



مركز التعليم والتعلم  
Center for Teaching & Learning

# **Center for Teaching and Learning**

**A Handbook of the Center and its Activities**

**1436-2015**



## **Statement of the General Supervisor of the Centre for Teaching and Learning**

As an educational University that seeks to be pioneering the field of teaching and learning, it was incumbent upon us to create a center that achieves this message. Thus, the Center for Teaching and Learning was established by the administrative resolution No. 575/Q dated 15/10/1434 A.H. to contribute in the realization of the message of Taibah University. The role of the center can be understood through its five units represented in: The Teaching Unit (deepening the performance of Faculty Members), Learning Unit (Supporting Students), Learning Environment Unit (It improves the learning environment), Developmental Studies Unit (to execute the applied researches and provide proposals concerned with developing the academic work), Educational Consultations Unit (To provide academic consultations for the programs directors, departments heads, and faculty members regarding teaching and learning).

The vision, message, goals, and activities of the center have been created based on the main indicators to assess performance contained in the strategic plan of the university in 1434 / 1435. After checking and analyzing more than 40 Teaching and Learning Centers across the universities of the world (20 centers at the American universities, 5 centers at the Canadian universities, 10 centers at the European universities, 2 centers at the Australian and New Zeland universities, and finally 3 Asian universities).

Dr. Salah Saleh Meemar  
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# Center for Teaching & Learning

## Vision of the Center

Leadership in developing academic teaching to be in the ranks of the internationally developed Centers for Teaching and Learning.

## Message of the Center

To improve the educational process to achieve the message of Taibah University as an educational university that prioritize teaching and learning.

## Goals of the Center

- Supporting the faculty members technically based on specifying their needs.
- Encouraging the faculty members to provide distinguished educational practices.
- Participation in realizing the strategic plan of the university relevant to teaching and learning.
- Developing the skills of students academically.
- Managing the best educational practices.
- Providing quality initiatives in the field of academic teaching and learning.
- Improving the outputs of teaching and learning at the university.
- Building up partnerships that realize the vision and message of the center.

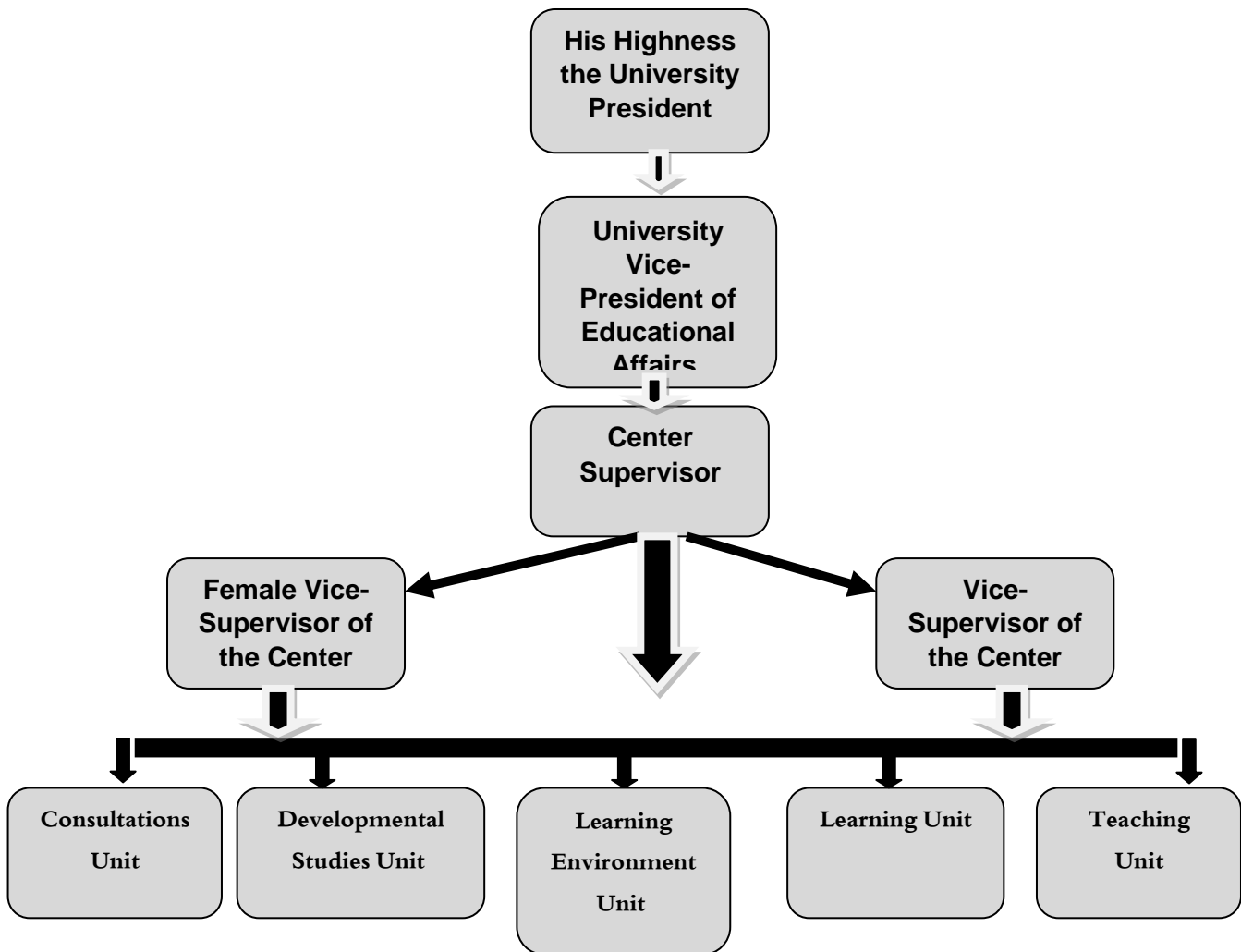
## Units of the Center

The center comprehends five units including:

- Teaching Unit.
- Learning Unit.

- Learning Environment Unit.
- Developmental Studies Unit
- Educational Consultations Unit.

## Organizational Structure of the Center



## Standing Committee of the Center

### Dr. Salah Bin Saleh Meemar

The Head of the Standing Committee in the Center for Teaching and Learning, PhD in Educational Leadership from Michigan University, and the supervisor of the Center for Teaching and Learning.

### Dr. Abdul Muhsen Bin Hemdan Al Zalabany

The Vice-Head of the Standing Committee in the Center for Teaching and Learning, Assistant Professor in Community

Medicine, Vice-Dean of the Medicine College for Quality, Head of the Family and Community Medicine Department at Taibah University.

**Dr. Amenah Bint Muhammad Al Mukhtar**

Vice-Head of the Standing Committee of the Center for Teaching and Learning, Assistant Professor in the Department of Methodologies and Teaching Methods, Associate Member in preparing the academic teaching guide, a member of the team of preparing the strategic plan and executive plan of the Scientific Research Deanship.

**Dr. Zakaryya Muhammad Heibah**

Rapporteur of the Standing Committee in the Center for Teaching and Learning, Associate Professor at Taibah University and Suez Canal, an M.A and PhD from the Department of Administration, Planning, and Comparative Studies in Al Azhar University.

**Dr. Bandar Bin Muhammad Al Matary**

A member of the Standing Committee in the Center for Teaching and Learning, Assistant Professor in the Department of Methodology and Teaching Methods, and the University Development Dean at Taibah University.

**Dr. Meshaan Bin Sahw Al Otaiby**

A member of the Standing Committee in the Center for Teaching and Learning and he is a specialist in Informatics and the Library Dean at Taibah University.

**Dr. Hamed Bin Muhammad Al Ahmady**

A member of the Standing Committee in the Center for Teaching and Learning, An Assistant Professor at the Engineering College at Taibah University and he had PhD from Carnegie Mellon University in Pittsburg in Pennsylvania.

**Dr. Jamal Bin Methqal Al Qasem**

A member of the Standing Committee in the Center for Teaching and Learning, An Associate Professor in Educational Psychology at Taibah University and an expert in the field of Education and its difficulties.

**Dr. Mervat Bint Hasan Zein Radady**

A member of the Standing Committee in the Center for Teaching and Learning, A faculty member at the Science College, PhD in Mathematical Philosophy from Plymouth University, UK, Assistant Professor in teaching sciences in the Department of Methodologies and Teaching Methods, a member of preparing the strategic and executive plan of the Scientific Research Deanship.

**Dr. Hayat Bint Rasheed Al Omary**

A member of the Standing Committee in the Center for Teaching and Learning, Assistant Professor in the Department of Methodology and Teaching Methods, and an associate member in preparing the academic teaching guide.

**Dr. Fatimah Bint Abdullah Al Hazemy**

A member of the Standing Committee in the Center for Teaching and Learning, Assistant Professor in the Educational Management Department, Vice-Head of the Educational Management Department.

**Mr. Ayman Bin Ahmad Salem**

A member of the Standing Committee in the Center for Teaching and Learning, Lecturer in the Arts College, Linguistics Department, and a member in the Center of Researches and Consultations.

**Eng. Ezzat Hamzah Beshnaq**

A member of the Standing Committee in the Center for Teaching and Learning, Admission and Registration Department.

## Center Unit (Assignments and Activities)

### Firstly: Teaching Unit

#### **Unit Assignments:**

The Teaching Unit is expected to develop the knowledge and skills of the faculty members in effective teaching, measurement, and assessments, and selecting the types and strategies of teaching which are appropriate to the properties of learners.

#### **Unit Activities:**

- ❖ Firstly: Providing short courses for the faculty members in the following fields:
  - Describing the course (planning, designing, reporting) whether a traditional or electronic course.
  - Teaching methods and strategies.
  - Using technology in teaching.
  - Assessment.
  - Designing exams.
  - Class management.
  - Solving problems.
  - Measuring the outputs of learning.
- ❖ Secondly: Holding an annual award for distinction in teaching.
- ❖ Thirdly: Holding an annual meeting for the best international educational practices and to accompany the distribution of the awards to the winners of the annual award of distinction in academic teaching in which the winning experiences are displayed.
- ❖ Fourthly: Coordination with the Academic Development Deanship to participate in the periodical meeting of fresh faculty members and as well the partnership in providing the fellowship program in cooperation with the British Academy of Higher Education.

- ❖ Fifthly: Coordination with the Scholarship Department to provide programs to develop the scholarship student during the mission in the field of teaching.

## Secondly: Learning Unit

### **Unit Assignments:**

The Learning Unit is expected to help the student to discover his capabilities through diagnosis services, training students to absorb the appropriate learning strategies, giving student the basic competencies in university learning, assisting students to face study default, and to provide support to students to perform their assigned educational works and assignments.

### **Unit Activities:**

- ❖ Firstly: Providing short courses for students in the following fields:
  - Memory skills.
  - Academic excellence skills
  - Quick reading skills.
  - Research writing.
  - Presentation skills.
  - Interaction with the multiple teaching styles.
- ❖ Secondly: Providing educational consultations in the field of (academic attainment, linguistic correction, and statistical and research consultations).
- ❖ Thirdly: Surveying the opinions of students on the teaching methods provided to them through miscellaneous methods and finding out motivating methods to push them to participate in the assessment effectively.
- ❖ Fourthly: Involvement of distinguished students to work in the center partially in cooperation with the Students Affairs Deanship and student partnership.



- ❖ Fifthly: Providing necessary support and diagnosis to excellent students and the students with learning difficulties through relevant exams and measurements and through coordination with the Academic Guidance Center.

### Thirdly: Learning Environment Unit

#### **Unit Assignments:**

The Learning Environment Unit is expected to develop quality standards of the real and default educational environment and to contribute in assessing the quality of learning environment at the university.

#### **Unit Activities:**

- ❖ Firstly: Developing standards of good practices in the conditions of the teaching and learning environment.
- ❖ Secondly: Provision of sources to support the teaching and learning process.
- ❖ Paper and electronic library of the most important books and researches in the field of teaching and learning.
  - Producing video clips in the name of the university of the best educational practices.
- ❖ Thirdly: Designing a periodical bulletin to the e-mails of faculty members on teaching and learning.
- ❖ Fourthly: Deepening the principle of critical friendship by providing pre- and after- feedback to the faculty member and the academic department regarding the educational environment.

- ❖ Fifthly: Coordination with the competent authorities to present necessary consultations to improve the teaching and learning environment.

## **Fourthly: Developmental Studies Unit**

### **Unit Assignments:**

The Developmental Studies Unit is expected through the Center to conduct explorative studies of the reality of teaching and learning at the University through studying the experiences of Teaching and Learning Centers in the advanced universities.

### **Unit Activities:**

- ❖ Firstly: Providing developmental forward-looking conceptions based on research questionnaires and in cooperation with the Quality Deanship to develop the teaching and learning process at the university.
- ❖ Secondly: Conducting developmental researches in the field of teaching and learning and supporting the annual researches proposed by the Center in the field of education and learning in cooperation with the Scientific Research Deanship.
- ❖ Thirdly: Analyzing the most prominent local and international researches in the field of teaching and learning and concluding its most important conclusions and to publish them for the university employees and students.
- ❖ Fourthly: Attending international events (conferences, workshops, training courses) in the field of teaching and learning and transferring its effects to the colleagues at the university.

- ❖ Fifthly: Cooperation and coordination with the Quality Deanship at the University to ameliorate and develop the teaching and learning process by developing performance standards that measure performance and improve them.

## **Fifthly: Educational Consultations Unit**

### **Unit Assignments:**

The Educational Consultations Unit is expected to provide technical support to academic leaders and faculty members regarding building and developing the programs and courses and participation in tackling problems that may face the teaching and learning process.

### **Unit Activities**

- ❖ Firstly: Providing logistic support for the departments regarding distinction projects in teaching and learning.
- ❖ Secondly: provision of technical consultations in building and developing programs and courses.
- ❖ Thirdly: Providing individual and group consultations for the Department, and direct and electronic consultations to the faculty members through the service of Ask an Expert.
- ❖ Fourthly: Providing consultations and support to the Departments Heads and Colleges Deans to make change and development in the teaching and learning process at the University.
- ❖ Fifthly: Building up internal and external partnerships to develop all what is relevant to the teaching and learning process.

### **Center Partners**

- The Center has internal partnerships with a number of Deanships including the Academic Development Deanship, Students Affairs Deanship, Distance Education Deanship, Academic Guidance Center, and we will have a coordinator in all academic Deanships.

- The Center has a number of external partnerships and it seeks to expand in concluding a number of other agreements to enrich the Center. The most salient partnership is with the Center of Enhancement of Learning and Teaching at Tufts University in the USA. As well, with the British Higher Education Academy. This is in addition to reinforcing cooperation with Boston University in America in the field of active learning, and also the cooperation of the Center for Teaching and Learning Center with the National University of Singapore.

### **A Summary of the Most Important Projects of the Center**

- Annual Award of distinction in teaching.
- Annual meeting of displaying best international practices and displaying the best local practices which won the annual award of the university.
- Holding a number of short courses of the faculty members and students based on specifying their training need.
- Qualifying the coordinators of the Center for Teaching and Learning (from all colleges) to obtain fellowship in teaching from the British Academy, then the participation in qualifying their remaining colleagues of the teaching staff at the university.
- Participation and coordination in qualifying fresh faculty members and the scholarship students before their return in the field of teaching and learning.
- Providing periodical consultations with regard to teaching and learning for academic leaders, faculty members, and students directly and electronically.

- Adopting and supporting the research projects of developing the teaching and learning process at the university including conducting a questionnaire on the existing teaching methods in the colleges of the university and another one of the orientations of teaching methods internationally.
- Providing a paper an electronic library and another visual one to enrich the teaching and learning process at the university.

## **To Contact the Center**

E-website of the Center

<https://www.taibahu.edu.sa/Pages/AR/Sector/SectorPage.aspx?ID=60>

Account of the Center on Twitter

@Taibah\_TLC

Center Secretary

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General Supervisor of the Center

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