

## (POLICY on SURVEYS)

**Policy Purpose:** In order to organize the conduct of surveys at Al Yamamah University, and ensure consistency in their application, collection, analysis and use for continuous quality enhancement, this university-wide policy on surveys has been created.

### Introduction

The below policy is designed to clarify the who, what, when, where and how of the conduct of surveys at Al Yamamah University, the organization of the data, the management of the survey documents, and analysis of the data and the distribution and review of the data analysis from the surveys.

### Policy Content

The Strategic Planning Committee, in consultation with the Quality Assurance Council, has clarified the roles of the various units as relates to surveys at Al Yamamah University:

1 – The General Directorate for Quality Assurance & Accreditation (GDQAA) is responsible for development and approval of all Al Yamamah University surveys, including those mandated by the MOHE and the NCAAA. The GDQAA also is responsible for ensuring that surveys are conducted consistent with the strategic plan of the GDQAA.

2- The GDQAA is responsible for sending the required surveys with deadlines to the Deanship of Admission, Registration and Student Affairs (DARSA). DARSA is responsible for conducting the surveys sent to them by the GDQAA, consistent with the instructions from the GDQAA on how the surveys are to be distributed, collected and organized per the assigned deadlines.

3- Upon completing the surveys, the DARSA will submit the organized packets of surveys to the Information Center, which will input the raw data into the computer and conduct the required statistical analysis of the data, per the instructions of the GDQAA.

4- Once the data input and the data analysis have been completed for a given survey, the Information Center will send the data analysis both to the GDQAA and to the administrative and academic units about which the survey data has been collected, as well as to related units, including the Strategic Planning Committee and the Quality Council, in order for those units to ascertain their level of performance and what corrective actions may be needed.



5- The Information Center will keep the hard copies of the surveys for one calendar year, and a permanent file on all survey data collected and analyzed by the Information Center.

### Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

### Authorization

This policy was authorized by:



University President

Date: 10/4/1433 (3/3/2012)

