

**STRATEGIC GOAL 6: OPERATIONAL PLAN
2017-2022**

**KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCE
(KSAU-HS)
COLLEGE OF NURSING (CON)**

Goal 6: Foster administrative performance that facilitates efficiency at College of Nursing.


Objectives	Project/Initiatives	Actions	Requirements Resources/ Support	Primary Responsible	KPI	KPI Target	Completion Date
1. Ensure administrative efficiency to maximize the use of resources.	1. Continue regular meeting of Nursing management executive committee in each campus	<ol style="list-style-type: none"> 1. Foster the role of executive management committee to monitor the utilization of resources. 2. Maintain periodically check of facilities and resources to sustain successful operations. 3. Provide periodical report about the utilization of resources. 4. Establish action plan according to the report. 5. Follow up the implementation of action plan. 	<ul style="list-style-type: none"> -Chairperson of Executive Management Committee. - IT support -Administrative supervisors 	Chairperson of Executive Management Committee.	– Number of executive management meeting minutes	10 per year	It shows in the timeline sheet 2017-2018

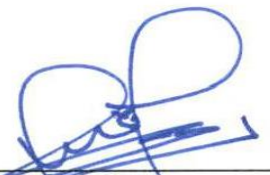
Objectives	Project/Initiatives	Actions	Requirements Resources/ Support	Primary Responsible	KPI	KPI Target	Completion Date
	2. Structured monitoring of faculty /student and staff feedback regarding college resources	<ol style="list-style-type: none"> Maintain the availability of suggestion boxes for faculty, staff, and students. Review the student & faculty Surveys results regarding the college resources. Establish action plan according to the survey's results. Follow up the implementation of action plan. 	-Dean QAAA unit	-Chairperson of Executive management Committee.	<p>-5.1. Ratio of students to administrative staff.</p> <p>9-Faculty ,student and staff satisfaction rate with use of the college resources</p>	<p>10:1</p> <p>3.5/5</p>	AY 2017-2018
2. Enhance and sustain a culture of innovation, collaboration, quality, effective leadership, and services in all areas and at every level.	1. Encourage innovation through Maintain the availability of suggestion boxes for faculty,	<ol style="list-style-type: none"> Reinforce and Establish Guidelines for the Utilization & Retrieval of Information from the Suggestion Box Establish Criteria of innovative ideas. Suggested ideas will be reviewed by the 	-Dean -Public relation -IT support. - Academic affairs of students and faculty	-Dean CON	-Number of suggestions.	-----	<p>AY 2017-2019</p> <p>AY 2018-2019</p>


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	staff, and students.	concerned committee periodically. 6. Periodically evaluate the process to ensure the effectiveness and efficiency of the suggestions box.			- Number of new innovative ideas. -Number of achievement recognition.	----- -----	
	7. Maintain open door policy.	1. Communicate guidelines of open door policy with students, staff and faculty 2. Structured meeting schedules with students, staff and faculty. 3. Follow up the suggested ideas.	Deans and public relations		-Faculty satisfaction rate with open door policy. -Staff satisfaction rate with open door policy. -Number of meetings between the Dean, the students, faculty and staff. -Staff satisfaction rate with open door policy.	3.5/5 3.5/5 3.5/5	AY 2018-2019

Objectives	Project/Initiatives	Actions	Requirements Resources/ Support	Primary Responsible	KPI	KPI Target	Completion Date
	8. Develop and maintain electronic management system data base to improve efficiency and effectiveness of administrative system	<ol style="list-style-type: none"> 1. Establish and enhance CON assets management. 2. Periodic evaluation and enhancement of electronic systems to improve efficiency and effectiveness of administrative tasks. 3. Establish action plan according to the results of evaluation. 4. Follow up the implementation of action plan. 	<ul style="list-style-type: none"> -Deans -IT support -Administrative supervisors - Academic affairs of students and faculty 		-Percentage of utilized electronic management services	90%	AY 2017-2018

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