Governance and Responsibilities Handbook for Departmental and Program Committees College of Computing

2024-2025

'

Committees at the Academic Program Level

First: Program Management Committee

Tasks and Responsibilities:

- Reviewing the program's mission and objectives periodically.
- Preparing the program guide.
- Monitoring the achievement of the program's objectives through specific performance indicators.
- Conducting a comprehensive periodic evaluation (self-study) every three/five years or upon request.
- Receiving periodic, quarterly, and annual reports from the Curriculum and Planning Committee and the Development and Quality Committee to prepare the program's quarterly and annual report.
- Establishing an internal evaluation committee.
- Setting the standards for examinations.
- Follow up on the advisory program committee's meetings and develop implementation plans for development recommendations.
- Preparing the program's learning outcomes measurement plan.
- Preparing the program's annual report.
- Submitting self-study to the Department's Development and Quality Committee.
- Collecting files related to academic accreditation from the Department's Development and Quality Committee.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Documenting committee meeting minutes and submitting them to the department head at the end of each semester.
2. Submitting a report on committee achievements at the end of each semester and presenting it at the department council.
3. Adhere to committee governance responsibilities

Second: Program Preparation Committee

Committee Chair Tasks:

- Distributing tasks among committee's members.
- Continuous coordination among committee members and organizing special meetings to discuss program preparation topics.
- Organizing meetings and workshops with beneficiaries of the program's outcomes inside and outside the university, in coordination with the college administration.

Committee Tasks and Responsibilities:

- Developing the academic program proposal (including a program vision and mission, benchmarking against other programs, alignment with the National Qualifications Framework, and fulfillment of any relevant specialized standards. The proposal should also outline program objectives, expected learning outcomes, program and course descriptions, field experience description per the latest requirements from the Accreditation Center, and the necessary human and material resources).
- Developing the study plan structure, completing the associated forms, and monitoring any changes to the study plans.
- Defining entry and exit points for the program, specifying the qualification title for each exit point according to the National Qualifications Framework.
- Determining the language of study for the program and the type of specialization (theoretical/scientific).

- Submitting the study plan structure, program, and course descriptions to the department's Curriculum Committee for review and feedback.
- After being developed by departmental experts, course descriptions are collected in coordination with the Curriculum and Planning committee.
- Implementing any required changes requested by the departmental curriculum committee or council, as long as these changes align with the national qualifications framework.
- Making necessary adjustments to the program, if any, based on feedback from the Higher Standing Committee on Curriculum and Study Plans or evaluators.
- Performing any other tasks assigned by the department head.

Third: Coordination Committee

Committee Tasks and Responsibilities:

- Compile the consolidated annual report for the program and its branches, emphasizing the significant distinctions between the different program locations.
- Studying development needs and required changes mentioned in the program's annual reports and issuing necessary recommendations.
- Analyzing strengths, weaknesses, and improvement priorities, and issuing appropriate recommendations.
- Coordinating cooperation to meet program needs at each location by utilizing strengths in other locations.
- Obtaining approvals of meeting minutes from relevant department and college councils.

Committee's Deliverables:

1. Documenting committee meeting minutes and submitting them to the department head at the end of each semester.
2. Submitting a report on committee achievements at the end of each semester and presenting it at the department council.
3. Adhere to committee governance responsibilities

Fourth: Advisory Committee

Committee Tasks and Responsibilities:

- Proposing new ideas, discussing them, and presenting them to the college or department council for consideration and feasibility of implementation.
- Discussing challenges and problems that may hinder the work in the college or department and helping address them.
- Examining topics and projects assigned to the advisory committee by the college, department, or program and seeking to develop plans and mechanisms for their implementation.
- Assisting in evaluating, developing, and improving program performance based on the opinions of stakeholders, including graduates from the public and private sectors.
- Representing the local community by providing input on admission policies for new students to the college and academic programs in line with the geographical distribution of the Kingdom and community needs.
- Serving as a direct link between the college or program and state leaders and decision-makers through direct relationships to provide a realistic picture of the college's or academic program's scientific and human capabilities and actual needs for development.
- Reviewing new educational and training programs in the college or academic program, helping introduce them to the community, and assessing their impact on community services to strengthen trust between graduates and those responsible for the programs.

- Actively working to overcome challenges in implementing the college or academic program's student field training plan to achieve its objectives at every stage.
- Assisting in evaluating agreements between the college or academic programs and various community institutions, overcoming administrative obstacles as much as possible through direct and indirect relationships to achieve educational, research, and community service goals.

Committee's Deliverables:
1. Documenting committee meeting minutes and submitting them to the department head at the end of each semester.
2. Submitting a report on committee achievements at the end of each semester and presenting it at the department council.
3. Adhere to committee governance responsibilities

Committees at the Department Level

First: Curriculum and Study Plans Committee

Committee Chair Tasks:

- Distributing tasks among committee's members.
- Continuous coordination among committee members and organizing special meetings to discuss program preparation topics.
- Organizing meetings and workshops with beneficiaries of the program's outcomes inside and outside the university, in coordination with the college administration.
- Review the requirements, procedures, and forms related to study plans and programs.
- Collaborating with the college and its curriculum committee on all matters related to the development of departmental academic programs.

Committee Duties and Responsibilities:

- Monitor and review academic programs and study plans in the department to ensure they meet university requirements, academic needs, labor market demands, quality requirements, academic accreditation standards, and the National Qualifications Framework.
- Review proposed developed or newly introduced academic programs.
- Review and provide feedback on the structure of study plans.
- Review and provide feedback on program and course descriptions.
- Submit the courses to the department council for review, approval, and completion of the necessary procedures after all comments have been incorporated.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Documenting committee meeting minutes and submitting them to the department head at the end of each semester.
2. Submitting a report on committee achievements at the end of each semester and presenting it at the department council.
3. Adhere to committee governance responsibilities.

Second: Development and Quality Committee

Committee Chair Tasks:

- Distribute tasks among committee members.
- Coordinate continuously among committee members and organize meetings to discuss the program.
- Develop and follow up on a timeline for creating and updating the program's quality assurance manual.
- Organizing meetings and workshops with beneficiaries of the program's outcomes inside and outside the university, in coordination with the college administration.
- Review the requirements, procedures, and forms related to study plans and programs.
- Coordinate with the college's development and quality committee regarding all matters related to the department's development and quality.

Committee Duties and Responsibilities:

- Monitor and review academic programs and study plans in the department to ensure they meet quality requirements, accreditation standards, and specialty standards.
- Review and provide feedback on program and course descriptions to ensure they meet quality requirements and accreditation standards.
- Provide feedback to course coordinators after receiving course files.

- Instruct course coordinators to provide feedback to faculty members after receiving the course syllabus.
- Develop and update the program's quality assurance manual when needed.
- Supervise the implementation and management of the quality assurance system in the programs and its components.
- Prepare periodic reports on the application of the quality system in the program.
- Supervise the processes of local and international academic accreditation and work to meet its requirements.
- Comply with all quality and accreditation requirements, such as meeting institutional quality requirements, preparing annual follow-up reports for accredited programs, and preparing reports on the conditions and recommendations of academic accreditation.
- Contribute to promoting a culture of quality and accreditation among department members through lectures, seminars, and training courses in coordination with the College Vice Deanship for Academic Development and Quality
- Identify challenges and issues that hinder program development and propose solutions.
- Provide a comprehensive database and information on all quality-related activities in the department.
- Evaluate the completion and archiving of quality documents and requirements, such as performance files and course files at the program level in the department.
- Evaluate the completion and archiving of the self-evaluation studies for academic programs at the college.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities
4. Prepare a report on committees that have completed quality work.

Third: Scheduling Committee

Committee Duties and Responsibilities:

- Prepare study schedules for all department programs, including bachelor's, diploma, and master's programs.
- Prepare schedules for each semester, taking into consideration the expected number of students according to the procedures of the University's Vice Presidency for Academic Affairs and the Deanship of Admission and Registration.
- Handle urgent requests from students and faculty members at the beginning of the semester.
- Communicate and coordinate with the college's Vice Presidency for Academic Affairs regarding program schedules.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities

Fourth: Examination Procedure Committee

Committee Duties and Responsibilities:

- Organize the schedule of midterm and final exams, coordinate them, and set up student examination schedules and invigilation assignments.
- Record issues during exams and propose appropriate solutions in coordination with the department head, the College Vice Presidency for Academic Affairs, and the College Vice Presidency for Female Students.
- Oversee the examination process and ensure invigilators are present as scheduled.
- Track absent students from final exams and coordinate with the course instructor and department head to verify the validity of submitted absentee excuses.
- Support students from other departments who missed their final exams by verifying and sending approved absentee excuses according to university regulations to the department offering the course.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities

Fifth: Student Affairs and Guidance Committee

Committee Duties and Responsibilities:

- Organize meetings to support the academic guidance process for faculty members.
- Prepare and distribute an academic advising booklet for students at the beginning of the semester and publish an electronic version on the college website.
- Assign advisors to students.
- Instruct advisors to create a file for each student containing information on their hobbies, academic abilities, social issues, academic progress, etc.
- Ensure students know the office hours of faculty members.
- Encourage faculty members to communicate with students through approved communication channels.
- Monitor students' results in midterm exams and provide assistance and guidance as needed and identify students facing difficulties and emerging issues early.
- Provide academic follow-up for students in different years and offer advice and guidance according to their academic status.
- Prepare periodic reports on the academic problems that some students face in different years.
- Provide feedback to students on their problems and proposed solutions.
- Submit monthly reports to the department head to present necessary matters to the department council for appropriate decisions.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities

Sixth: Graduation Projects Committee

Committee Duties and Responsibilities:

1. Supervise the graduation projects of department students.
2. Manage the process of selecting project supervisors.
3. Address grievances and issues faced by students in their graduation projects and provide appropriate recommendations.
4. Schedule and manage project discussions.
5. Prepare an annual report including a description of the projects and statistics.
6. Coordinate the preparation for the Student Achievement Exhibition.

Committee's Deliverables:

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities

Seventh: postgraduate Studies Committee

Committee Duties and Responsibilities:

1. Organize meetings to support the needs of graduate students in the department.

2. Oversee the status of graduate students regarding their compliance with the official timeframes.

3. Serve as a reference for supervisors and students when needed.

4. Encourage faculty members to communicate with students through approved communication channels.

5. Provide feedback to students on their issues and proposed solutions.

6. Submit monthly reports to the department head for presenting necessary matters to the department council for appropriate decisions.

7. Guide graduate students in their studies, ensuring adherence to the study plan and timelines for courses, comprehensive exams, and submission of the plan, as well as the selection of a thesis supervisor.

8. Assist graduate students in understanding faculty members' specializations and research interests, as well as their supervisory loads.

9. Guide graduate students to follow the required procedures and use the necessary forms.

10. Monitor the progress of graduate students towards obtaining their degree.

11. The executive administration shall provide support and assistance to the Graduate Studies Committee in the department and supply the required forms to monitor graduate students in the department.

Committee's Deliverables

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities

Eighth: Faculty Affairs Committee

Committee Duties and Responsibilities:

- Develop appropriate policies and procedures for selecting faculty members.
- Regularly evaluate faculty performance according to established criteria and provide feedback in coordination with the department head.
- Provide programs for academic and professional development and encourage faculty members to participate.
- Gather faculty opinions to assess the adequacy and quality of services provided to them and measure their satisfaction.
- Compile a list of applicants and schedule interviews with candidates.
- Provide feedback and recommendations on applications from candidates for academic and administrative positions within the department.
- Orient new faculty members and encourage them to attend the orientation programs organized by the university.
- Monitor the affairs of teaching assistants and lecturers in the department and support them in completing their graduate studies.
- Follow up on the affairs of faculty members who are on scholarships and communicate with them when needed.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities.

Ninth: Student Training Committee

Committee Duties and Responsibilities:

- Identify students eligible for summer internships or cooperative training within the department.
- Search for training institutions for students in coordination with the College Vice Deanship for Academic Development and Quality
- Prepare the necessary letters for student acceptance at training institutions.
- Disseminate guidelines and regulations for summer and cooperative training to students and academic supervisors in coordination with the College Vice Deanship for Academic Development and Quality
- Conduct at least two meetings with students eligible for summer or cooperative training and address their inquiries.
- Conduct at least one meeting with academic supervisors regarding summer or cooperative training obligations and address their inquiries.
- Distribute supervisors among students in coordination with the College Vice Deanship for Academic Development and Quality
- Allocate students accepted at the same training institution to the same academic supervisor as much as possible.
- Performing any other tasks assigned by the department head.

Committee's Deliverables:

1. Document the committee meeting minutes and submit them to the department head at the end of each semester.
2. Submit a report on committee achievements at the end of each semester and present it to the department council.
3. Adhere to committee governance responsibilities.

Governance of Committees' Work

Work Regulations for Committees of Academic Programs and Departments in the College of Computing

First: Committees Formation:

- Committee formation is approved by the department council.
- Committee members serve one-year terms.
- Committees are formed as needed, either at the program level or department level.
- Distribution of department members in committees should consider each member's expertise and capabilities.
- Distribution of department members in each committee should reflect the nature of the tasks required and the committee's operational mechanisms.

Second: The Department Head's Responsibilities:

- The department head is responsible for overseeing the general operations of the committees.
- Meet regularly with committee heads to follow up on any challenges or support needed from the department.
- Approve committee reports at the department council at the end of each semester.
- The department head has the authority to restructure any committee that does not produce outcomes at the end of each semester.

Third :Committee Chairs' Responsibilities::

- Supervise the committee's work and ensure adherence to 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 interests.
- Monitor the implementation of the committee's decisions and the expected outcomes.

Fourth :Responsibilities of Committee Members:

- Collaborate to achieve the committee's goals.
- Attend and actively participate in committee meetings.
- Contribute opinions and express viewpoints impartially, considering the department's interests and objectives.
- Execute tasks assigned by the committee chair on time.
- Each member must attend at least two-thirds of the committee's meetings in the academic year.

Fifth :Regulations for the Development and Quality Committee and Course Coordinators:

- The Development and Quality Committee shall provide feedback to each course coordinator regarding the course files.
- The course coordinator shall provide feedback to each faculty member after submitting the course file.
- Submit reports from the Development and Quality Committee for each program to be presented at the department council and then sent to the College Vice Deanship for Academic Development and Quality .
- Members of the Development and Quality Committee must attend meetings with the college-level Quality Assurance Committee regularly.

- Members of the Development and Quality Committee in programs and course coordinators must attend training courses related to quality and academic accreditation offered by the college and the university.

Sixth :Regulations for Forming the Program Preparation Committee, Selecting Its Members, and Its Operation:

- The committee is formed by an administrative decision from the department council.
- The committee's duration is one full academic year from the date of its formation decision.
- Committee members should have the appropriate experience and qualifications related to the committee's tasks, responsibilities, and nature of work.
- The committee should consist of at least one member from each sub-specialization in the program, with no less than the rank of Assistant Professor, provided that there is a faculty member with the rank of Professor (if available) in the committee.
- Female faculty members should have appropriate representation if there is a female section, and the formation should include newly graduated Ph.D. faculty members.
- A representative from the corresponding department in university colleges should be present if the program is offered outside the main campus in Makkah.
- If there are environmental or dual specializations, a faculty member from specializations related to the core program should be included.
- The committee has the right to choose a secretary from among its members or others assigned to prepare meeting minutes and perform administrative tasks for the committee.

Seventh :Regulations for Forming the Curriculum and Study Plans Committee, Selecting Its Members, and Its Operation:

- The committee is formed by an administrative decision from the department council.

- The committee's duration is one full academic year from the date of its formation decision.

- The committee is chaired by the department head, or a person chosen by the department council and is administratively linked to the department council.

- The committee is administratively linked to the department council.

- Committee members should have the appropriate experience and qualifications related to the committee's tasks, responsibilities, and nature of work.

- The committee should consist of at least one member from each sub-specialization in the department, with no less than the rank of Assistant Professor, preferably with a rank of Professor (if available).

- A representative from the corresponding department in university colleges should be included if the program is offered outside the main campus in Makkah.

- Female faculty members should have appropriate representation if there is a female section.

- The committee has the right to choose a secretary from among its members or others assigned to prepare meeting minutes and perform administrative tasks for the committee.

- The committee can consult experts and specialists from inside or outside the university regarding its tasks as needed, ensuring this is recorded in the committee meeting minutes.

- The committee's discussions and decisions are documented in official minutes approved by the department head, which are then submitted to the department council for approval.

Eighth :Committee Formation and Member Selection Rules and Their Operation:

- The committee is formed by an administrative decision from the department council.
- The committee's duration is one full academic year from the date of its formation decision.
- The committee is chaired by the department head, or a person chosen by the department council and is administratively linked to the department council.
- Committee members should have the appropriate experience and qualifications related to the committee's tasks, responsibilities, and nature of work.
- Female faculty members should have appropriate representation if there is a female section.
- The committee's discussions and decisions are documented in official minutes approved by the department head, which are then submitted to the department council for approval.
- If the department has more than one program, each program must be represented by at least two members.
- Any other tasks assigned by the department head.

Ninth :Rules for Forming the Program Advisory Committee and Selecting Its Members:

The committee consists of 8 to 12 members distributed as follows:

1. The committee is chaired by the academic department head or the college dean, depending on the nature of the program.
2. 2-3 faculty members with experience from the college or academic department.
3. 2-3 graduates of the program, preferably including those in leadership positions in the field.
4. 1-2 academics from corresponding programs at Saudi universities.
5. 2-3 employers and professionals in the program's field, preferably including at least one employer affiliated with an organization that has partnerships with the

university and another who contributes to professional supervision programs at the university.

6. It is preferable to identify an additional backup candidate for each of the external candidate categories (graduates, academics, and employers).

Rules for Forming Advisory Committees:

1. If the program is under a single academic department, the proposed formation is presented to the department council for approval, then raised for endorsement by the college dean.

2. If the program is offered by a college and not a department, the proposed formation is presented at the department council where the program is registered in the admissions and registration system. It can also be presented at a quality committee meeting in the college, and the dean of the college endorses the meeting minutes.

3. If the program is offered in parallel branches, the advisory committee formation is unified across the program's branches, ensuring representation from each branch and obtaining approval from the branch department heads.

4. After obtaining approval, the proposed formation is sent to the Dean of Development and Quality, specifying the names of external members who require security clearance, along with their CVs and completed security clearance forms.

5. The Dean 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 receipt of approval until security clearances are received.

7. If there are no security concerns regarding any members, the advisory committee is formed by a decision from the department head based on the department council's decision for programs under a single academic department.

8. If the program is offered by a college and not a department, the advisory committee is formed by a decision from the college dean based on the quality committee meeting minutes.

9. If security concerns arise regarding any member, the program proposes an alternative member or officially forms the advisory committee without that member if possible.

Operational Mechanisms of the Advisory Committee:

1. Committee membership lasts for one academic year and is renewable.
2. The advisory committee meets at least twice a year at the invitation of its chair.
3. The advisory committee sessions can be held inside or outside the college, in person or remotely, and it can invite external individuals to attend its sessions.
4. Minutes of the sessions are recorded to document discussions and the recommendations reached.
5. Recommendations from the advisory committee are submitted to the college/institute council or academic department for appropriate action.

Tenth :Formation of the Coordination Committee:

The coordination committee for programs with branches at the university is formed as follows:

- Heads of scientific departments in Makkah and the branches affiliated with the academic program.
- Heads of curriculum committees in the scientific departments in Makkah and the branches affiliated with the academic program.

Eleventh: Final Report of Committee Work:

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

- Documentation of the committee's significant achievements in each semester.
- Documentation of figures and statistics highlighting the committee's work, such as (number of beneficiaries, attendance at committee meetings, etc.).
- Identifying any previous challenges that the committee has developed solutions for during the academic year.
- Identifying current challenges and obstacles.
- Suggestions and recommendations for future work development.