



**BAYAN COLLEGE**  
Strategic Plan 2016-2020

**Operational Plan 2018-2019**

Department Name		English Studies Department				08/08/2018	Collaborating Department / Office/ Committees		
Head		Dr. Lina Ibrahim							
Strategic Goal	Objective	Strategy	Key Performance Indicators (KPI)	Actions	Persons/ Department Involved	Date/ Timeline	Deliverable		
<b>STRATEGIC GOAL # 1: PROMOTE A HEALTHY LEARNING ENVIRONMENT</b>	❖ Objective 1.3 Create a learner-centred teaching and learning environment	▪ Strategy 1.3.5 Integrate technology to facilitate students' learning	Increase in learners' motivation	Ensure maximum use of "Moodlerooms" among the faculty members in all courses in the Program.	HoD with all Department staff	Throughout the academic year	Email information to all faculty members		
	❖ Objective 1.2 Ensure a safe and secure campus life			Ensure that safety induction among faculty and students is implemented	Head of Administration	At the beginning of each academic semester	email information to all faculty members to include safety induction in the class orientation		
	❖ Objective 1.4 Provide suitable teaching and learning materials		Quality learning resources, List of e-books and materials	Include EBSCO links of references for the topics in the course outlines.	HoD with all Department staff	At the beginning of each academic semester	Visibility of the links in the course outlines for students		
	❖ Objective 1.3 Create a learner-centred teaching and learning environment		▪ Strategy 1.3.4 Focus on slow learners in particular	Remedial class schedule	Ensure that all students files are reviewed and the students at-risk/under probation are tracked and monitored.	HoD with all Department staff with the Advising Center	At the beginning of each academic semester	Report on student at risk monitoring activity	
				Peer tutoring records	Ensure that all activities are supervised by the concerned teaching staff	Teaching Staff	During each academic semester	Record of peer tutoring activity	
	❖ Objective 1.2 Ensure a safe and secure campus life		▪ Strategy 1.2.2 Personalize academic activities	Comfort level of students	Make sure academic staff care, share and establish a rapport with learners	HoD with all Department staff	Throughout the academic year	Minimized complaints from students regarding their personal discomfort	
				Increase in retention rates	Ensure the best practice of teaching and upholding high academic standards and services	HoD with all Department staff	Throughout the academic year	Aggressive student advising strategies	
				Surveys	Conduct course surveys	HoD with all Department staff with the Survey Team	biannually	Conduct the surveys	
	❖ Objective 1.1 Encourage an element of fun in teaching and learning activities		▪ Strategy 1.1.1 Integrate curricular activities with co-curricular activities	Increase in students' interest in learning activities	Train teaching staff through orientation	HoD with all Department staff in collaboration with the Deanship office	Every academic semester	Schedule of faculty orientation	
				▪ Strategy 1.1.2 Encourage extra-curricular activities	Increase in motivation level	Schedule co-curricular activities	HoD with all Department staff with Student Affairs Office	Throughout the academic year	List of co-curricular activities
					Student log book for curricular activities	Ensure that all activities are well documented	HoD with all Department staff	Throughout the academic year	Semester report on co-curricular activities conducted
	❖ Objective 1.5 Link graduate attributes to market demand		▪ Strategy 1.5.2 Curriculum should be reviewed and updated according to the dynamics of the labour market	Demand of students in industry	Conduct curriculum enhancement review in identified areas of concern (Course content development, assessment method, PLO assessment, course material preparation, etc.)	HoD with all Department staff & the QA Office	Throughout the academic year	Recommendations on the Curriculum	
	<b>STRATEGIC GOAL # 2</b>	❖ Objective 2.1 Develop programs and courses in the light of the needs of community	▪ Strategy 2.1.1 Ensure that all courses and programs are competency-based	Course evaluation surveys	Ensure that assessment activities are reflected in the mapping of the CLOs in the course outlines.	HoD with all Department staff & the QA Office	TBD	Assessment activities included in the course outlines	
Courses pass rates				Add CLO reference in the drafting of the exam questions in the major exams for the semester.	HoD with all Department staff	Before every major exam	Exam moderation document		
				Update the course files including the moderation results and assessment.	HoD with all Department staff	At the end of every academic semester	Updated course files		
		▪ Strategy 2.1.3 Improve quality of instruction and teaching	In-house training programs	Conduct advanced professional development trainings for faculty members (General: Assessment, Pedagogy, Publication and Research, Poster Presentation)	HoD with all Department staff in coordination with the Deanship Office and the Research Office	Throughout the academic year	List of professional development activities fit to purpose		

<b>WORK FOR ACADEMIC EXCELLENCE</b>			Faculty surveys	Ensure that students are well-oriented of the use of Turnitin and Safe Assign tools before submitting reports and written requirements.	HoD with all Department staff	Throughout the academic year	Turnitin utilization report in the course file
	❖ Objective 2.5 Develop research and consultancy activities	▪ Strategy 2.5.1 Encourage research in the fields related to college interests	Research funding formula and strategy are in place	Develop research thrusts and consultancy services in the department that support the program.	HoD with all Department staff in coordination with the Deanship Office and the Research Office	Throughout the academic year	Proposed research thrusts of the Department and Identified consultancy services that can be provided to the stakeholders
			Conferences, Forums, Symposiums	Encourage local and international conference participation among faculty members.	HoD with all Department staff in coordination with the Deanship Office and the Research Office	Throughout the academic year	List of faculty members planning to attend conferences
				Identify research funding opportunities for faculty/student research.	HoD with all Department staff in coordination with the Deanship Office and the Research Office	Throughout the academic year	List of funding opportunity available for students and faculty members
<b>STRATEGIC GOAL # 3 STRENGTHEN PARTNERSHIP WITH COMMUNITY</b>	❖ Objective 3.1 Promote partnership with public and private sector organizations to achieve College goals	▪ Strategy 3.1.2 Develop community activities and volunteering opportunities for students	Participation in events by organizations like Dar al Atta and Oman Charitable	Develop community engagement activities that would encourage student involvement and participation.	HoD with all Department staff with Student Affairs Office	Throughout the academic year	List of community engagement activity
	❖ Objective 3.2 Establish communications with outside stakeholders	▪ Strategy 3.2.1 Liaise with industries for on-the-job-training opportunities for students	Communication with alumni and parents	Coordinate with CIESO to track destination of graduates of the program (employment or advanced studies).	HoD with all Department staff with CIESO	Throughout the academic year	Graduate Destination Report from the CIESO
<b>STRATEGIC GOAL # 5 MAINTAIN TRANSPARENCY AND ACCOUNTABILITY</b>	❖ Objective 5.1 Spread the culture of planning and evaluation in the college	▪ Strategy 5.1. 2 Enhance continuous evaluation culture in the college	1. Courses evaluation forms are in place	Evaluate all courses	HoD with all Department staff	At the end of the academic year	Course evaluation report, course enhancement report
			2. Faculty evaluation forms are in place	Evaluate all faculty	HoD	At the end of the academic year	Faculty evaluation report
		▪ Strategy 5.1.1 Enhance planning and reporting in the college	Action Plans are in place	Align action plan with the College objectives	HoD	At the beginning of the academic year	Consultation with QA officers in aligning the actions plan
			Accessible information for faculty	Ensure awareness of the action plans, reports and other information with the faculty	HoD	Throughout the academic year	Committee participation of staff in the dept and college activity