

The background of the slide features a close-up, slightly blurred image of a pencil resting on a document. The document contains faint, illegible text, likely from an academic or administrative report. The pencil is positioned diagonally on the left side of the frame.

# Program Evaluation

**Assumption University**

**Presented by : Dr. Nathaya Pupat - Director  
Office of the Vice President for Academic Affairs**



# AGENDA

**I. Process and Time-Frame of Program Evaluation**

**II. Guideline of Program Evaluation Report**

# I. Process and Time-frame of program evaluation

## Program Evaluation in Academic Year 2020

### I. Time- Frame

1. Each program must be evaluated at least every five years or according to the time-frame specified in the Program Specification (TQF 2). The specified year refers to the academic year.
2. All programs scheduled for the overall program evaluation in compliance with the Program Standard Criteria B.E. 2548 in each academic year must be evaluated before the academic year ends.
3. The evaluation result must be proposed to the University Council for comments and suggestions in its meeting in September 2020, or November 2020 at the latest.

### II. Process and Schedule

Process	Schedule	
	Round 1	Round 2
1. Appointment of Program Evaluation Committee by President as recommended by Dean	Within June 12, 2020	Within August 14, 2020
2. Submission of Program Report for Overall Program Evaluation to the Office of the Vice President for Academic Affairs	Within June 26, 2020	Within August 14, 2020
3. Program Evaluation Committee's meeting(s) and site visit(s)	Within July 10, 2020	Within September 11, 2020
4. Submission of the evaluation result by the Committee's secretary to University Academic Committee for acknowledgement		
5. Meeting of University Academic Committee	Mid August 2020	Mid October 2020
6. Submission of the evaluation result to University Council 's secretary	Within August 28, 2020	Within October 30, 2020
7. Meeting of University Council	Mid <b>September 2020</b>	Mid <b>November 2020</b>

# **I. Process and Time-frame of program evaluation**

## **Process of Overall Program Evaluation**

**1. Appointment of the Program Evaluation Committee by the President as recommended by Dean**

**Overall Program Evaluation Committee consist of**

**1. Three external experts (Program Development Committee members are recommended.)**

**2. One graduate employer**

**3. One graduate or student**

**One full-time faculty member will be appointed as secretary.**

# **I. Process and Time-frame of program evaluation**

## **How to Appointment**

- **The Dean/Chairperson approaches the prospective committee members and submits the appointment request, together with the CVs, to the Office of the Vice President for Academic Affairs.**

# Program Evaluation Committee Form



แบบเสนอขอแต่งตั้งคณะกรรมการประเมินหลักสูตร

คณะกรรมการประเมินหลักสูตร.....สาขาวิชา.....(หลักสูตรนานาชาติ/หลักสูตรปรับปรุง พ.ศ. ....)

ข้อมูลคณะกรรมการประเมินหลักสูตร

ลำดับ	ชื่อ- นามสกุล	คุณวุฒิ/ประสบการณ์การทำงาน	ตำแหน่งปัจจุบันและสังกัด/ สถานที่ติดต่อ
1.	นาย/นาง/นางสาว..... (ผู้ทรงคุณวุฒิภายนอก)	- ค.บ. (การสอนภาษาไทย) (เกียรตินิยม) จุฬาลงกรณ์ มหาวิทยาลัย ประเทศไทย 2510 - ค.ม. (บริหารการศึกษา) จุฬาลงกรณ์มหาวิทยาลัย ประเทศไทย 2516 - Ph.D. (Higher Education), University of Pittsburgh, USA, 1976 ตำแหน่งทางวิชาการ:..... ประสบการณ์การทำงาน.....	
2.	นาย/นาง/นางสาว..... (ผู้ทรงคุณวุฒิภายนอก)		
3.	นาย/นาง/นางสาว..... (ผู้ทรงคุณวุฒิภายนอก/ผู้แทน องค์กรวิชาชีพ)		
4.	นาย/นาง/นางสาว ..... (ผู้ใช้บัณฑิต)		
5.	นาย/นาง/นางสาว ..... (บัณฑิต)		
6.	นาย/นาง/นางสาว ..... (อาจารย์ประจำหลักสูตร) เลขานุการ		

# **I. Process and Time-frame of program evaluation**

## **How to Appointment**

- **The appointment request is proposed to the President for approval and appointment.  
(Handle by Office of the Vice President for Academic Affairs)**
- **The Office of the Vice President for Academic Affairs informs the committee members about the appointment.**



# **I. Process and Time-frame of program evaluation**

- 2. Submission of Program Evaluation Report to Office the Vice President for Academic Affairs**
- 3. Overall Program Evaluation Committee's meeting (s) and site visit (s)**
- 4. Submission of evaluation result by the committee's secretary to University Academic Committee for acknowledgement**





# **I. Process and Time-frame of program evaluation**

**5. Meeting of the University Academic Committee**

**6. Submission of the evaluation result to University Council**

**7. Meeting of University Council**

## **II. Guideline of Program Evaluation Report**

**Program Evaluation Report consists of 8 parts**

**Part 1 : General Information**

**Part 2 : Faculty Members**

**Part 3 : Students and Graduates**

**Part 4 : Learning Support Facilities**



Program  
Evaluation

## **II. Guideline of Program Evaluation Report**

**Part 5 : Program Administration**

**Part 6 : Stakeholders' Satisfaction and  
Comments**

**Part 7 : Results of Program Internal Quality  
Assessment Program IQA)**

**Part 8 : Improvement Plan**

## II. Guideline of Program Evaluation Report

### 1. General Information

- Type of program (New or Modify Program)
- Year of Program Implementation
- Thai/International Program
- Teaching-Learning Plan (Graduate degree: Type A/Type B/ Type 1/Type 2)
- Teaching-Learning Management System (Workdays/Evening/weekend)
- University Council's Approval (Meeting on.... And dated)
- OHEC's Acknowledgement

#### 1. General Information

Year.....		First Year of Implementation	Program		Teaching-Learning Plan		Teaching-Learning Management System		University Council's Approval*	OHEC's Acknowledgement*
New	Modified		Normal	International	Type 1	Type 2	Week days	Evening/Weekend		
									Meeting... on.....	Date ( <u>                    </u> )

## II. Guideline of Program Evaluation Report

### 2. Faculty Members

#### 2.1 Academic Qualifications and Academic Titles

- Number and percentage of all faculty members holding the Academic Titles

#### 2. Faculty Members

##### 2.1 Academic Qualifications and Academic Titles

Academic Qualifications Academic Titles	Bachelor's Degree	Master's Degree	Doctoral Degree	Total	%
Lecturer					
Assistant Professor					
Associate Professor					
Professor					
Total					
%					

## II. Guideline of Program Evaluation Report

### 2.2 Program Faculty Members (at least 5) in compliance with the Program Standard Criteria B.E. 2548

- Use updated program faculty members approved by the University Council

#### For example

- (1) Mr./ Ms./ Mrs..... I.D. No. / Passport No. ....  
Doctoral Degree (Major), Institution, Country, Year  
Master's Degree (Major), Institution, Country, Year  
Bachelor's Degree (Major), Institution, Country, Year  
Academic Title: .....  
Teaching load : .....hrs./week

### 2.3 Full-time Faculty Members

- (1) Mr./ Ms./ Mrs..... I.D. No. / Passport No. ....  
Doctoral Degree (Major), Institution, Country, Year  
Master's Degree (Major), Institution, Country, Year  
Bachelor's Degree (Major), Institution, Country, Year  
Academic Title: .....  
Teaching load : .....hrs./week

## **II. Guideline of Program Evaluation Report**

### **Program Standard criteria B.E. 2548**

#### **- Number and Qualifications of Program Faculty Members**

- 1. The number of program faculty members must not be less than 5 throughout the program implementation. The program faculty members cannot be program faculty member for more than one program.**
- 2. The program faculty must hold a degree in the field of the program or related field**

## **II. Guideline of Program Evaluation Report**

### **3. For Undergraduate degree program**

- **At least 2 faculty members must hold a degree not lower than a master's degree or the equivalent or hold an academic title of at least Assistant Professor.**

### **For Graduate degree program**

- **At least 3 faculty members must be hold a degree not lower than doctoral degree or the equivalent or hold an academic title of at least Associate Professor in the field of the program or related filed.**



## II. Guideline of Program Evaluation Report

### 3. Students and Graduates

#### 3.1 Number of Students and Graduates

→ From the first year of program implementation in compliance with TQF: HEd)

#### 3. Students and Graduates

3.1 Number of Students and Graduates (from the first year of program implementation in compliance with TQF : HEd)

Year of Study	Number of Students				
	20..	20..	20..	20..	20..
First Year					
Second Year					
Third Year					
Fourth Year					
Fifth Year					
Number of Graduates					
Graduation Rate (%)					

## II. Guideline of Program Evaluation Report

**3.2 Factors/Causes which affected the number of students and graduates**

**3.3 Graduates' employment within the first year of graduation  
(Number of graduate/Number of graduates who answer the survey and percent of graduates employed)**

**3.4 Analysis of graduate employment**

3.2. Factors/Causes which affected the number of students and graduates

- (1) .....
- (2) .....
- (3) .....

3.3. Graduates' employment within the first year of graduation

- Academic Year .....
- Number of graduates = .....
- Number of graduates who answered the survey = .....(.....%)
- Per cent of graduates employed = .....
- Academic Year .....
- Number of graduates = .....
- Number of graduates who answered the survey = .....(.....%)
- Per cent of graduates employed = .....
- etc.

3.4. Analysis of graduate employment

.....  
.....

# II. Guideline of Program Evaluation Report

## 4. Learning Support Facilities

### 4.1 Existing Learning Support Facilities (Library/Equipment and Information Technology/Laboratories/Studios)

### 4.2 Problems encountered in procurement, management or improvement of learning

#### 4. Learning Support Facilities

##### 4.1 Existing Learning Support Facilities

###### (1) Library

The AU Library provides services for books, text books, journals and on-line databases.

1. Total number of AU Library staff	.....	persons
2. Total number of books in the AU Library	.....	books
Thai	.....	books
English	.....	books
E-books in English	.....	books
3. Total number of books in .....	.....	books
Thai	.....	books
English	.....	books
E-books in English	.....	books
4. Total number of journal titles in the AU Library	.....	titles
Thai	.....	titles
English	.....	titles
E-journals in English	.....	titles
5. Total number of journal titles in .....	.....	titles
Thai	.....	titles
English	.....	titles
E-journals in English	.....	titles
6. Total number of Online Full-Text Databases	5	databases
1. ABI/Inform Complete		
2. Bloomberg		
3. H.W. Wilson		
4. JSTOR		
Business I Collection		
Business II Collection		
5. Thai LIS Digital Collection (TDC)		
7. Total number of Online Abstract Databases	2	databases
1. ProQuest Dissertations and Theses: A&I		
2. Thai Theses Online		

# II. Guideline of Program Evaluation Report

## 5. Program Administration

1. Program Administrative Committee
2. Change/Context within the University had impact on the program
3. Change/Context outside the University which has impact on the program
4. Problem encountered in Program administration and action taken

### 5. Program Administration

#### 5.1 Program Administrative Committee

1. .... Chair
2. .... Member
3. .... Member and Secretary

#### 5.2 Change/Context within the University which had impact on the program

- (1) .....
- (2) .....

#### 5.3 Change/Context outside the University which had impact on the program

- (1) .....
- (2) .....

#### 5.4 Problems encountered in program administration and actions which were taken

- (1) Problem .....
- Action .....
- (2) Problem .....
- Action .....

## II. Guideline of Program Evaluation Report

### 6. Stakeholders' Satisfaction and Comments

(Method of evaluation/Number of participants/Results and comments)

#### 1. Current Students

- Focus on course content, teaching and evaluation methods, advising system, learning support facilities, etc.

#### 6. Stakeholders' Satisfaction and Comments

##### (1) Current Students

- Method of evaluation .....
- Number of participants .....
- Date(s) .....
- Results and comments

## II. Guideline of Program Evaluation Report

### 2. New Graduates

- **Focus on course content, usefulness of courses, sufficiency of courses/content, teaching and evaluation methods, advising system, learning support facilities, etc.**

#### (2) New Graduates

- Method of evaluation .....
- Number of participants .....
- Date(s) .....
- Results and comments

## II. Guideline of Program Evaluation Report

### 3. Faculty Members/Lecturers

•Focus on curriculum structure, sequence of courses, course description, teaching and evaluation methods, students' learning outcomes, learning support facilities, etc

#### (3) Faculty Members/Lecturers

- Method of evaluation .....
- Number of participants .....
- Date(s) .....
- Results and comments

## II. Guideline of Program Evaluation Report

### 4. Employers

- **Focus on graduates' learning outcomes in the five domains, competencies, English proficiency, etc.**

#### (4) Employers

- Method of evaluation .....
- Number of participants .....
- Date(s) .....
- Results and comments



## II. Guideline of Program Evaluation Report

### 5. External Experts in the field of the program

- Focus on curriculum structure, courses, teaching and evaluation methods

#### (5) External Experts in the Field of the Program

- Method of evaluation .....
- Number of participants .....
- Date(s) .....
- Results and comments

## II. Guideline of Program Evaluation Report

### 6. Market/Social Needs

- **Focus on market/social needs of the program, desirable characteristics of graduates, course content, etc.**

#### (6) Market / Social Needs

- Method of data collection .....
- Number of participants .....
- Date(s) .....
- Results and comments

## II. Guideline of Program Evaluation Report

### 7. Results of Program Internal Quality Assessment (Program IQA) –Pass or Fail

1. Standard Control
2. Graduates
3. Students
4. Faculty Members
5. Program Teaching-Learning and Student Evaluation
6. Learning Support Facilities

7. Results of Program Internal Quality Assessment (Program IQA)

Component	Indicator	Result	
		2016	2017
1. Standard Control	1.1 Program administration in compliance with the higher education program standard criteria specified by OHEC	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	1. Number of program faculty members	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	2. Qualifications of program faculty members	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	3. Qualifications of faculty members responsible for the program	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	4. Qualifications of lecturers	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	5. Qualifications of thesis/ dissertation advisors and independent study advisors	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	6. Qualifications of thesis/ dissertation co-advisors (if any)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	7. Qualifications of thesis/ dissertation examiners	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	8. Publication and dissemination of graduates' academic works	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	9. Supervision load of thesis/ dissertation advisors and independent study advisors at the graduate level	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	10. Thesis/ dissertation advisors and independent study advisors at the graduate level do research regularly.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	11. Program modification according to time-frame specified	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
12. Program performance in compliance with TQF: HEEd	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
2. Graduates	2.1 Graduate quality in accordance with TQF: HEEd		
	2.2 Graduates' employment status or research		
3. Students	3.1 Student admission		
	3.2 Student development		
	3.3 Effects on students		
4. Faculty Members	4.1 Management and development of faculty members		
	4.2 Faculty members' quality		
	4.3 Effects on faculty members		
5. Program, Teaching-Learning and Student Evaluation	5.1 Course content		
	5.2 Lecturers' working assignment management system and teaching-learning process		
	5.3 Students' evaluation		
	5.4 Program performance in compliance with TQF: HEEd		
6. Learning Support Facilities	6.1 Learning support facilities		
Total			

## II. Guideline of Program Evaluation Report

### 8. Improvement Plan (Year of completion)

**8.1 Admission/Graduation requirements**

**8.2 Curriculum structure and courses**

**8.3 Faculty Member**

**8.4 Teaching and evaluation strategies**

#### 8. Improvement Plan

##### 8.1 Admission/Graduation requirements

(1).....

Year of completion .....

(2).....

Year of completion .....

##### 8.2 Curriculum structure and courses

(1).....

Year of completion .....

(2).....

Year of completion .....

##### 8.3 Faculty members

(1).....

Year of completion .....

(2).....

Year of completion .....

##### 8.4 Teaching and evaluation strategies

(1).....

Year of completion .....

(2).....

Year of completion .....

etc.

# Program Evaluation Documentation

Academic website ([www.academic.au.edu](http://www.academic.au.edu))

→ Required Documentation for Program Development

(แบบฟอร์มการประเมินหลักสูตร)

# ขั้นตอนการกรอกแบบเสนอขอตั้งแต่งคณะกรรมการประเมินหลักสูตร

1. Go to [www.academic.au.edu](http://www.academic.au.edu) and click “Required Documentations for Program Development”



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Assumption University



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Program Development  
Schedule

Curriculum Management  
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AU Program Codes by MHESI  
(14 Digits)

Required Documentations for  
Program Development

Assumption University  
Regulations

Program Development Report

2. Go to “แบบฟอร์มการประเมินหลักสูตร” and select “แบบเสนอรายชื่อขอแต่งตั้งคณะกรรมการประเมินหลักสูตร”

### แบบฟอร์มการประเมินหลักสูตร

Program Evaluation Presentation

แบบเสนอการขอประเมินหลักสูตร

แบบเสนอรายชื่อขอแต่งตั้งคณะกรรมการประเมินหลักสูตร

Program Evaluation Report

Program Evaluation Result for Meeting Form (Bachelor / Master / Doctoral)

Improvement Plan Form (Bachelor / Master / Doctoral)

### แบบฟอร์มการปิดหลักสูตร

แบบฟอร์มการปิดหลักสูตร

3. Click and Download “แบบเสนอรายชื่อขอแต่งตั้งคณะกรรมการประเมินหลักสูตร” comprising of 3 External Committee/Experts, Employer, Graduate and Program Faculty Member (Secretary).

แบบเสนอขอแต่งตั้งคณะกรรมการประเมินหลักสูตร

คณะกรรมการประเมินหลักสูตร.....สาขาวิชา.....(หลักสูตรนานาชาติ/หลักสูตรปรับปรุง พ.ศ. ....)

ข้อมูลคณะกรรมการประเมินหลักสูตร

ลำดับ	ชื่อ- นามสกุล	คุณวุฒิ/ประสบการณ์การทำงาน	ตำแหน่งปัจจุบันและ สังกัด/สถานที่ติดต่อ
1.	นาย/นาง/นางสาว ..... (ผู้ทรงคุณวุฒิภายนอก)	- Ph.D. (Higher Education), University of Pittsburgh, USA, 1976 - ค.ม. (บริหารการศึกษาระดับปริญญาตรี) มหาวิทยาลัย	

4. After you have completed the form, please kindly submit this form to the Vice President for Academic Affairs’s e-mail at academic@au.edu



A graphic featuring the words "Thank You" in a large, black, cursive font. The text is centered and has a white drop shadow. The background is a light gray with faint, blurred text from a document. A pencil is visible on the left side, pointing towards the text.

Thank You