



Annual Operational Plan for the **Biological Science**  
Program

College of Science and Arts  
Academic year 2023-2024

## **Introduction**

The Biology program is one of 4 bachelor programs offered by the College of Science and Arts. The current program's annual operational plan is designed in alignment with the College's third executive plan which in turn is aligned with the University's second strategic plan. This plan aims to achieve the program's goals via 14 initiatives covering the three main pillars of the program's mission. Different committees are responsible for designing detailed plans including the activities, responsibilities, and timeframe for executing these initiatives and reporting the progress in the implementation of such plans.

## **Operational Plan References**

- 1- Saudi Vision 2030.**
- 2- The University's Second Strategic Plan.**
- 3- The third executive plan of the university 2023-2024.**
- 4- The Third Executive Plan of the College of Science and Arts - Najran 2023-2024.**
- 5- Final Report of the Second Executive Plan of the Biology Program 2022-2023.**
- 6- Key Performance Indicators Report for the Biology Program 2022-2023.**
- 7- Najran University Guide for Preparing Executive and Operational Plans.**
- 8- Vision, mission, and objectives of the college.**
- 9- Mission and objectives of the department/program.**

## **Department Vision**

Leadership and excellence in teaching, learning, scientific research, and community service to compete at the local and regional levels.

## **Department Mission**

Prepare well-trained scientifically and technically qualified graduates, and promote research activities to meet the requirements of society and the labor market by providing a supportive learning environment.

## **Department Objectives**

- 1-Providing the labor market with qualified biological science graduates who are able to continue learning to advance their skills.
- 2-Establishing a supportive environment for students to acquire practical and laboratory skills to guarantee the quality of educational outputs that satisfy the demands of the labor market.
- 3-Enhancing and supporting research skills and activities to produce research that keeps up with scientific developments.
- 4-Strengthening the community effectiveness of the program by providing awareness-raising activities, seminars, and advisory services.

## **Program Mission**

- Preparing qualified graduates with knowledge and skills in biological sciences, and supporting research activities that meet the requirements of the community and the labor market through an advanced educational program.

## Program Goals and Objectives

Program Goals	Program Objectives:
<b>1-Prepare well-qualified graduates in biological sciences and related applications.</b>	- Provide the students with the knowledge and concepts required for a deep understanding of the biological sciences
	- Support the students with the required cognitive, practical, and communication skills for efficiently performing scientific and experimental tasks.
	- Promote the desirable professional ethics and values in practicing knowledge.
<b>2-Provide an educational and academic environment that supports students' learning and enhances their skills.</b>	- Provide enough numbers of qualified teaching staff who are equipped with the necessary competence and experience.
	- Supply easy access to adequate teaching and learning resources
	- Secure suitable and safe facilities and labs to practice biological experiments and tasks.
<b>3-Promote social responsibility through relevant research activities and community services.</b>	- Offer diverse extracurricular activities and efficient counseling and support services for the students.
	- Enhance the sense of social responsibility by engaging the program's students and teaching staff in community service activities.
	- Enhance the research productivity and quality.

## Consistency matrix between the Department/College goals

College Department	Providing the organizational and Financial environment to provide stimulating and supportive learning resources for the development of students' skills.	Professional development of human resources to support the educational and research activities and enhance continuing education opportunities	Enhance the research productivity to support innovation and the knowledge economy.	Provide high-quality academic programs that meet the requirements of development and labor market	Enhance the sense of social responsibility and established effective community partnerships with institutions
Providing the labor market with qualified biological science graduates who are able to continue learning to advance their skills			√	√	
Establishing a supportive environment for students to acquire practical and laboratory skills to guarantee the quality of educational outputs that satisfy the demands of the labor market.	√	√			
Enhancing and supporting research skills and activities to produce research that keeps up with scientific developments.			√		√
Strengthening the community effectiveness of the program by providing awareness-raising activities, seminars and advisory services					√

## Consistency matrix between the Department / Program Missions

<div style="text-align: center;"> <b>Department</b>   <b>Program</b> </div>	Prepare well-trained scientifically and technically qualified graduates	Promote research activities that satisfy the demands of society and the labor market by providing a supportive learning environment	Satisfy the demands of society and the labor market by providing a supportive learning environment.
Prepare qualified graduates with knowledge and skills in biological sciences	√		
Support the research activities		√	
Contribution in satisfying the demands of society and the labor market			√

## Consistency matrix between the Department / Program goals

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center; width: 40%;"> <b>Department</b>          <b>Program</b> </div> <div style="width: 60%;"></div> </div>	Providing the labor market with qualified biological science graduates who are able to continue learning to advance their skills.	Establishing a supportive environment for students to acquire practical and laboratory skills to guarantee the quality of educational outputs that satisfy the demands of the labor market.	Enhancing and supporting research skills and activities to produce research that keeps up with scientific developments.	Strengthening the community effectiveness of the program by providing awareness-raising activities, seminars and advisory services
Prepare well-qualified graduates in biological sciences and related applications.	√			
Provide an educational and academic environment that supports students' learning and enhances their skills.		√		
Promote social responsibility through relevant research activities and community services.			√	√

# The Third Annual Operational Plan for the Biology Department

## 1445 AH


Achievement/ Performance indicators	Support	End date	Starting date	Follow -up admini strator	Implement ation administrat or	Executive Initiatives	Department operational objective	Program strategic objective	Department strategic objective	The College's strategic objective	The University's strategic objective	Axis
Program Official Website Update Report	Vice-Rector for Academic Affairs	End of second semester 1445AH	Beginni ng of the first semester 1445AH	Depart ment head	Coordinator of the official website	Updating the program's official website <b>(Bio-P-1-1-1)</b>	1. Updating and developing the program's official website			Develop the organizational and digital environment to provide stimulating and supportive learning resources for the development of faculty and student skills	1. Developing the organizational environment and institutional governance to support excellence and development of the University's resources	<b>-1-Institutional Sustainability</b>
Actual needs assessment report for the program laboratories.  An approved time plan to achieve the program laboratory requirements.  Follow-up report on the implementation of the plan to achieve the requirements of the laboratories.	College Deanship	End of second semester 1445AH	Beginni ng of the first semester 1445 AH	Depart ment head	Department Labs Equipment and Facilities Committee	Follow-up the completion of the department's laboratories to serve the educational and research process <b>(Bio-P-1-1-2)</b>	2. Develop the laboratory infrastructure	Provide an educational and academic environment that supports students' learning and enhances their skills.	Establishing a supportive environment for students to acquire practical and laboratory skills to guarantee the quality of educational outputs that satisfy the demands of the labor market.			
-Approved training plan to develop the skills of faculty members.  -Annual report including the percentage of faculty members who have obtained at least one training workshop during the year out of the total faculty members in the program	College Deanship	End of the second semester 1445 AH	Beginni ng of the first semester 1445 AH	Depart ment head	Developme nt and Quality Committee	Prepare and implement a training plan to develop the professional skills of department members <b>(Bio-P-1-2-1)</b>	3. Meet the training needs of the department faculty members.		Enhance the professional development of the college human resources to promote opportunities for continuous development and supporting academic excellence	2/ Develop the capabilities of the university's human resources		



Approving the updated program and course specifications in the College Council.	Deanship of Development and Quality	End of second semester 1445AH	Beginning of the first semester 1445 AH	Department head	Department coordinator & Development and Quality Committee	1- .Specification of the program in English on the latest models of the Education and Training Evaluation Commission <b>(Bio-P-2-1-1)</b>  Specification of all courses on the latest models of the Education and Training Evaluation Commission <b>(Bio-P-2-1-2)</b>	Preparing the program and course specifications on the latest models of the Education and Training Evaluation Commission	Prepare well-qualified graduates in biological sciences and related applications.	Providing the labor market with qualified biological science graduates who are able to continue learning to advance their skills.	providing highly qualified educational outputs that satisfy the demands of national developments and the labor market	Providing high-quality educational outputs that meet national developments and labor market	-2- Distinctive teaching and learning
The labor market needs survey report and comparative studies.  Reports on the involvement of beneficiary sectors.  Complete all levels of internal and external review reports.  Approving the updated program specification and courses in the College Council.	Vice Presidency for Educational Affairs	End of second semester 1445AH	Beginning of the first semester 1445 AH	Department head	Department coordinator & Development and Quality Committee	Preparing the updated study plan with an exit point  updated program specification  specification of all program courses <b>(Bio-P-2-1-3)</b>	Developing the program plan in light of the developments and directives of the Vice Deanship of Educational Affairs	Provide an educational and academic environment that supports students' learning and enhances their skills.	Establishing a supportive environment for students to acquire practical and laboratory skills to guarantee the quality of educational output that satisfy the demands of the labor market.			
Fulfilled the required documents for the standards not less than 60%	Deanship of Development and Quality	End of second semester 1445AH	Beginning of the first semester 1445 AH	Department head	Development and Quality Committee	Preparing/approving the basic documents and uploading them to the department's link <b>(Bio-P-2-2-1)</b>	Fulfillment/approval of basic documents with all standards for the current year in English			Raising the program's readiness to accreditation		

<p>-The annual plan of extra-curricular activities and their link to learning outcomes and graduate specifications.</p> <p>-Percentage of students who participated in at least one activity during the year.</p> <p>-Annual report on extra-curricular activities carried out during the year.</p>	Deanship of Student Affairs	End of second semester 1445AH	Beginning of the first semester 1445 AH	Department head	Department Coordinator & Student Activities Committee	Design and implement a plan of extra-curricular activities to support students' skills and personal traits and prepare them for the working environment <b>(Bio-P-2-3-1)</b>	Enhance student participation in extra-curricular activities			Improving the educational environment that enhance the excellence and belonging	Improving the educational environment that enhance the excellence and belonging	
<p>-Annual plan for academic, psychological, and social guidance.</p> <p>-Annual report on the activities, support, and guidance services provided by the program.</p>						Design and implement academic, psychological, and social advising plan <b>(Bio-P-2-3-2)</b>	Activating the students' academic and advising services					
<p>Approved plan for research activities.</p> <p>Annual report on research activities and scientific publishing.</p> <p>Number of research papers published during the year.</p> <p>KPI-P-9</p> <p>KPI-P-10</p> <p>KPI-P-11</p>	Deanship of Postgraduate Studies and Scientific Research	End of second semester 1445 AH	Beginning of the first semester 1445 AH	"A future researcher"	Scientific Research and Continuing Education Committee	Design and implement plan for research activities and scientific research <b>(Bio-P-3-1-1)</b>	<p>Create a supportive research environment and benefit from the research outputs of the various disciplines in the department.</p> <p>Raising awareness about publishing in refereed journals (Q1&amp;Q2)</p>	Promote social responsibility through relevant research activities and community services.	Enhance and support research skills and activities to produce research that keeps pace with scientific developments.	develop the research productivity to support innovation and knowledge economy	Raising the efficiency of research production, knowledge investment and supporting innovation	-3- Competitive Scientific Research

						"A future researcher" initiative to discuss research submitted by students of the program <b>(Bio-P-3-1-2)</b>	Activating a day to discuss graduation projects for undergraduate students.					
<p>-Approved annual plan for Community Services.</p> <p>- Percentage of faculty members from the department participating in volunteer activities to serve the community.</p> <p>- Number of community programs and initiatives presented during the year</p> <p>-The percentage of students who participated in at least one community activity during the year.</p> <p>-Annual Report on the Community Services Provided by the Program and Student Participation</p>	General Administration of Community Service	End of second semester 1445 AH	Beginning of the first semester 1445 AH	Department head	Community Service Committee	Design and implement a community participation plan according to community needs and in coordination with the competent authorities. <b>(Bio-P-4-1-1)</b>	Enhancing the program participation in community services	Promote social responsibility through relevant research activities and community services.	Strengthening the program's community effectiveness by providing awareness-raising activities, seminars, and advisory services.	Enhance the community responsibility and building effective community partnerships with institutions	Enhance the community responsibility of all university staff	<b>-4- Active community partnerships</b>

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<b><u>Approved by:</u> Council of Biology Department.</b>	<b><u>No.:</u> 14450829-0540-00011</b> <b><u>Date:</u> 2/9/1445 AH</b>