



جامعة أم القرى  
كلية الحاسبات

**Guide for the Description of Committees,  
College of Computing, and Academic Programs  
for the 2025-2026**

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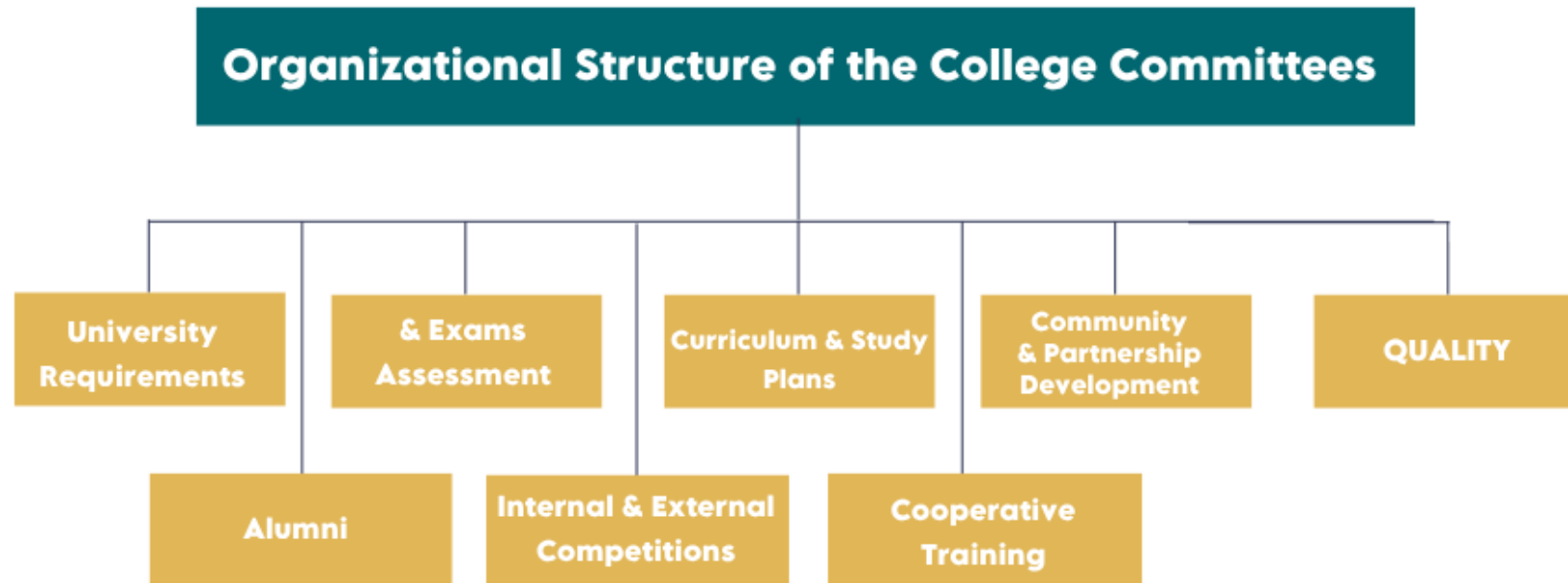
## Introduction

Driven by the College of Computing commitment to enhancing the quality of academic and administrative work and implementing governance over committee operations as a key tool to support development processes and ensure quality, this guide has been prepared not only to describe the tasks and working mechanisms of committees but also to serve as a comprehensive reference that ensures transparency and effectiveness in institutional performance.

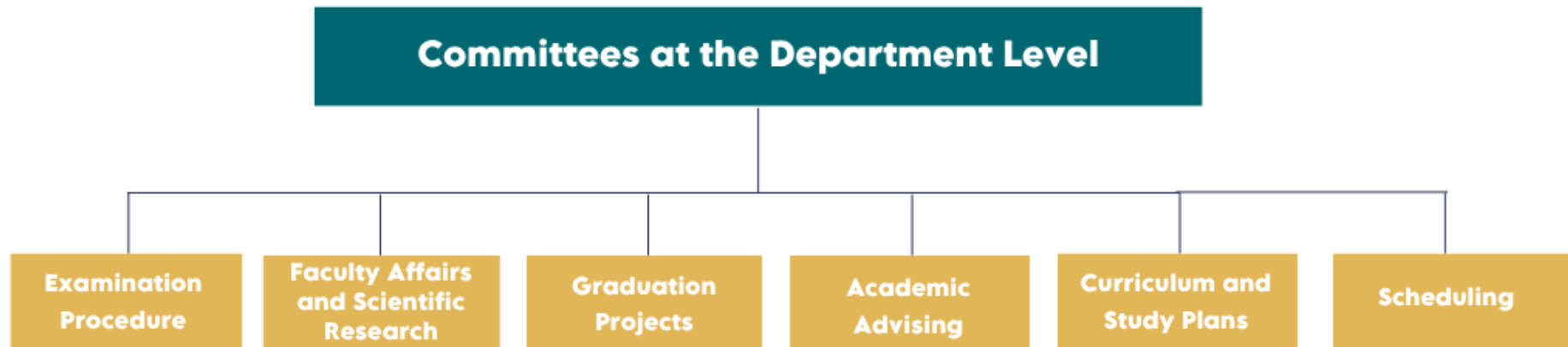
The guide aims to clarify the roles and responsibilities of each committee, define their expected outputs, and outline procedures for documenting their work and reports, in order to achieve the highest levels of efficiency and enable systematic and periodic performance evaluation.

It also serves as an organizational reference for all faculty members and college staff, promoting unified and integrated efforts toward achieving the college's vision and mission, contributing to community service, and fostering an outstanding educational and research environment. Adherence to this framework represents a shared commitment to building a strong and sustainable institutional culture.

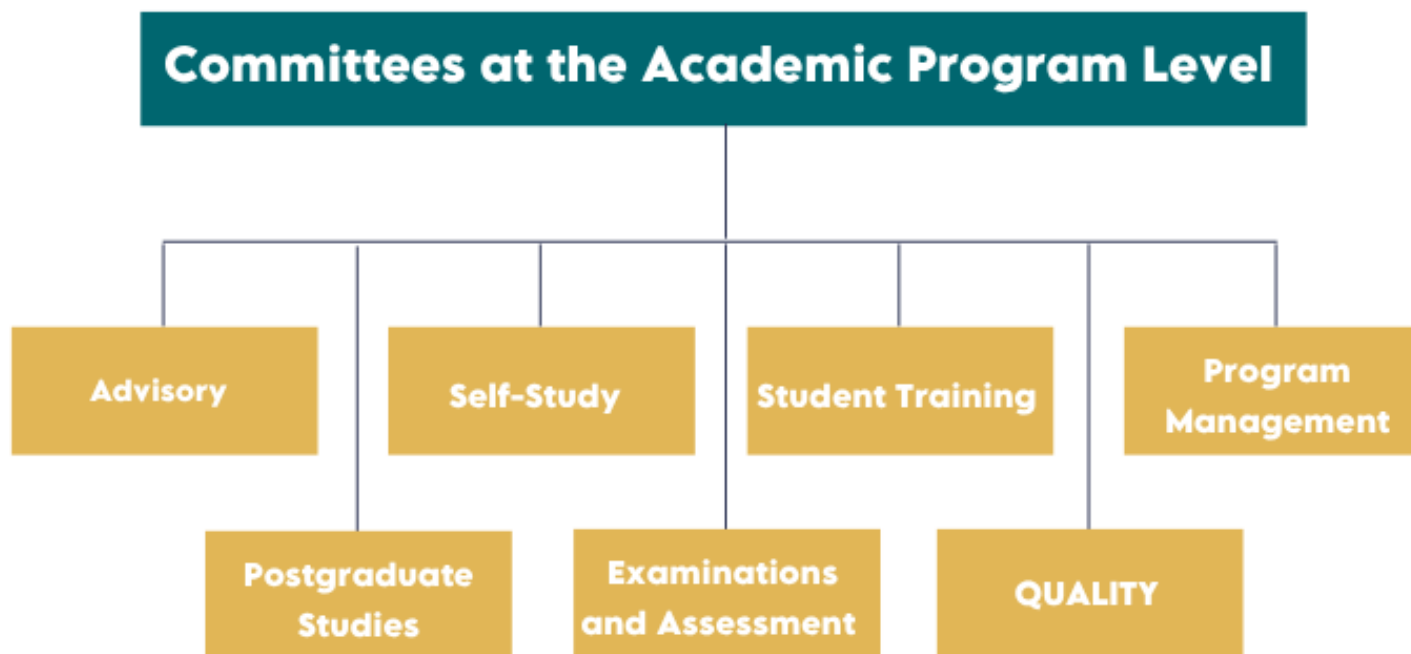
## Organizational Structure of the College Committees



# Organizational Structure of Departmental Committees



## Academic Program Committees Structure



## First: College-Level Committees

المهام	المخرجات	عدد المحاضرات الاذني	عدد الأعضاء المقترح	التصنيف	اللجنة	
<ul style="list-style-type: none"> <li>• Providing academic consultations and well-studied proposals to the College quality in the college.</li> <li>• Embedding the concept of quality and promoting its culture across the college.</li> <li>• Monitoring performance evaluation results in the college and overseeing the implementation of evaluation and academic accreditation processes in the college programs.</li> <li>• Identifying specialized training needs for faculty members in the college's academic departments and coordinating with the Deanship of Development and Quality for their implementation.</li> <li>• Encouraging and motivating faculty members to participate in courses, training programs, and workshops offered by the Deanship of Development and Quality, as well as other internal and external entities.</li> <li>• Handling any topics referred to it that fall within the scope of development and quality.</li> </ul>	<p>Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</p> <p>Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</p> <p>Adhere to the provisions stated in the Committee Governance Guide.</p>	4	5-6	College-level committee under the Deanship of Development and Quality, including program quality committee heads and additional experts as needed	QUALITY	1
<ul style="list-style-type: none"> <li>• Proposing mechanisms and procedures to monitor and activate the benefits of collaboration outlined in agreements and memoranda of understanding at the college/university level.</li> <li>• Suggesting areas of collaboration related to the college's fields with universities, academic institutions, and leading companies through partnerships and agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the College Vice Dean for Development and Quality.</li> </ul>	4	5-6	College-Level Committee under the Deanship of Development and Quality	Community Partnership & Development	2

<ul style="list-style-type: none"> <li>• Establishing a mechanism to encourage and receive development ideas and proposals from college members to improve academic or administrative work, study them, and submit them to the College Development and Quality Agency.</li> <li>• Implementing a number of development and motivational courses and initiatives targeting faculty members, students, and staff.</li> <li>• Organizing visits for faculty members, administrative staff, and students to educational institutions and leading companies to learn from their experiences in developing academic programs, teaching methods, and administration, and benefiting from their best practices.</li> <li>• Performing ad hoc tasks requested by deanships and departments outside the college.</li> <li>• Following up on directives from the Vice Dean for Development and Quality regarding letters, circulars, and correspondence related to the committee's work.</li> <li>• Submitting a proposed work plan for scheduled training courses and visits throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a comprehensive report on the committee's achievements.</li> <li>• Adhere to the provisions stated in the Committee Governance Guide.</li> </ul>					
<ul style="list-style-type: none"> <li>• Identifying lists of students eligible for cooperative training at the college.</li> <li>• Searching for training institutions for students in coordination with the Graduates and Professional Skills Development Office at the university.</li> <li>• Communicating the guidelines and regulations for cooperative training to students and academic supervisors in coordination with the Graduates and Professional Skills Development Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the College Vice Dean for Development and Quality.</li> <li>• Prepare a comprehensive report on cooperative training</li> </ul>	4	5-6	<b>College-Level Committee under the Deanship of Development and Quality, composed of heads of</b>	<b>Cooperative Training</b>	3

<ul style="list-style-type: none"> <li>• Conducting regular meetings with students eligible for cooperative training and addressing their inquiries.</li> <li>• Conducting regular meetings with academic supervisors regarding cooperative training obligations and addressing their inquiries.</li> <li>• Establishing rules and a mechanism for approving supervisors for cooperative training students.</li> <li>• Performing any other tasks assigned to the committee.</li> </ul>	<p>in the college, including all statistics.</p> <ul style="list-style-type: none"> <li>• Adhere to the provisions stated in the Committee Governance Guide.</li> </ul>			<p><b>cooperative training committees in the programs.</b></p>		
<ul style="list-style-type: none"> <li>• Monitoring and reviewing the academic programs and study plans in the department to ensure they meet university requirements, academic standards, labor market needs, and align with quality requirements, accreditation standards, and the National Qualifications Framework.</li> <li>• Reviewing and providing feedback on the structure of study plans.</li> <li>• Reviewing and providing feedback on program and course descriptions.</li> <li>• Submitting courses, after addressing all comments, to the department council for approval and completing the required procedures.</li> <li>• Providing academic consultations and well-studied recommendations to the college council regarding curriculum development and evaluation.</li> <li>• Reviewing study plans received from the college's academic departments, ensuring they meet all required elements and standards, and making necessary recommendations.</li> <li>• Preparing reports on programs and study plans in the college departments and submitting them to the Dean for approval by the college council.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the College Vice Dean for Academic Affairs.</li> <li>• Submit a comprehensive report on the committee's achievements.</li> <li>• Adhere to the provisions stated in the Committee Governance Guide.</li> </ul>	4	5-6	<p><b>College-Level Committee under the Deanship of Academic Affairs, composed of heads of curriculum committees in the academic programs.</b></p>	<p><b>Curriculum &amp; Study Plans</b></p>	4

<ul style="list-style-type: none"> <li>• Coordinating with the curriculum and study plans committees in the college departments and the Higher Curriculum Committee at the University Vice Presidency for Academic Affairs for program and study plan approval.</li> <li>• Performing any other tasks assigned to the committee.</li> </ul>						
<ul style="list-style-type: none"> <li>• Supervising the collection and organization of lists of college students interested in participating in local and international student competitions.</li> <li>• Screening all competitions announced by authorities and ministries in the Kingdom that Computer College students can participate in.</li> <li>• Coordinating the formation of student teams to participate in any competition or student-specific competitive event.</li> <li>• Preparing students interested in participating in various competitions through training camps or workshops.</li> <li>• Coordinating with faculty members who are willing to accompany teams in competitions.</li> <li>• Coordinating with the college administration to communicate with the Deanship of Student Affairs to provide necessary facilitation for student transportation.</li> <li>• Establishing an appropriate mechanism to supervise student participation and collect data on distinguished students interested in representing the college.</li> <li>• All student participations and nominations must be through the committee for college representation.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the College Vice Dean for Development and Quality.</li> <li>• Submit a comprehensive report on competitions and participations, including all statistics.</li> <li>• Adhere to the provisions stated in the Committee Governance Guide.</li> </ul>	4	5-6	College-Level Committee under the Deanship of Development and Quality	Internal & External Competitions	5
<ul style="list-style-type: none"> <li>• Organizing schedules for midterm and final exams, coordinating them, preparing student exam timetables, and assigning invigilation duties.</li> <li>• Monitoring issues during exams and proposing appropriate solutions in coordination with department heads, the College Vice</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit</li> </ul>	4	5-6	College-Level Committee under the Deanship of Academic	Exams & Assessment	6

<p>Deanship for Academic Affairs, and the College Vice Deanship for Female Students.</p> <ul style="list-style-type: none"> <li>• Supervising the exam process and ensuring invigilators are present according to the schedule.</li> <li>• Tracking and following up on students absent from final exams in coordination with the course instructor and department head to verify the validity of submitted excuses.</li> <li>• Supporting students from other departments who missed their final exams and ensuring approved absentee excuses are sent to the relevant department according to university regulations.</li> <li>• Establishing a mechanism to assign invigilation duties to faculty members in the college.</li> <li>• Any other tasks assigned to the committee by the Dean of the College.</li> </ul>	<p>them to the College Vice Dean for Academic Affairs.</p> <ul style="list-style-type: none"> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Adhere to the provisions stated in the Committee Governance Guide.</li> </ul>			<p><b>Affairs, composed of heads of examination committees in the departments.</b></p>		
<ul style="list-style-type: none"> <li>• Managing the distribution of general courses to faculty members, whether taught within the college or for all university students.</li> <li>• Full supervision of the allocation, teaching, and evaluation of general courses offered by the college.</li> <li>• Monitoring all academic aspects related to these courses, including adherence to lectures, office hours, academic supervision, and addressing student issues and inquiries.</li> <li>• Ensuring fairness in distributing general requirement courses according to the number of faculty members in each department, giving priority to specialists.</li> <li>• Performing any tasks or responsibilities assigned by the Dean of the College related to the committee's work.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the College Vice Dean for Academic Affairs.</li> <li>• Adhere to the provisions stated in the Committee Governance Guide.</li> </ul>	4	5-6	<p><b>College-Level Committee under the Deanship of Academic Affairs</b></p>	<p><b>University Requirements</b></p>	7

<ul style="list-style-type: none"> <li>• Update and maintain the graduates' database.</li> <li>• Collaborate with the Graduates &amp; Career Development Office to inform students and graduates about university services and programs.</li> <li>• Encourage graduates to participate in workshops, seminars, and university events.</li> <li>• Track graduates' satisfaction with the program and inform them about job market opportunities.</li> <li>• Organize alumni events and support networking among graduates.</li> <li>• Collect feedback from employers and the community on graduate performance.</li> <li>• Maintain employer and sector databases related to graduates and students.</li> <li>• Design surveys and reports to assess needs and improve programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the College Vice Dean for Academic Affairs.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	3	<b>College-Level Committee under the Deanship of Development and Quality</b>	<b>Alumni</b>	8
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## Second: Department-Level Committees

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<ul style="list-style-type: none"> <li>• Prepare academic schedules for all department programs, including Bachelor's, Diploma, and Master's.</li> <li>• Create semester schedules considering expected student numbers according to university regulations.</li> <li>• Handle urgent requests from students and faculty at the start of each semester.</li> <li>• Coordinate with the College's Academic Affairs Office regarding program schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	4	<b>Mandatory for each department</b>	<b>Scheduling</b>	1
<ul style="list-style-type: none"> <li>• Supervise department students' graduation projects.</li> <li>• Manage the selection process of project supervisors.</li> <li>• Address student complaints or issues related to graduation projects and provide recommendations.</li> <li>• Schedule and oversee project defenses.</li> <li>• Prepare an annual report including project descriptions and statistics.</li> <li>• Coordinate preparations for the Student Achievement Exhibition.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	4	<b>Mandatory for each department</b>	<b>Graduation Projects</b>	2

<ul style="list-style-type: none"> <li>• Develop policies and procedures for faculty selection.</li> <li>• Provide and encourage participation in academic and professional development programs.</li> <li>• Survey faculty to evaluate the quality and adequacy of services and measure satisfaction.</li> <li>• Compile applicants and schedule interviews for candidates.</li> <li>• Review and provide recommendations on faculty and administrative job applications.</li> <li>• Orient new faculty and encourage attendance in university orientation programs.</li> <li>• Follow up with teaching assistants and lecturers to support postgraduate studies.</li> <li>• Monitor the status of faculty on scholarships and maintain communication as needed.</li> <li>• Develop the department's research strategy aligned with university priorities.</li> <li>• Create collaboration opportunities and organize workshops and seminars for faculty.</li> <li>• Maintain records of faculty publications.</li> <li>• Contribute to quality documentation, including annual reports and program self-studies.</li> <li>• Follow up on directives from the Dean regarding committee-related communications.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	4	Mandatory for each department	Faculty Affairs and Scientific Research	3
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<ul style="list-style-type: none"> <li>• Organize and schedule periodic and final exams, including coordination and distribution of invigilation duties.</li> <li>• Record exam issues and coordinate solutions with the department head and the college Examination Committee.</li> <li>• Supervise exam procedures and ensure invigilators are present according to the schedule.</li> <li>• Monitor and follow up on students absent from final exams, verifying the validity of submitted excuses with the course instructor and department head.</li> <li>• Support absent students from other departments and ensure approved excuses are sent according to university regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	4	Mandatory for each department	Examination Procedure	4
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<ul style="list-style-type: none"> <li>• Hold meetings to support the academic advising process for faculty members.</li> <li>• Prepare and distribute the Academic Advising Handbook to students at the beginning of the semester, including an electronic version on the college website.</li> <li>• Assign academic advisors to students.</li> <li>• Guide advisors to create a file for each student containing information on hobbies, academic abilities, challenges, social issues, and academic progress.</li> <li>• Ensure students are aware of faculty office hours.</li> <li>• Encourage faculty to communicate with students through approved communication channels.</li> <li>• Monitor students' performance in periodic exams, provide guidance to those needing help, and identify struggling students early.</li> <li>• Provide academic follow-up and guidance to students across different years based on their academic status.</li> <li>• Prepare periodic reports on academic challenges faced by students.</li> <li>• Communicate with students regarding their issues and proposed solutions.</li> <li>• Submit monthly reports to the department head for presentation to the department council for appropriate decisions.</li> <li>• Perform any additional tasks assigned to the committee by the department head.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>				<p>Academic Advising</p>	<p>5</p>
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<ul style="list-style-type: none"> <li>• Monitor and review the department's academic programs and study plans to ensure they meet university requirements, academic standards, labor market needs, quality standards, accreditation criteria, and national qualifications framework regulations.</li> <li>• Review and provide feedback on the structure of study plans.</li> <li>• Review and provide feedback on program and course descriptions.</li> <li>• Submit courses, after addressing all comments, to the department council for approval and complete the required procedures.</li> <li>• Provide scientific consultations and well-studied proposals to the department council regarding curriculum development and evaluation.</li> <li>• Review the department's study plans to ensure they meet all required elements and standards, and provide necessary recommendations.</li> <li>• Coordinate with the college's curriculum and study plan committees to approve programs and study plans.</li> <li>• Perform any other tasks assigned to the committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	4	Mandatory for each department	Curriculum and Study Plans	6
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## Third: Academic Program-Level Committees

المهام	المخرجات	عدد المحاضرات الاذني	عدد الأعضاء المقترح	التصنيف	اللجنة	
<ul style="list-style-type: none"> <li>Periodically review the program's mission and objectives.</li> <li>Prepare the program handbook.</li> <li>Monitor the achievement of program objectives through specific performance indicators.</li> <li>Follow up on advisory committee meetings for the program and develop plans to implement development recommendations.</li> <li>Prepare a plan for measuring the program's learning outcomes.</li> <li>Prepare the program's annual report.</li> <li>Receive periodic, semester, and annual reports from the Curriculum Committee and the Department Quality Committee to prepare the program's quarterly and annual reports.</li> <li>Review academic accreditation files in coordination with the Department Quality Committee.</li> <li>Review the program's academic website and verify the accuracy, sufficiency, and consistency of the information with the self-study report, in coordination with the Self-Study Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	4	<b>Mandatory for each academic program</b>	إدارة البرنامج	1

<ul style="list-style-type: none"> <li>• Monitor academic programs and study plans in the department and review them to ensure compliance with quality requirements, academic accreditation standards, and specialized criteria.</li> <li>• Review and provide feedback on program and course descriptions, ensuring their alignment with quality requirements and accreditation standards.</li> <li>• Provide feedback to the course coordinator after the submission of course files.</li> <li>• Guide course coordinators to provide feedback to faculty members after submitting the course syllabus.</li> <li>• Prepare and update the program's quality system handbook as needed.</li> <li>• Oversee the implementation and management of the program's quality system across its various components.</li> <li>• Prepare periodic reports on the application of the quality system in the program.</li> <li>• Supervise local and international academic accreditation processes and work on fulfilling their requirements.</li> <li>• Comply with all quality and academic accreditation requirements, such as fulfilling institutional quality standards, preparing annual follow-up reports for accredited programs, and preparing reports on accreditation conditions and recommendations.</li> <li>• Contribute to promoting a culture of quality and accreditation among department members through lectures, seminars, and training courses, in coordination with the College Development and Quality Agency.</li> <li>• Identify challenges and issues facing program development and propose solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> <li>• Prepare a report on the committees that have been active.</li> </ul>	4	4	Mandatory for each academic program	QUALITY	2
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<ul style="list-style-type: none"> <li>• Evaluate the completion and archiving of quality requirements and documents, such as performance files and course files, at the program level in the department.</li> <li>• Perform any other tasks assigned to the committee.</li> </ul>						
<ul style="list-style-type: none"> <li>• Identify students eligible for summer or cooperative training in the department.</li> <li>• Search for training organizations for students in coordination with the College Student Training Committee.</li> <li>• Prepare the necessary letters to accept students in training organizations.</li> <li>• Disseminate summer and cooperative training instructions and regulations to students and academic supervisors in coordination with the College Development and Quality Agency.</li> <li>• Conduct regular meetings with students eligible for summer or cooperative training and respond to their inquiries.</li> <li>• Conduct regular meetings with academic supervisors regarding their training responsibilities and respond to their inquiries.</li> <li>• Assign supervisors to students in coordination with the department head.</li> <li>• Assign students in the same training organization to the same academic supervisor whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Prepare a comprehensive report on training, including statistics on students, training organizations, and satisfaction surveys from students, supervisors, and training providers.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	3	4	<p><b>Mandatory for each academic program</b></p>	<p><b>Student Training</b></p>	3

<ul style="list-style-type: none"> <li>• Review the lists of students expected to graduate from the first semester and throughout the academic year, ensuring the accuracy of their data at the main campus and other university colleges in the provinces.</li> <li>• Prepare and update educational content in alignment with the program learning outcomes and, if applicable, specialized academic standards, to raise student awareness and prepare them for standardized tests.</li> <li>• Prepare specialized standardized test questions according to the learning outcomes and submit them to the question banks via the “Blackboard” system.</li> <li>• Motivate and prepare nominated students for standardized tests, such as the program exit exam, ensuring their readiness.</li> <li>• Monitor the administration and execution of exams both in-person and electronically through the “Blackboard” system.</li> <li>• Follow up on participant surveys prepared by the Standardized Tests Follow-up Committee in the Deanship of Development and Quality, and encourage students to participate.</li> <li>• Prepare the annual report on the committee’s activities and achievements and submit it to the relevant authorities.</li> <li>• Maintain continuous coordination with the representative of the Deanship of Development and Quality at the college and follow up on updates and directives.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a comprehensive report on the readiness test, highlighting the committee’s efforts after conducting the test.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>			<p><b>Mandatory for programs with specialized standards</b></p>	<p><b>Examinations and Assessment</b></p>	<p>4</p>
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<ul style="list-style-type: none"> <li>• Attend training courses and workshops organized by the Deanship of Development and Quality for programs pursuing accreditation, according to the nature of the work.</li> <li>• Prepare the introduction of the self-study and the section related to program data.</li> <li>• Write and validate standard reports in coordination with the department's Quality Committee.</li> <li>• Provide feedback to departmental and program committees regarding their respective sections in the self-study report.</li> <li>• Establish criteria for evidence coding, to be further enhanced by the standards committees.</li> <li>• Review and audit the coding of evidence.</li> <li>• Upload evidence and attachments to OneDrive in the department's official account in coordination with the department's Quality Committee.</li> <li>• Prepare hyperlinks in the self-study report.</li> <li>• Prepare a unified report on performance indicators, including internal and external benchmarking.</li> <li>• Participate in verification, preparation, and review visits as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Submit the self-study report at the end of the academic year.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	4	4-5	<p><b>Mandatory for all programs</b></p>	<p><b>Self-Study</b></p>	5
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<ul style="list-style-type: none"> <li>• Organize meetings to support the needs of postgraduate students in the department.</li> <li>• Supervise postgraduate students regarding their adherence to the program's regular duration.</li> <li>• Serve as a reference for supervisors and students when needed.</li> <li>• Encourage faculty members to communicate with students using approved communication channels.</li> <li>• Provide feedback to students on their reported issues and proposed solutions.</li> <li>• Submit monthly reports to the department head to present necessary matters to the department council for appropriate decisions.</li> <li>• Collect course reports from course coordinators and instructors in coordination with the program's Quality Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of each semester.</li> <li>• Submit a report on the committee's achievements at the end of each semester and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	3	4	<p><b>Mandatory for departments with postgraduate programs</b></p>	<p><b>Postgraduate Studies</b></p>	6
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<ul style="list-style-type: none"> <li>• Propose new ideas, discuss them, and present them to the College or Academic Department Council to explore ways and feasibility of implementation.</li> <li>• Examine difficulties and problems that may affect workflow in the college or academic department, discuss them, and assist in finding solutions.</li> <li>• Review topics and projects assigned by the college, department, or program to the advisory committee and work on developing a plan and mechanism for implementation.</li> <li>• Assist in evaluating the program, developing it, and improving its performance based on feedback from stakeholders, including graduates from the public and private sectors.</li> <li>• Represent the local community in providing input on admission policies for new students in the college and academic program, aligned with the Kingdom's geographical distribution and actual community needs.</li> <li>• Serve as a direct liaison between the college or program and state leaders and decision-makers, wherever possible, to convey an accurate picture of the college's or program's academic and human capabilities and its development needs.</li> <li>• Review new educational and training programs in the college or academic program and help raise community awareness of these programs and their impact on community services to build trust between beneficiaries, graduates, and program implementers.</li> </ul>	<ul style="list-style-type: none"> <li>• Document the committee meeting minutes and submit them to the Department Chair at the end of the academic year.</li> <li>• Submit a report on the committee's achievements at the end of the academic year and present it to the Department Council.</li> <li>• Comply with the provisions outlined in the Committee Governance Guide.</li> </ul>	8-12	4	<b>Mandatory for each program</b>	<b>Advisory</b>	7
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<ul style="list-style-type: none"> <li>• Positively contribute to overcoming obstacles in implementing the college's or academic program's field training plan for students to achieve its objectives at different stages.</li> <li>• Assist in evaluating the outcomes of agreements between the college or academic programs and various community institutions, and help resolve administrative and regulatory obstacles where possible through direct and indirect relationships to achieve educational, research, and community service goals.</li> </ul>						
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## Governance of Committee Operations

### Regulations for the Committees of Academic Programs and Departments, College of Computer Science:

#### ❖ First: Committee Formation

- Decisions regarding the formation of committees are approved by the Department Council.
- Membership of all members in each committee lasts for one academic year.
- Committees are formed as needed: at the program level or at the department level (see table above).
- Distribution of department members across committees should consider each member's expertise and capabilities.
- Distribution of members in each committee should align with the type of tasks required and the committee's working mechanism.

#### ❖ Second: Responsibilities of the Department Chair

- The Department Chair is responsible for the overall supervision of committee work.
- Meet regularly with committee chairs and follow up on any challenges or support needed from the department.
- Approve committee work reports at the end of each semester in the Department Council.
- The Department Chair has the authority to reconstitute any committee that does not produce outputs by the end of each semester.

#### ❖ Third: Responsibilities of the Committee Chair

- Supervise the committee's work and ensure compliance with tasks and regulations.
- Manage and follow up on committee activities.
- Ensure the validity of decisions and recommendations made by the committee and that they serve the department's best interests.
- Follow up on the implementation of committee decisions and expected outputs.

#### ❖ **Fourth: Responsibilities of Committee Members**

- Collaborate to achieve the committee's objectives.
- Ensure attendance and active participation in committee meetings.
- Contribute opinions and express viewpoints objectively, considering the department's interests and goals.
- Execute tasks assigned by the committee chair within the specified timeframe.
- Each member must attend at least two-thirds of committee meetings during the academic year.

#### ❖ **Fifth: Final Committee Report**

Each committee is required to submit a final report, which must include:

- Key achievements of the committee in each semester.
- Data and statistics highlighting committee activities (e.g., number of beneficiaries, attendance at committee events, etc.).
- Previous challenges that the committee developed solutions for during the academic year.
- Current challenges and obstacles.
- Recommendations and suggestions for future improvements.

#### ❖ **Sixth: Quality Assurance Committee and Course Coordinators' Regulations**

- The Quality Assurance Committee should provide feedback to each course coordinator regarding course files.
- The course coordinator should provide feedback to each faculty member after submitting the course file.
- Submit Quality Assurance Committee reports for each program to the Department Council and then forward them to the College Development and Quality Agency.
- Members of the Quality Assurance Committee must attend regular meetings with the college-level Quality Assurance Committee.
- Members of the program-level Quality Assurance Committees and course coordinators must attend training sessions related to quality and academic accreditation provided by the Deanship of Development and Quality at the university.

### ❖ **Seventh: Formation of the Program Advisory Committee**

The committee consists of 8–12 members, distributed as follows:

1. Chaired by the Department Chair or College Dean, depending on the nature of the program.
2. 2–3 faculty members with relevant experience from the college or department.
3. 2–3 program graduates, preferably with leadership positions in the relevant field.
4. 1–2 academics from similar programs at other Saudi universities.
5. 2–3 employers or practitioners in the field, preferably with one from a university partner organization and another contributing to professional supervision programs at the university.
6. It is recommended to have an additional reserve candidate for each external category (graduates, academics, and employers).

### **Mechanism for Forming Advisory Committees**

1. If the program belongs to a single academic department, the proposed formation is submitted to the Department Council for approval as a draft, and then the council minutes are forwarded to the College Dean for final approval.
2. If the program is offered by a college rather than a department, the proposed formation is presented to the council of the department where the program is assigned in the admission and registration system. It can also be presented in a meeting of the college Quality Committee, with the College Dean approving the meeting minutes.
3. If the program is offered across a branch or multiple branches, the advisory committee is unified for all branches, ensuring representation from each branch, and the branch department chairs approve the formation.
4. After approval, the proposed formation is forwarded to the Deanship of Development and Quality, including the names of external members requiring a security clearance, along with their CVs and completed security clearance forms.
5. The Deanship of Development and Quality completes the security clearance procedures and informs the program of the results.
6. The proposed advisory committee begins its work upon approval, pending security clearances.

7. If there are no security issues with any members, the advisory committee is formally established by a decision of the Department Chair based on the Department Council resolution for programs belonging to a single academic department.
8. If the program is offered by a college rather than a department, the advisory committee is established by a decision of the College Dean based on the college Quality Committee meeting minutes.
9. If a security issue arises with any member, the program may propose an alternative member or form the advisory committee without that member, if feasible.

### **Advisory Committee Working Mechanisms**

1. Membership of the advisory committee lasts for one academic year and is renewable.
2. The advisory committee meets at least twice a year upon the invitation of its chair.
3. Meetings can be held on campus or off-campus, in-person or virtually, and the committee may invite external participants as needed.
4. Meeting minutes are recorded to document discussions and recommendations reached.
5. Recommendations of the advisory committee are submitted to the College/Institute Council or the relevant academic department for necessary actions.



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