**TQF 7 Program Report**

Program Report herein refers to annual report submitted by program coordinator or program directors to reflect program management effectiveness such as statistical data of students in the program, internal and external environment of the institution that may impact on the program. The report includes the summary of all course reports in the program, teaching efficiency that lead to learning outcomes, benchmarking to other standards, evaluation report of graduates and graduate employers, suggestions for planning and development, and action plan to develop faculty members and staffs. The report will be submitted to the dean. This report will be used for improving and advancing the program, and to gain approval for external examiner.

**Program report consisted of 9 sections**

**Section 1 General Information**

**Section 2 Statistical Information**

**Section 3 Changes that impact program**

**Section 4 Program Courses**

**Section 5 Program Management**

**Section 6 Program Evaluation Report**

**Section 7 Teaching Quality**

**Section 8 Comments and Suggestions of External Examiner**

**Section 9 Program Improvement Plan**

**Program Report of Program**

**(International Program)**

**Academic Year**

Institution Name Kasem Bundit University

**Faculty/Institution**

**Section 1 General Information**

**1. Program**

**2. Degree Level**

**3. Faculty members responsible for the program**

|  |  |  |
| --- | --- | --- |
| Name | Degree Level | Identification Number |
| 1.  |  | X-XXXX-XXXXX-XX-X |
| 2.  |  | X-XXXX-XXXXX-XX-X |
| 3.  |  | X-XXXX-XXXXX-XX-X |
| 4.  |  | X-XXXX-XXXXX-XX-X |
| 5.  |  | X-XXXX-XXXXX-XX-X |

**4. Report Date**

**5. Academic Year**

**6. Venue**

Campus, Kasem Bundit University

Identify campus where courses are taken place

**Section 2 Statistical Information**

**1. Number of freshmen enrolled in this academic year** students

**2. Number of graduate in this academic year** students

**2.1. Number of graduates completed the program prior to prescribed period** students

**2.2. Number of graduates completed the program within prescribed period** students

**2.3. Number of graduates completed the program after prescribed period**  students

**2.4. Number of graduates in each major**

Identify major and number of graduates in each major

 **Major in with graduates**

 **Major in with graduates**

**Major in with graduates**

**3. Graduation Rate Information**

**3.1 Percentage of graduate completed the program within prescribed period**

Apply number of graduates completed the program within prescribed period (in item 2.2) and total number of admitted student in the same class (academic year)

Also justify factors that may influence on graduation rate (e.g. changing student status from non-degree student to degree student, or changing major)

**4. Number and Percentage of students completed courses as study plan each year**

|  |  |
| --- | --- |
| **Class/Year of Admission** | **Academic Year (จำนวนคนรับจริง)** |
|  | **2010** | **2011** | **2012** | **2013** | **2104** | **2015** |
|  |  |  |  |  |  | X |
|  |  |  |  |  | X | X |
|  |  |  |  | X | X | X |
|  |  |  | X | X | X | X |
|  |  | X | X | X | X | **-** |
|  | X | X | X | X | - | - |
|  |  |  |  |  | X | X |
|  | X | X | X | X | X | X |
|  |  |  |  |  | X | X |
| **Percentage of students completed courses as study plan** **(apply number of sophomore of each class)** |  |  |  |  | X | X |

**5. The changing rate of number of student in each academic year**

Percentage of total number of student of class in previous year to number of students completed courses as study plan and continue their study in the program

First-year students who continued their studies in the second year %

Second-year students who continued their studies in the third year % Third-year students who continued their studies in the forth year %

**6. Factors that impact on the number of student according to study plan**

**7. Employment rate of graduates within 1 year after program completion**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Response Date  **Number of Distributed Questionnaires , Number of** **Response**   **Response Rate** **Employment Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment** | **Employed** | **No intention to work** | **Unemployed** |
| **Relevant to field of study** | **Not Relevant to field of study** | **Pursue Education** | **Other reasons** |
| **Number** |  |  |  |  |  |
| **Percentage** |  |  |  |  |  |

 |

**8. Employment Analysis**

Analyze the change or tendency of employment base on labor force circumstance and economic while compare the information to other universities that offer the same program. Apply the analysis to improve the program.

**Section 3 Changes that impact the program**

**1. University internal changes (if any) that impact on the program within the past two years.**

**2. University external changes (if any) that impact on the program within the past two years.**

**Section 4 Program Courses**

**1. Summary of offered courses in semester/academic year**

Identify all offered courses, number of registered students, number of student who passed and grade distribution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses** | **Semester/Academic Year** | **Grade Distribution** | **No. of registered student** | **No. of student who passed** |
| **A** | **B+** | **B** | **C+** | **C** | **D+** | **D** | **F** | **Ia** | **W** | **I** | **S** | **U** | **Au** |
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**2. Analysis of abnormal grade distribution**

Identify course code and course title with abnormal grade distribution such as course with extreamly high and low grade, or difference from grading standard, or large number of student fail the course, or teaching content is not compatible to course description. Also, identify the process to investigate the abnormality, factors caused the abnomality, imposed remedy plan (Attach summary of assessment and imposed remedy plan if needed)

|  |  |
| --- | --- |
| **2.1 Course Code and Course Title** | **Abnormality** |
|  |  |

Investigation Process

Factors caused the abnormality

Imposed remedy plan (if needed)

**3. Offered Courses Information**

**3.1 Courses which were not offered as study plan and reasons**

 Identify course code and course title which were not offered as study plan, justify it, such as no instructor for particular core course, or limitted number of registered student to the course, then, provide remedy plan (if any). The revise offered course plan must essure that the course will be offered in the subsequence semester and student will be able to register for the course.

|  |  |  |
| --- | --- | --- |
| **Course Code and Course Title** | **Reasons** | **Remedy Plan (if any)** |
|  |  |  |

**3.2 Remedy plan for course taught with incomplete content coverage**

 Identify course code and courses title, the content or topic that were not taught, the reason, remedy plan (if any)

|  |  |  |
| --- | --- | --- |
| **Course Code and Course Title** | **content/topic** | **Reasons** |
|  |  |  |

**Imposed Remedy Plan**

**Section 5 Program Management**

5.1 Program Management Problem

 Identify program management problem, impact of problem on program effectiveness, prevention measure and remedy plan

|  |  |  |
| --- | --- | --- |
| **Program Management Problems** | **Impact of Proble on Program Effectiveness** | **Prevention Measure and Remedy Plan** |
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**Section 6 Program Evaluation Report**

**1. Evaluation by graduating student (reported as year of conduted survey)**

 **Response Date .............................** *(Attach responded questionnaires)*

|  |  |
| --- | --- |
|  **1.1 Important Comments**  | **Faculty member’s response to the comment** |
|  |  |

**1.2. Suggestion to improve the program from comments in (1.1)**

**2. Evaluation by stakeholder**

Provide evaluation process that ask graduates employer or involved person to evaluate

|  |  |
| --- | --- |
|  **2.1. Important Comments** | **Faculty member’s response to the comment** |
|  |  |

**2.2. Suggestion to improve the program from comments in (2.1) (if any**)

**3. Quality Evaluation according to Qualification Framework**

| **Performance Indicators** | **Performance** | **Description or Reference** |
| --- | --- | --- |
| (1) At least 80 % of faculty members are involved in planning, monitoring, and review program performance  |  |  |
| (2) Program Specification (TQF 2) comply with national qualification framework or professional qualification standard (if any)  |  |  |
| (3) Course Specification and Field Experience Specification (if any) comply with TQF3 and TQF4 and submitted before semester begins.  |  |  |
| (4) Course Report and Field Experience Report (if any) are comply with TQF 6 and TQF 6 and submitted within 30 days after semester end.  |  |  |
| (5) Program Report are complied with TQF 7 and submitted within 60 days after semester end.  |  |  |
| (6) Learning outcome verification as specified in TQF 3 and TQF 4 (if any) are applied to at least 25 % of offered course in each semester  |  |  |
| (7) Teaching strategies, course delivery, or learning outcome evaluation are improved from program report (TQF 7) in previous year  |  |  |
| (8) All new faculty members (if any) attend orientation session or provided guideline on teaching |  |  |
| (9) All faculty members attend academic and/or professional development program at least once a year |  |  |
| (10) At least 50 % of supported staffs (if any) attend academic and/or professional development program each year  |  |  |
| (11) Average level of program quality satisfaction of graduating students/newly graduates are at least 3.5 out of 5.0 |  |  |
| (12) Average level of newly graduates satisfaction of employers are at least 3.5 out of 5.0 |  |  |
| Etc. |  |  |

Higher Education Institution may impose additional indicators to align with university mission and objectives or raising goal for higher standard which are identified in the program

The performance of certified university according to national qualification framework; HEd must achieve all indicators at the “Good” level for two years consecutively and it will be continually monitored base on TQF. To pass the evaluation, indicator 1 – 5 must be achieved and achieved at least 80 % of indicators

**Sector 7 Teaching Quality**

**1. Evaluation Report of Current Academic Year Offered Course**

**1.1 Evaluated Courses and Improvement Plan**

 Identify course code and course title of evaluated course including evaluation methods (eg. evaluated by students) and implemented plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code and Course Title** | **Evaluation by Students** | **Other Quality Evaluation Methods (Please specify)** | **Implemented Plan** |
| **Yes** | **No** | **Yes** | **No** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**1.2 Summary of Evaluation Report**

 Level of Teaching Quality

**2. Effectiveness of Teaching Strategies**

Comment on teaching plan, strategies, and teaching method in order to develop course content whether they comply with program specification (TQF 2) section 8. This evaluation is to evaluate overall course delivery not the instructor. Student comments will be employed to improve teaching strategy and method.

**2.1 Summary of instructor comments and feedback from other sources**

 Summarize instructor suggestion and comments from external expert on teaching effectiveness and learning outcome standard. Identify problems and propose solution to the problem.

Remedy plan (eg. trainiing or provide guidance or other solution) Specify courses that were improved.

|  |  |
| --- | --- |
| **Summary of instructors suggestion and external expert comments on teaching effectiveness and five learning outcome s** | **Remedy Plan** |
| 2.1 Moral and Ethics |  |
| 2.2 Knowledge |  |
| 2.3 Intellectual Development |  |
| 2.4 Interpersonal skill and responsibility |  |
| 2.5 Numerical Analysis, Communication, and Information Technology Skill |  |

**3. New Faculty Member Orientation**

Orientation to provide program guideline 🞏 Yes 🞏 No

Identify number of new faculty member if orientation was arranged.

Number of faculty members attended orientation Faculty Members

3.1 Summary of topics/activities in orientation

3.2 Summary of Evaluation Report from attendees

3.3 Justify if orientation was not arranged

**4. Faculty members and supported staff development activities**

4.1. Organized Activities or Attended Activities

 Identify attended activities organized by university or other organizations, number of faculty members, and supported staff

|  |  |
| --- | --- |
| Organized Activities or Attended Activities  | **Number of Participants** |
| **Faculty members** | **Supported Staff** |
|  |  |  |
|  |  |  |
|  |  |  |

4.2. Summary of comments and benefit from attend activities (evaluation report of attendees)

### Section 8 Comments and Suggestions of External Examiners on Program Quality

**1. Comments and suggestions of external evaluators and response of program director/chairperson**

|  |  |
| --- | --- |
| **Comments and suggestions of external examiners** | **Response of program director/chairperson**  |
| - - - - - - -  |  |

**2. Improvement Plan**

**Section 9 Program Improvement Plan**

**1. Progress of improvement plan proposed in previous year**

 Identify improvement plan, finished date, responsible person, achievement, and reason for not finish

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Improvement Plan** | **Planned Finished Date** | **Responsible Person** | **Achievement****(Yes/No)** | **Reasons for not finish** |
| 1.1  |  |  |  |  |
| 1.2  |  |  |  |  |

**2. Suggestion for program improvement**

 2.1. Suggestions to improve program structure (number of credit hours of core course, major course, etc.)

 -

 -

 - etc.

2.2. Proposition to improve courses (extent or remove some course content, change teaching method and learning outcome evaluation, etc.)

-

-

- etc.

2.3. Faculty members and supported staff development program

-

-

- etc.

3. Improvement Plan of Academic Year

 Identify improvement plan, finished date, and responsible person

| Improvement Plan | Finished Date | Responsible Person |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Faculty members responsible for the program :

1. Full name Signature : \_\_\_\_\_\_\_\_\_\_\_\_ Submit date:
2. Full name Signature : \_\_\_\_\_\_\_\_\_\_\_\_ Submit date:
3. Full name Signature : \_\_\_\_\_\_\_\_\_\_\_\_ Submit date:
4. Full name Signature : \_\_\_\_\_\_\_\_\_\_\_\_ Submit date:
5. Full name Signature : \_\_\_\_\_\_\_\_\_\_\_\_ Submit date:

Program Director/Chairperson :

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submit date:

Approved by (Associate Dean for Academic Affairs)

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Approved by (Dean)

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :

Attachment

1. Photocopy of all course reports

2. Evaluation/grading criteria

3. Evaluation Report of graduates in evaluated year

4. Evaluation Report of External Expert