tea and snacks will be served during the two breaks	<ul style="list-style-type: none"> ● Funds for catering ● 2 supporting individuals 	
6	Set up workshop tables and chairs		Provide 5 roundtables and required chairs for 5 groups	October 17	Roundtables provide better opportunity for interactive discussions among members of each group.	<ul style="list-style-type: none"> ● 5 round tables ● 30 chairs 	
7	Set up technology and other facilities for presentations	Honar Issa	<ul style="list-style-type: none"> ● Prepare a presentation on KAAE's plans, the workshop objectives, and mechanism of workshop conduct. ● Provide a table for the main presenter 	October 17	<ul style="list-style-type: none"> ● Streamline a professional presentation on KAAE's strategies, the purpose of the workshop, and the mechanisms for conducting the workshop. 	<ul style="list-style-type: none"> ● 1 table ● 1 chair ● 1 laptop ● 1 screen ● 1 pointer ● 1 microphone 	

			<ul style="list-style-type: none"> ● Provide a laptop and the pointer for the presenter ● Provide a screen for the presenter 		<ul style="list-style-type: none"> ● Facilitate discussions on the findings from each group. 		
8	Media coverage		<ul style="list-style-type: none"> ● Provide photographs and possible videos of the workshop ● Provide narrative for publication on SU and KAAE's media platforms ● Conduct interviews with participants to share their experience during the workshop. 	October 17	<ul style="list-style-type: none"> ● A narrative will be published on the social media platforms of SU and KAAE, along with photos and possible videos. ● Quotes will be excerpted from the workshop to highlight important issues discussed and will be shared on social media and other platforms. ● Increase public awareness and demonstrate the efforts made by SU and KAAE in advancing the accreditation process. 	1 photographer 1 videographer 1 reporter	
9	Provide data and factsheets		<p>Provide the following information:</p> <ul style="list-style-type: none"> ● University's organizational chart ● A list of colleges and departments ● Number of teaching staff and their rank in each department ● Number of administrative staff in each department 	October 17	Support the assessment of Foundational Criteria		

			<ul style="list-style-type: none"> • Number of students in each department and their gender • Office of quality assurance and its staff • A list of available policies and procedures • Charter of University Council • University's Vision and Mission • University's strategic plan 				
1 0	Provide facilitators and notetakers for each group		<ul style="list-style-type: none"> • Assign a facilitator to each group to streamline the discussion on the Criteria. • Assign a notetaker to each group to take notes. 	October 13	<ul style="list-style-type: none"> • Streamline discussions on the assessment of the Criteria and ensure that these discussions are documented for sharing findings and developing action priorities. • The findings are recorded using the template for the Foundational Criteria assessment. 		
1 1	Develop survey on the effectiveness of the workshop	Honar Issa Nabeel Fakhri	<ul style="list-style-type: none"> • Design an online survey to measure the effectiveness of the workshop • Distribute the survey to the participants immediately after the workshop through their email address. • Ask them to respond to the survey while they are at the workshop. 	October 13	<ul style="list-style-type: none"> • The online survey measures the effectiveness of the organization of the workshop, the quality of discussions, and provides suggestions for improvement. • The results of the survey will be used to develop actions for continuous improvement. 		

<p>1 2</p>	<p>Evaluation of the Criteria assessment</p>	<p>Honar Issa Nabeel Fakhri</p>	<ul style="list-style-type: none"> ● Collect notes from each group to develop action priorities for the “Eligibility” process. ● Evaluate the survey results to identify areas of continuous improvement. 	<p>October 26</p>	<p>The SU will develop a plan to comply with the Foundational Criteria and advance toward the “Eligibility” stage of accreditation.</p>		
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