



جامعة أم القرى
UMM AL-QURA UNIVERSITY



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Quality Manual for Course Coordinators College of Computing

2025-2026 G (1447 AH)

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



❖ Introduction

In the name of Allah, the Most Gracious, the Most Merciful. Peace and blessings be upon the Messenger of Allah.

Driven by the College's continuous pursuit of academic excellence, we present this **Quality Manual for Course Coordinators**. It is designed to serve as a roadmap to enhance performance and improve the efficiency of educational processes. This edition aligns with the quality requirements of **Umm Al-Qura University** and supports the College's strategic goal of securing academic accreditations for all its programs.

Through this manual, we aim to instil a culture of quality among all college members, transforming it into a daily practice that ensures high-quality outcomes. This ultimately fulfils the University's mission and contributes to building a vibrant society in line with **Saudi Vision 2030**.



❖ Roles and Responsibilities of the Course Coordinator:

- **Hold periodic meetings** with the faculty members teaching the course to ensure the smooth progress of the educational process, address any shared issues, and propose effective solutions. All meetings must be documented with minutes and submitted to the Program Quality Committee at the end of the semester.
- **Ensure faculty commitment** to the course specifications and verify that exam questions are strictly aligned with the Course Learning Outcomes (CLOs).
- **Coordinate CLO targets** with the Program Management Committee starting from the beginning of the semester.
- **Prepare the Coordinator's Report** by consolidating and considering all individual reports submitted by the instructors teaching the same course.
- **Supervise the updating of course specifications** in collaboration with course instructors should collective observations arise and submit recommendations regarding all course-related matters to the Program Quality Committee.
- **Support course instructors** by clarifying course elements, requirements, and responsibilities to ensure a consistent and unified educational process across multiple sections and various semesters.
- **Collect the required documents** from each instructor for inclusion in the Course File, which must contain:
 - Samples of exam question papers.
 - Model answer keys for each exam.
 - Samples of student answer sheets for all scheduled exams each semester.
 - Samples of exercises, in-class assignments, and homework.
 - Samples of research papers and student-submitted assignments.
 - Samples of student activities and coursework.
 - Statistical tables of student results for each semester.
 - Verification of the completeness of the Course Report.
 - Submit the Excel template for Course Learning Outcomes (CLOs).
 - Submission of a "Completion Status Report" to the Quality Committee.
 - Uploading the final Course Files to the Quality Committee.



Setting the Target Level for Learning Outcomes (CLOs)

Setting the target level is a fundamental step at the beginning of each semester. It is conducted by the Program Management Committee, which then informs the Course Coordinator to ensure clarity and achievement of the measurement standards for learning outcomes.

Target Level for Learning Outcomes (CLOs)

The **Target Level** is the percentage of students expected to achieve the specified learning outcome. This is typically set at **80%** as a general benchmark agreed upon at the university level.

- **Timing:** Beginning of the semester.
 - **Task:** Setting and communicating the target level to all course coordinators and instructors.
 - **Responsibility:** Program Management Committee.
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Actual Level

The **Actual Level** is the percentage truly achieved by students for each Course Learning Outcome (CLO) during the semester, based on assessment tool results (exams, projects, assignments, presentations, etc.).

- **Timing:** End of the semester (during the preparation of course reports and completion of **Form No. TP-154**).
- **Responsibility:**

1. Faculty Member (Instructor)

- Primarily responsible for calculating the Actual Level for each CLO within their specific section(s).
- Enters the actual percentage into the individual Course Report.



2. Course Coordinator

- Collects the Actual Levels from all faculty members who taught the course (in cases of multiple sections).
 - The coordinator performs the following steps:
 1. Collect data from all individual course reports.
 2. Calculate the overall **Weighted Average** for the course.
 3. Compare the overall average with the **Target Level**.
 4. Document the results in the Coordinator's Course Report and submit them to the **Program Quality Committee**.
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CLO Attainment

Attainment is determined by comparing the **Actual Level** against the **Target Level**:

- **If Actual \leq Target = The Learning Outcome is **Achieved**.**
 - **If Actual $>$ Target = The Learning Outcome is **Not Achieved** and requires an improvement plan.**
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Executive Summary

The Course Coordinator is responsible for the following tasks:

1. **Verify the Target Level** for each Course Learning Outcome (CLO) at the beginning of the semester (after consulting with the Program Management Committee).
2. **Communicate the targets** to all course instructors and CC a copy of the communication email to the Program Quality Committee.
3. **Collect the Actual Levels** from the individual Course Reports (**TP-154**) at the end of the semester.
4. **Compare the Target against the Actual levels** to determine CLO attainment.
5. **Document the results** in the Coordinator's **TP-154** form and ensure they are archived in the Course File.

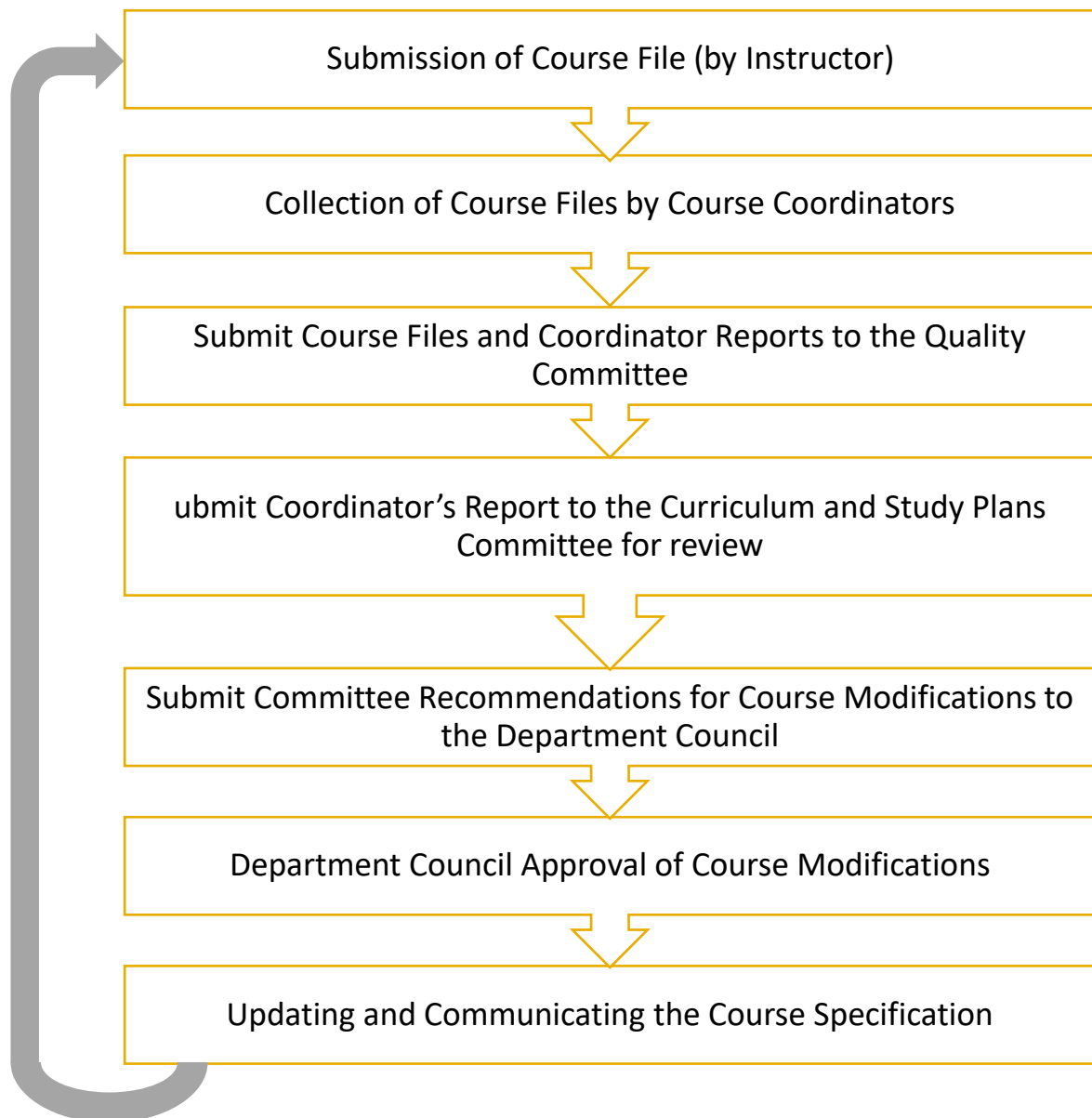
Important Note

The date on which the targets were communicated must be documented in the **minutes of the meeting** between the coordinator and the instructors. This documentation is essential for **external review** purposes and **academic accreditation** audits.

Quality Committee, College of Computing 2025-2026



Course Quality Assurance Workflow Diagram





Completed with the grace of Allah..