



College's Procedures for Accepting the Results of Data Collection Tools.

1. Communication Method:

- The evaluation is distributed to the target groups through appropriate means, such as email or in person.

2. Response Rate:

- A specific time frame is set for receiving responses, ensuring a response rate of at least 70%.
- If the response rate is low, motivational measures are taken, such as explaining the importance of participation or extending the evaluation period if necessary.

3. Data Analysis and Ensuring the Required Response Rate:

- The response rate is calculated to confirm that it meets the 70% minimum requirement at the end of the evaluation period
- Incomplete or invalid responses are excluded before finalizing the response rate.

4. Decision on Accepting Results:

- If the response rate is 70% or higher, the evaluation results are officially approved.
- If the response rate is below 70%, the reasons are reviewed, and appropriate actions are taken, such as re-evaluating or completing missing data.

5. Results Approval:

- A final report is prepared with the evaluation results, detailing the response rate and statistical analysis.

6. Feedback and Action Plan:

- Evaluation results are shared with stakeholders to discuss recommendations and necessary improvements.
- Development plans are implemented based on the results to enhance academic and administrative performance.

