

دليل لجنة الجودة والتطوير بقسم هندسة البرمجيات

**Quality and Development Committee Guide for Software Engineering Department** 

# **Created by:**

Quality and Development Committee





# **College of Computing**

The College of Computing, founded in 1426 AH, includes five academic departments offering bachelor's and master's degrees. The college is internationally accredited by ABET for academic excellence in the Computer Science & Computer Engineering programs.

## Vision

To establish a hub for learners and scholars to facilitate computing and knowledge technology for community and industry.

## Mission

Creation of a conductive environment for quality education and innovative research in computing and informatics promoting knowledge-based economy, societal needs and ethical values.





#### **Overview**

The College of Computing at Umm Al Qura University is dedicated to creating a learning environment that focuses on students' needs, with the goal of nurturing highly skilled professionals. This dedication is demonstrated through the implementation of innovative academic programs that cover a wide range of subjects including computer science, artificial intelligence, computer engineering, networks, and data science. One particularly noteworthy program offered by the college is the Bachelor of Science in Software Engineering. Students will be prepared for careers in the ever-evolving field of software engineering, where they will learn a unique perspective on designing and developing high-quality software systems that meet the needs of society and industry.

The Quality Assurance Committee of the Software Engineering program is proposing an operational plan to fulfill the mission and goals of the College of Computing and the Software Engineering program. The operational plan is aligned with the College of Computing's strategic plan, the various objectives, and programs.

#### Vision

To be a leading reference in education and scientific research in the field of software engineering.





#### Mission

Providing comprehensive education in software engineering.

# **Objective**

- 1. Obtaining academic accreditation for the software engineering programs.
- 2. Improving the quality and impact of research outcomes by focusing on publishing rigorous research in prestigious journals.
- 3. Enhancing curricula with methodologies in research, innovation, and entrepreneurship.
- 4. Providing practical training for students to engage in real software development projects, bridging the gap between theoretical studies and actual industry practices.
- 5. Showcasing the research and innovation output of faculty members, as well as educational outputs such as teaching content and graduation projects, on the university's website.

# Committees Formed at the Department

- 1. Supervisory Committee for the Software Engineering Program
- 2. Graduation Projects Committee for the Software Engineering Department





- 3. Student Affairs and Advising Committee for the Software Engineering Department
- 4. Program Development Committee for the Software Engineering Program in the Software Engineering Department
- 5. Curriculum and Academic Plans Committee
- 6. Program Development Committee for Human-Computer Interaction
- 7. Development and Quality Assurance Committee
- 8. Examinations Management Committee in the Department
- 9. Student Training Committee for the Software Engineering Department
- 10. Screening and Selection Committee for Assistant Professor Applicants in the Software Engineering Department
- 11.Program Management Committee for the Software Engineering Program in the Software Engineering Department
- 12.Program Management Committee for the Human-Computer Interaction Program in the Software Engineering Department
- 13. Program Management Committee for the Information Systems Program in the Software Engineering Department

#### First: Curriculum and Academic Plans Committee

#### **Duties of the Committee Chair:**

- Distribute tasks among program committee members.
- Continuously coordinate among committee members and organize meetings to discuss the program.



- Organize communications, meetings, and workshops with beneficiaries of the program outcomes within and outside the university in coordination with the college administration.
- Review requirements, procedures, and forms related to academic plans and programs.
- Coordinate with the college and the college's curriculum committee on matters related to academic program development within the department.

#### **Committee Duties and Responsibilities:**

- Monitor, review, and ensure that the department's academic programs and
  plans meet university and academic requirements, market needs, quality
  requirements, accreditation standards, and national qualification
  framework regulations.
- Review proposals for new or updated academic programs.
- Review and provide feedback on the structure of academic plans.
- Review and provide feedback on program and course descriptions.
- Submit courses to the department council for approval after addressing all comments and complete the formal procedures.
- Undertake any additional tasks assigned by the department head.

# **Final Outputs of the Committee:**

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.





#### **Second: Development and Quality Committee**

#### **Duties of the Committee Chair:**

- Distribute tasks among program committee members.
- Continuously coordinate among committee members and organize meetings to discuss the program.
- Establish a timeline for preparing the program quality manual, update it when necessary, and monitor its implementation.
- Organize communications, meetings, and workshops with beneficiaries of program outcomes within and outside the university in coordination with the college administration.
- Review requirements, procedures, and forms related to academic plans and programs.
- Coordinate with the college's development and quality committee on matters related to the department's development and quality.

- Monitor, review, and ensure that the department's academic programs and plans meet quality requirements, accreditation standards, and specialized criteria.
- Review and provide feedback on program and course descriptions to ensure they meet quality and accreditation requirements.
- Provide feedback to the course coordinator after submitting course files.
- Direct course coordinators to provide feedback to faculty members after submitting course outlines.
- Prepare and update the program's quality manual when needed.
- Supervise the implementation and management of the program's quality system.



- Prepare periodic reports on the implementation of the quality system in the program.
- Supervise the processes for local and international accreditation and work on meeting its requirements.
- Comply with all quality and accreditation requirements, such as fulfilling
  institutional quality requirements, preparing annual follow-up reports for
  accredited programs, and preparing accreditation condition and
  recommendation reports.
- Contribute to spreading the culture of quality and accreditation among department members through lectures, seminars, and training courses in coordination with the College's Development and Quality Unit.
- Identify challenges and problems facing program development and propose solutions.
- Provide a comprehensive database and information on all quality activities within the department.
- Assess the completion and archiving of quality requirements and documents such as performance files and course files at the program level in the department.
- Evaluate the completion and archiving of requirements for self-assessment studies of academic programs within the college.
- Undertake any additional tasks assigned by the department head.

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.



4. Prepare a report on the committees that have submitted quality-related work.

## **Third: Scheduling Committee**

#### **Committee Duties and Responsibilities:**

- Prepare class schedules for all department programs, including bachelor's, diploma, and master's programs.
- Prepare the schedule for each semester, considering the expected number of students per the university's educational affairs and the Admissions and Registration Deanship's procedures.
- Handle emergency requests from students and faculty members from the start of the semester.
- Communicate and coordinate with the college's academic affairs regarding program schedules.
- Undertake any additional tasks assigned by the department head.

## **Final Outputs of the Committee:**

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.

## **Fourth: Examination Coordination Committee**

- Organize dates for midterm and final exams, coordinate them, create examination schedules for students, and assign proctoring duties.
- Record problems during exams and propose appropriate solutions in coordination with the department head and college's educational affairs.





- Supervise exam proceedings and ensure the presence of proctors as scheduled.
- Monitor and follow up with students who miss final exams in coordination
  with the course instructor and department head to verify the validity of
  excuses provided by students.
- Assist students from other departments who missed final exams and ensure the submission of accepted excuses to the department.
- Undertake any additional tasks assigned by the department head.

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- 3. Comply with the governance requirements of committee work.

# Fifth: Student Affairs and Advising Committee

- Organize meetings to support academic advising for faculty members.
- Prepare and distribute an academic advising booklet for students at the beginning of the semester, with an electronic version published on the college website.
- Assign advisors to students.
- Instruct advisors to create a file for each student containing information about their hobbies, academic achievements, challenges, and other details.
- Ensure students know the office hours of faculty members.



- Encourage faculty members to communicate with students using the approved communication methods.
- Monitor student performance in midterms, provide support and guidance to those in need, and identify struggling students early.
- Provide academic follow-up for students in different years, offer guidance, and direct them according to their academic standing.
- Prepare periodic reports on academic challenges faced by some students in different years.
- Inform students of the results of presenting their issues and proposed solutions.
- Submit monthly reports to the department head for matters requiring the department council's decisions.
- Undertake any additional tasks assigned by the department head.

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.

# **Sixth: Graduation Projects Committee**

- Supervise the graduation projects of department students.
- Manage the process for selecting project supervisors.
- Address grievances and problems students face in their graduation projects and recommend suitable solutions.
- Schedule and manage project discussions.





- Prepare an annual report including project descriptions and statistics.
- Coordinate in preparing the student achievement exhibition.

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.

#### **Seventh: Graduate Studies Committee**

- Organize meetings to support graduate students in the department.
- Monitor the progress of graduate students concerning compliance with the approved duration.
- Act as a point of reference for supervisors and students when needed.
- Encourage faculty members to communicate with students using approved communication methods.
- Provide feedback to students regarding the outcomes of their issues and proposed solutions.
- Submit monthly reports to the department head for matters requiring the department council's decisions.
- Guide graduate students in their studies, ensure adherence to study plans, and monitor course and examination timelines, including thesis submission and supervisor selection.
- Assist graduate students in learning about faculty research interests and workloads.





- Guide graduate students on following required procedures and using the necessary forms.
- Track the progress of graduate students in earning their degrees.
- Provide the executive administration with the necessary forms to assist the Graduate Studies Committee in monitoring graduate students in the department.

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.

## **Eighth: Faculty Affairs Committee**

- Develop policies and procedures for selecting faculty members.
- Regularly assess the performance of faculty members using established criteria and provide feedback in coordination with the department head.
- Provide professional and academic development programs and encourage faculty participation.
- Gather feedback from faculty to assess the adequacy and quality of services provided to them and gauge their satisfaction.
- Organize interviews with candidates for faculty positions.
- Provide recommendations and feedback on applications for academic and administrative positions in the department.





- Orient new faculty members and encourage them to attend orientation programs organized by the university.
- Follow up with teaching assistants and lecturers in the department and support them in completing their graduate studies.
- Follow up with faculty members on scholarships and communicate with them as needed.
- Undertake any additional tasks assigned by the department head.

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.

#### **Ninth: Research and Laboratories Committee**

- Develop and implement a strategic plan to support and promote research in the department.
- Foster a culture of research among faculty members and students.
- Evaluate research project proposals submitted by faculty members for support.
- Seek funding for research projects from local and international funding bodies.
- Foster interdisciplinary research collaborations within and outside the university.
- Monitor the research progress of faculty members and provide feedback to improve research quality.
- Maintain an updated list of faculty research areas and achievements.





- Develop and oversee research incentive programs for faculty members.
- Maintain a database of department research facilities and their usage.
- Ensure that laboratories and equipment are used effectively in research and teaching.
- Provide feedback on the laboratory needs of the department and collaborate with the college to address those needs.
- Undertake any additional tasks assigned by the department head.

- 1. Document the committee's meeting minutes and submit them to the department head at the end of each semester.
- 2. Submit a report on the committee's accomplishments at the end of each semester and present it to the department council.
- 3. Comply with the governance requirements of committee work.

# **Graduates' Attributes**

Our SE alumni have four essential characteristics: professionalism, ethics, lifelong learning and research, and leadership. Thus, these are the primary attributes:

- 1. Deep knowledge and understanding of Software Engineering.
- 2. Required technical competencies to solve real-world problems using adequate SE methods, tools, and technologies.
- 3. Effective communication in a variety of professional contexts.



- 4. High professional and ethical standards competencies in software systems development to efficiently contribute to the progress of the working organizations and worldwide societies at large
- 5. Leadership and team management skills by taking initiatives facilitating the successful completion of professional duties.
- 6. High skills and knowledge through life-long learning and pursuit of graduate studies.

# **Curriculum Structure**

| Program Structure           | Required / | No. of  | Credi | Percentage |
|-----------------------------|------------|---------|-------|------------|
|                             | Elective   | courses | Hours |            |
| Institution Requirements    | Required   | 13      | 32    | 17.67%     |
|                             | Elective   | 3       | 6     | 3.31%      |
| College Requirements        | Required   | 16      | 49    | 27%        |
|                             | Elective   |         |       |            |
| Program Requirements        | Required   | 22      | 73    | 40.33%     |
|                             | Elective   | 3       | 9     | 5%         |
| Capstone Course/Project     | Required   | 2       | 4     | 2.2%       |
| Field Experience/Internship | Required   | 2       | 8     | 4.41%      |
| Others                      |            |         |       |            |
| Total                       |            |         | 181   | 100%       |





# **Study Plan Details**

| T . 1   |  | D 1 E1 - / : - /    | D  | O 1'4           | Т С   |
|---------|--|---------------------|--|-----------------|---|
| Level   | Course Title                                   | Required Elective / | Pre- Requisite<br>Courses                      | Credit<br>Hours | Type of requirements (Institution, College or |
|         |  |                     |  |                 | Department)                                   |
|         |  |                     |  |                 |   |
| Level 1 | Intensive English<br>C1                        | Required            |  | 4               | College                                       |
|         | Islamic Culture<br>1                           | Required            |  | 2               | College                                       |
|         | Computational<br>Thinking & Problem<br>Solving | Required            |  | 3               | College                                       |
|         | Calculus                                       | Required            |  | 4               | College                                       |
|         | Discrete<br>Structures 1                       | Required            |  | 4               | College                                       |
| Level 2 | Intensive<br>English C2                        | Required            | Intensive<br>English C1                        | 4               | College                                       |
|         | Holy Quran 1                                   | Required            |  | 2               | College                                       |
|         | Computer Programming 1                         | Required            | Computational<br>Thinking &<br>Problem Solving | 3               | College                                       |
|         | General Physics                                | Required            |  | 4               | College                                       |
|         | Linear Algebra                                 | Required            | Calculus                                       | 4               | College                                       |
| Level 3 | Intensive English C3                           | Required            | Intensive English<br>C2                        | 4               | Institution                                   |
|         | Career Preparation Skills                      | Required            |  | 2               | Institution                                   |



| X       | Computer Programming 2              | Required | Computer<br>Programming 1                 | 3 | Collegem al-qur |
|---------|-------------------------------------|----------|---|---|-----------------|
|         | Topics in Computing                 | Required |   | 3 | College         |
|         | Statistics & probability            | Required |   | 4 | College         |
| Level 4 | Foundations of Software Engineering | Required | Computer Programming 1                    | 3 | Department      |
|         | Hardware Software interface         | Required | Computer<br>Programming 1                 | 4 | Department      |
|         | Software Engineering Ethics         | Required |   | 2 | Department      |
|         | Data Structures                     | Required | Computer<br>Programming<br>2              | 3 | Department      |
|         | Islamic Culture 2                   | Required | Islamic Culture 1                         | 2 | Institution     |
|         | Holy Quraan 2                       | Required | Holy Quraan                               | 2 | Institution     |
| Level 5 | Requirements Engineering 1          | Required | Foundations<br>of Software<br>Engineering | 4 | Department      |
|         | Distributed Programming paradigms   | Required | Hardware<br>software<br>interface         | 4 | Department      |
|         | Database Fundamentals               | Required | Computer<br>Programming<br>2              | 3 | Department      |





|                    | Algorithm        | Required | Data          | 3 | Department  |
|--------------------|------------------|----------|---------------|---|-------------|
|                    | Fundamentals     |          | Structures    |   |             |
|                    | Arabic Writing   | Required |               | 2 | Institution |
|                    | Holy Quraan 3    | Required | Holy Quraan   | 2 | Institution |
|                    |                  |          | 2             |   |             |
|                    | Software Design  | Required | Requirements  | 5 | Department  |
|                    | & Construction 1 |          | Engineering 1 |   |             |
| Level6             | Requirements     | Required | Requirements  | 3 | Department  |
|                    | Engineering 2    |          | Engineering 1 |   |             |
|                    | Web              | Required | Computer      | 3 | Department  |
|                    | Engineering      |          | Programming   |   |             |
|                    |                  |          | 2             |   |             |
|                    | Project          | Required | Foundations   | 3 | Department  |
|                    | Management       |          | of            |   |             |
|                    |                  |          | Software      |   |             |
|                    |                  |          | Engineerin    |   |             |
|                    | ** '             | 77       | g             |   |             |
|                    | University       | Elective |               | 2 | Institution |
|                    | Elective 1       |          |               |   |             |
|                    | Holy Quraan 4    | Required | Holy Quraan   | 2 | Institution |
|                    |                  |          | 3             |   |             |
|                    | Software Testing | Required | Software      | 3 | Department  |
| _                  |                  |          | Design &      |   |             |
| Level <sub>7</sub> |                  |          | Constructio   |   |             |
|                    |                  |          | n             |   |             |
|                    | Mobile Apps      | Required | 1<br>Computer | 3 | Department  |
|                    | engineering      | required | Programming   | J | Bepartment  |
|                    | eng.meer mg      |          | 2             |   |             |
|                    | Models &         | Required | Software      | 3 | Department  |
|                    | Methods          |          | Design &      |   |             |
|                    | 1,201,1040       |          | Constructio   |   |             |
|                    |                  |          | n             |   |             |
|                    |                  |          |               |   |             |
|                    | IL               | 1        |               | 1 | I           |





|        | Software Design& | Required | Software      | 3 | Departmen   |
|--------|------------------|----------|---------------|---|-------------|
|        | Construction 2   |          | Design &      |   | t           |
|        |                  |          | Constructio   |   |             |
|        |                  |          | n             |   |             |
|        |                  |          | 1             |   |             |
|        | Functional       | Required | Calculus      | 3 | Departmen   |
|        | programming      |          |               |   | t           |
|        | University       | Elective |               | 2 | Institution |
|        | Elective 2       |          |               |   |             |
|        | University       | Elective |               | 2 | Institution |
|        | Elective 3       |          |               |   |             |
|        | Research         | Required | Software      | 2 | Departmen   |
| Level8 | Methods          |          | Engineering   |   | t           |
|        |                  |          | Ethics        |   |             |
|        | Software         | Required | Softwa        | 4 | Departmen   |
|        | Maintenance and  |          | re            |   | t           |
|        | Configuration    |          | Testin        |   |             |
|        |                  |          | g             |   |             |
|        | Introduction to  | Required | Topics in     | 3 | Departmen   |
|        | Cybersecurity    |          | Computing     |   | t           |
|        | Scientific       | Required |               | 3 | Departmen   |
|        | Computing        |          |               |   | t           |
|        | Frameworks and   | Required |               | 4 | Departmen   |
|        | Tools            |          |               |   | t           |
|        | Software Quality | Required | Software      | 4 | Departmen   |
|        | Attributes       |          | Maintenan     |   | t           |
| Level9 |                  |          | ceand         |   |             |
|        |                  |          | Configuration |   |             |
|        | Specialization   | Elective |               | 3 | Departmen   |
|        | Elective 1       |          |               |   | t           |
|        | Data             | Required | Database      | 3 | Departmen   |
|        | Engineering      | _        | Fundamental s |   | t           |





|         | Group Project 1 | Required | Software                 | 2 | Department  |
|---------|-----------------|----------|--------------------------|---|-------------|
|         |                 |          | Maintenan                |   |             |
|         |                 |          | ceand                    |   |             |
|         |                 |          | Configuration            |   |             |
|         | Operation       | Required | Scientific               | 4 | Department  |
|         | Research        |          | Computing                |   |             |
|         | Islamic Culture | Required | Islamic                  | 2 | Institution |
|         | 3               |          | Culture2                 |   |             |
|         | Group Project   | Required | Group                    | 2 | Department  |
|         | 2               |          | Project 1                |   |             |
| Level10 | Selected Topics | Required | Software                 | 3 | Department  |
|         | in Software     |          | Qualit                   |   |             |
|         | Engineering     |          | у                        |   |             |
|         |                 |          | Attribut                 |   |             |
|         |                 |          | es                       |   |             |
|         | DevOps          | Required | Softwa                   | 3 | Department  |
|         |                 |          | re                       |   |             |
|         |                 |          | Qualit                   |   |             |
|         |                 |          | У                        |   |             |
|         |                 |          | Attributes               |   |             |
|         | Islamic Culture | Required | Islamic                  | 2 | Institution |
|         | 4               |          | Culture 3                |   |             |
|         | Engineer        | Required | Engineerin               | 2 | Department  |
|         | professional    |          | gEthics                  |   |             |
|         | Practice        |          |                          |   |             |
|         | Specialization  | Elective | Specializatio            | 3 | Department  |
|         | Elective 2      |          | n<br>_, .                |   |             |
|         | Specialization  | Elective | Elective 1 Specializatio | 3 | Department  |
|         | Elective 3      | Licetive | n                        | 3 | Department  |
|         | Enective 3      |          | Elective 1               |   |             |
| Level   | Cooperative     | Required | Group                    | 4 | Department  |
| 11      | Training        |          | Project 2                |   |             |
| Level   | Cooperative     | Required | Group                    | 4 | Department  |
| 12      | Training        |          | Project 2                |   |             |



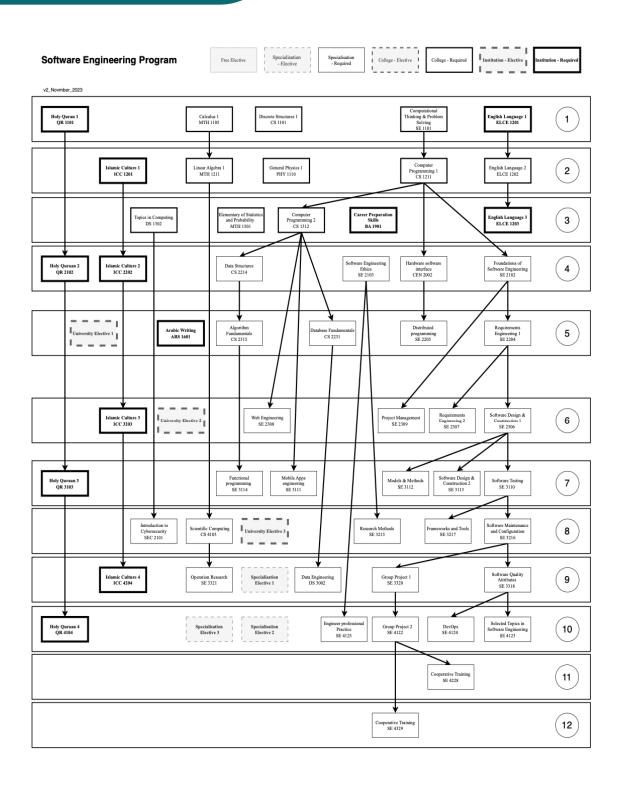
# **Elective Courses**

| 1 | Design Patterns         | 3 | Software Design & | Department |
|---|-------------------------|---|-------------------|------------|
|   |                         |   | Construction 2    |            |
| 2 | Internet of Things      | 3 | Frameworks and    | Department |
|   | Application Development |   | Tools             |            |
| 3 | Code Generation         | 3 | DevOps            | Department |
| 4 | Software documentation  | 3 | Software          | Department |
|   | and redocumentation     |   | Maintenance and   |            |
|   |                         |   | Configuration     |            |
| 5 | Game programming        | 3 | Software Design & | Department |
|   |                         |   | Construction 2    |            |
| 6 | Cloud Computing         | 3 | Foundations of    | Department |
|   |                         |   | Software          |            |
|   |                         |   | Engineerin        |            |
|   |                         |   | g                 |            |
| 7 | Seminars in Software    | 3 | Software Quality  | Department |
|   | Engineering             |   | Attributes        |            |
| 8 | Software Crisis         | 3 | Software          | Department |
|   |                         |   | Maintenance and   |            |
|   |                         |   | Configuration     |            |
| 9 | Software Quality        | 3 | Software Quality  | Department |
|   | Standardization         |   | Attributes        |            |





# **Prerequisites Structure**







# **List of Faculty Members**

| Name                  | Qualification       | Email                  |
|-----------------------|---------------------|------------------------|
| Bassem Al-Kazemi      | Professor           | bykazemi@uqu.edu.sa    |
| Youseef Alotaibi      | Professor           | yaotaibi@uqu.edu.sa    |
| Hosam Alhakami        | Associate Professor | hhhakam@uqu.edu.sa     |
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| Ryan Alturki          | Associate Professor | rmturki@uqu.edu.sa     |
| Abdulhadi Al-Eidaroos | Assistant Professor | ameidaroos@uqu.edu.sa  |
| Abdullah Murad        | Assistant Professor | aamurad@uqu.edu.sa     |
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| Afnan Aldhahri        | Assistant Professor | amdhari@uqu.edu.sa     |
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| Abid Khan             | Lecturer            | aaghaffar@uqu.edu.sa   |
| Ali Alshumrani        | Lecturer            | aashumrani@uqu.edu.sa  |
| Ashwaq Aljuaid        | Lecturer            | aamjuaid@uqu.edu.sa    |



| Basmah Alsenani   | Lecturer           | bmsenani@uqu.edu.sa       |
|-------------------|--------------------|---------------------------|
| Batool Allihaibi  | Lecturer           | bslihaibi@uqu.edu.sa      |
| Enas Bugis        | Lecturer           | embugis@uqu.edu.sa        |
| Fayez Alharbi     | Lecturer           | fdharbi@uqu.edu.sa        |
| Gofran Talbh      | Lecturer           | gstalbh@uqu.edu.sa        |
| Omar Azhar        | Lecturer           | ofazhar@uqu.edu.sa        |
| Roba Alsaigh      | Lecturer           | rgsaigh@uqu.edu.sa        |
| Sabreen Ahmadjee  | Lecturer           | smahmadjee@uqu.edu.sa     |
| Turki Alanazi     | Lecturer           | tmanzi@uqu.edu.sa         |
| Alyaa Alharbi     | Teaching Assistant | aaralharbi@uqu.edu.sa     |
| Ashraf Eid        | Teaching Assistant | amsaleid@uqu.edu.sa       |
| Hanan Alkhammash  | Teaching Assistant | hfkhammash@uqu.edu.sa     |
| Ismail Daghistani | Teaching Assistant | imdaghistani@uqu.edu.sa   |
| Laila Alawi       | Teaching Assistant | <u>lhalawi@uqu.edu.sa</u> |
| Mohammed Jabali   | Teaching Assistant | majabali@uqu.edu.sa       |
| Rua Alsuroji      | Teaching Assistant | rtseroji@uqu.edu.sa       |
| Samar Abuarafah   | Teaching Assistant | saabuarafah@uqu.edu.sa    |

# **Student Guide for Support** and Services

# **University-Level support and Services**

| List of             | Information Links   |
|---------------------|---|
| Services            |   |
| AdmissionFAQs       | https://uqu.edu.sa/dadregis/App/GALLERY/153371?id=21 5167 |
| The universityguide | _pdf بلك 20% https://drive.uqu.edu.sa/ /luc/files/        |

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| Ghali Centrefor      | https://uqu.edu.sa/studaff/App/FAQ/124146   |
| disabled             |   |
|                      |   |
| Student Guidance     | https://uqu.edu.sa/studaff/App/FAQ/124167   |
| andCounseling        |   |
| Center               |   |
|                      |   |
|                      |   |
| Department of        | https://uqu.edu.sa/studaff/App/FAQ/124286   |
| Student Rights       |   |
| Protection and       |   |
| Disciplinary         |   |
|                      |   |
| Student              | https://uqu.edu.sa/studaff/App/FAQ/124293   |
| Accommodationn       |   |
|                      |   |
|                      |   |
| Student              | https://uqu.edu.sa/studaff/App/FAQ/124272   |
| Transportation       |   |
| Department           |   |
|                      |   |
| Regulations forstudy | https://drive.uqu.edu.sa/ /dadregis/files/44/LDWEJ442C  |
| and examinations     | <u>.pdf</u>   |
|                      |   |
|                      |   |





| List of               | Information Links          |
|-----------------------|----------------------------|
| Services              |                            |
| King Abdullah bin     | https://uqu.edu.sa/lib     |
| Abdulaziz Library     |                            |
|                       |                            |
|                       |                            |
| Free Microsoft Office | https://uqu.edu.sa/it/1075 |
| packagefor students   |                            |
|                       |                            |
|                       |                            |
| University Medical    | https://uqu.edu.sa/umc     |
| ľ                     | https://uqu.edu.sa/unic    |
| Centre                |                            |
|                       |                            |

# College Level Services and Support

#### *Injaz*

Injaz aims to present the achievements of the college, exemplified by the graduation projects of its students from diverse departments. The students accentuate their graduation projects through scientific posters, subsequently undergoing evaluation by aspecialized committee.

The exhibition is accompanied by the "Your Project in 3 Minutes (3MP)" competition, which is adapted from the well-known international competition "3 Minute Thesis (3MT)". This competition is designed to elevate students' proficiency in delivering clear and concise presentations, motivating them to compete and showcase their ideas in innovative and unconventional ways.

#### Hackathons

The college has organized and continues to organize numerous competitions and hackathons, such as the **Smart Makkah Hackathon**, which brought together university students and faculty members to devise innovative solutions that serve the city of Makkah.





To facilitate and streamline engagement in competitions and hackathons, the college has set up a specialized committee called the 'Competitions and Internal and External

**Participations Committee.'** This committee plays a pivotal role in supporting students throughout their participation journey, ensuring they receive regular updates on upcoming competitions, hackathons, and relevant opportunities. Moreover, the committee serves as a resource for students by providing guidance on preparing for competitions, offering mentorship, and facilitating access to necessary resources. For more information about participation in competitions and hackathons, please refer to the frequently asked questions at: https://uqu.edu.sa/cis/App/FAQ/156696.

#### **Collage initiatives**

#### Teach Me: Voluntary Initiative

It is a voluntary initiative among the members of the College of Computer Society to enrich the students' experience.

Gestures and acts of generosity and charity through this initiative are purely for Allah's Sake, without any expected reward or possible gain, with no limitation period.

#### Etgan Initiative

It is an initiative that aims to provide a training program to prepare students of the University for the requirements of the labor market. The initiative provides a training portfolio with a variety of technical training by continuously providing training programs throughout the week during the academic year. Experts from major technical companies and non-profit governmental and private entities concerned with technology will be sought for cooperation in this endeavor.





#### Digital Fountains Initiative

The initiative concerns providing a series of virtual scientific lectures, meetings and discussions by a constellation of specialists in the technical and informational fields. This initiative aims to spreading knowledge among the largest number of beneficiaries, introducing the new technologies in the field of computing, taking advantage of the expertise and capabilities from inside and outside the college in serving the community and Contributing to community awareness in a technical and informational manner by organizing specialized seminars and meetings.

#### 'Communities Like You' Initiative

The initiative concerns to provide a safe environment for creatures living among us, such as the cats in our universities, and to spread the culture of kindness to animals which is urged by our religion and human nature.





# **HCI Program**

## **Overview**

The Human Computer Interaction Program is a four-year program that aims to graduate specialists who have the necessary knowledge and skills that enable them to provide interactive solutions based on the capabilities and requirements of users using the latest digital technologies with the aim of achieving user satisfaction and enriching the user experience.

#### Mission

The mission of the Human-Computer Interaction (HCI) program is to provide students with high-quality education to fully develop their professional qualities and skills as HCI specialists and contribute to the development of knowledge-based economy and community service, based on our Arabian and Islamic values

#### Goals

The goals of the Human-Computer Interaction program are to:

- 1. Provide the public and private sectors with highly competent HCI specialists.
- 2. Provide graduates who demonstrate professionalism and a sense of societal and ethical responsibility in their endeavors.
- 3. Provide graduates who continually improve their skills through professional or postgraduate education.
- 4. Encourage interaction of the students with the community to solve its HCI- related problems.





#### Relationship between program mission and the University Mission

The mission of the program ties directly with the university mission as the program aims to excel in the education provided to its students aiming to positively contribute to the economy and knowledge society.

#### Relationship between program objectives and the University Objectives

The program goals align directly with the University's first and second objectives as the program focus on:

- 1. Providing quality education programs
- 2. Raising the university's position globally by equipping graduates with the necessary knowledge and skills to compete at a high level internationally.

#### **Graduate Attributes**

The following table shows the program graduate attributes:

| No. | Code | Attribute  | Descri<br>ption  |  |  |  |
|-----|------|--|--|--|--|--|
| 1   | PGA1 | Comprehensive (in-depth) knowledgeand integrate understanding in HCI | Have a broad and integrated structure of knowledge, theories, concepts in computing, a broad understanding of human cognition, and an in-depth understanding of the theories, principles, methodologies, materials, and techniques in the field of HCI |  |  |  |
| 2   | PGA2 | Creative<br>Application<br>of Knowledge                              | Utilize research skills to identify and employ HCImethodologies to develop innovative solutions  |  |  |  |

| 3 | PGA3 | Critical         | Apply logical and critical thinking to solve    |  |  |
|---|------|------------------|---|--|--|
|   |      | Thinking &       | human computing related problems based          |  |  |
|   |      | Problem          | on HCI theories, principles, &                  |  |  |
|   |      | Solving          | methodologies                                   |  |  |
| 4 | PGA4 | Technical Skills | Have the ability and proficiency in the         |  |  |
|   |      |                  | design and development of                       |  |  |
|   |      |                  | computing technology                            |  |  |
| 5 | PGA5 | Communication    | Have effective communication skills with a wide |  |  |
|   |      | Skills           | range of  |  |  |
|   |      |                  | audiences                                       |  |  |



| 6 | PGA6 | Professionalism &  | Recognize & adhere to ethical and              |  |  |  |  |  |
|---|------|--------------------|--|--|--|--|--|--|
|   |      | Ethics             | professional integrity standards &             |  |  |  |  |  |
|   |      |                    | responsibilities when designing and developing |  |  |  |  |  |
|   |      |                    | computing technology for human use.            |  |  |  |  |  |
| 7 | PGA7 | Leadership &       | Work independently and within a team to        |  |  |  |  |  |
|   |      | Teamwork           | effectively meet                               |  |  |  |  |  |
|   |      |                    | goals and provide leadership.                  |  |  |  |  |  |
| 8 | PGA8 | Life-long learning | Actively acquire and apply new knowledge in    |  |  |  |  |  |
|   |      |                    | various fields,                                |  |  |  |  |  |
|   |      |                    | using appropriate learning strategies          |  |  |  |  |  |
| 9 | PGA9 | Community          | Effectively participate & contribute in the    |  |  |  |  |  |
|   |      | service            | community to aid                               |  |  |  |  |  |
|   |      |                    | in its development and well being              |  |  |  |  |  |

# The following table shows the UQU graduate attributes

| No. | Code | Attribute   |
|-----|------|---|
| 1   | IGA1 | Acquisition of a comprehensive, coherent, and organized body of knowledge in aparticular field of study |
| 2   | IGA2 | Application of Knowledge  |
| 3   | IGA3 | Critical Thinking and Problem-Solving Skills  |
| 4   | IGA4 | Technical Skills  |
| 5   | IGA5 | Communication Skills  |
| 6   | IGA6 | Islamic Ethics and Values, Integrity, and Professionalism   |
| 7   | IGA7 | Autonomy, Responsibility, and Teamwork  |
| 8   | IGA8 | Self-Study Skills and Life-long learning  |
| 9   | IGA9 | Serve the community and Pilgrims  |

# **Program learning Outcomes**

| Knowled | ge and Understanding  |  |  |  |  |  |  |
|---------|---|--|--|--|--|--|--|
| K1      | Exhibit general knowledge of computing theories and concepts  |  |  |  |  |  |  |
| K2      | Demonstrate broad knowledge & understanding of human cognition and psychology and its relationship to the HCI field                                     |  |  |  |  |  |  |
| K3      | Explain the theoretical & practical aspects of the HCI field  |  |  |  |  |  |  |
| Skills  |   |  |  |  |  |  |  |
| S1      | Solve problems utilizing HCI theories, tools, and techniques by applying knowledge from related disciplines aiming at universal access & inclusiveness. |  |  |  |  |  |  |
| S2      | Analyze the context of use, stakeholder needs, state-of-the-art interaction opportunities, andenvisioned solutions considering user attitude.           |  |  |  |  |  |  |
| S3      | Evaluate design of interactive applications by presenting and defending opinions based on validideas and sound HCI principles.                          |  |  |  |  |  |  |



|   | S4        | Design interactive applications by applying relevant principles, tools, & techniques |
|---|-----------|--|
| T | <b>S5</b> | Effectively communicate with a wide range of audiences.                              |

| Value  | S   |
|--------|---|
| V<br>1 | Recognize & adhere to ethical and professional integrity standards & responsibilities when designing and developing computing technology for human use. |
| V<br>2 | Engage in self-learning as a base for lifelong learning of new concepts, techniques and toolsrelating to the HCI field and its related disciplines      |
| V<br>3 | Work independently and within a team to effectively meet goals and provide leadership.  |
| V<br>4 | Effectively participate and contribute in the community to aid in its development and well being  |

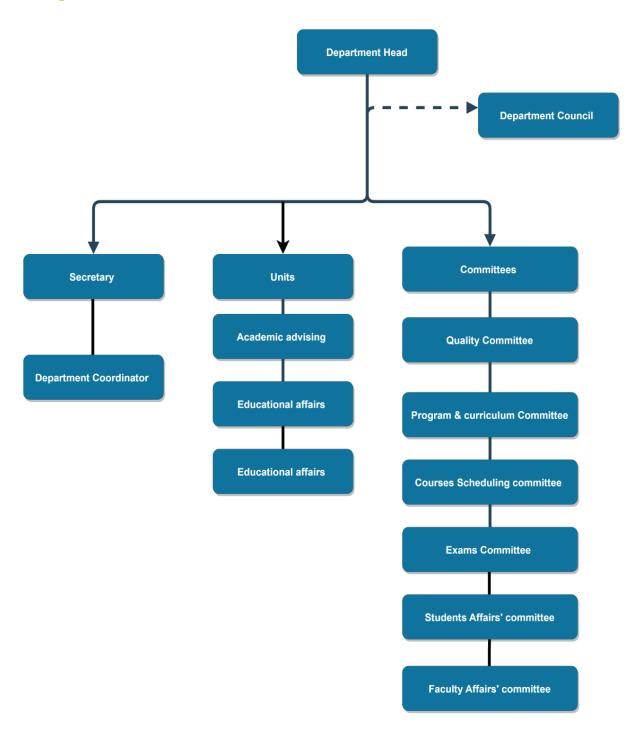
# **Curriculum Structure**

| Program<br>Structure            | Required/<br>Elective | No. of courses | Credit<br>Hours | Percentage |
|---------------------------------|-----------------------|----------------|-----------------|------------|
| Institution                     | Required              | 11             | 24              | 13.3       |
| Requirements                    | Elective              | 3              | 6               | 3.33       |
| College Requirements            | Required              | 11             | 40              | 22.22      |
|                                 | Elective              | 0              | 0               | 0          |
| <b>Program Requirements</b>     | Required              | 24             | 78              | 43.33      |
|                                 | Elective              | 4              | 12              | 6.66       |
| Capstone<br>Course/Project      |                       | 3              | 12              | 6.66       |
| Field Experience/<br>Internship |                       | 1              | 8               | 4.44       |
| Others                          |                       | 0              | 0               | 0          |
| Total                           |                       | 57             | 180             | 100        |





# **Program Structure**



Program structure diagram





# **Program Study Plan**

| Level | Course<br>Code | Course<br>Title | Required<br>or<br>Elective | Pre-<br>Requisite<br>Courses | Credit<br>Hours | Type of requirements (Institution, |  |  |  |
|-------|----------------|-----------------|----------------------------|------------------------------|-----------------|------------------------------------|--|--|--|
|       |                |                 |                            |                              |                 | College, or                        |  |  |  |
|       |                |                 |                            |                              |                 | Department)                        |  |  |  |
|       | 1st Year       |                 |                            |                              |                 |                                    |  |  |  |

|            | ELCE 1201 | English                               | Required |              | 4 | Institution |
|------------|-----------|---------------------------------------|----------|--------------|---|-------------|
| Lave       | QR 1101   | Language 1 Holy Quran                 | Required |              | 2 | Institution |
| Leve<br>11 | SE 1101   | (1) Computati onal Thinking & Problem | Required |              | 3 | College     |
|            |           | Solving                               |          |              |   |             |
|            | MTH 1105  | Calculus 1                            | Required |              | 4 | College     |
|            | CS 1101   | Discrete<br>Structures (1)            | Required |              | 4 | College     |
|            | ELCE 1202 | English<br>Language 2                 | Required | ELCE<br>1201 | 4 | College     |
| Leve<br>12 | ICC 1201  | Islamic<br>Culture (1)                | Required |              | 2 | Institution |
|            | CS 1211   | Computer<br>Programming<br>(1)        | Required | SE 1101      | 3 | College     |
|            | PHY 1110  | General<br>Physic (1)                 | Required |              | 4 | College     |
|            | MTH 1211  | Linear<br>Algebra (1)                 | Required | MTH<br>1105  | 4 | College     |
|            | ELCE 1203 | English Language 3                    | Required | ELCE<br>1202 | 4 | College     |
| Leve       | BA1901    | Career<br>Preparation<br>Skills       | Required |              | 2 | Institution |
| 13         | CS 1312   | Computer<br>Programming<br>(2)        | Required | CS 1211      | 3 | College     |
|            | DS 1302   | Topics in Computing                   | Required |              | 3 | College     |
|            | MTH1501   | Eleme<br>ntary<br>of                  | Required |              | 4 | College     |



|      |                      |                |                  | •        |   | قــــری        |  |  |
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|      |                      | Statist        |                  |          |   | OMM AL         |  |  |
|      |                      | ics            |                  |          |   |                |  |  |
|      |                      | and            |                  |          |   |                |  |  |
|      |                      | Probabili      |                  |          |   |                |  |  |
|      |                      | ty             |                  |          |   |                |  |  |
|      | 2 <sup>nd</sup> Year |                |                  |          |   |                |  |  |
|      | QR 2102              | Holy Quran     | Required         | QR 1101  | 2 | Institution    |  |  |
|      |                      | (2)            | •                |          |   |                |  |  |
|      | PSY 2101             | Introduction   | Required         |          | 3 | Department     |  |  |
|      |                      | to             | 1                |          |   | 1              |  |  |
| Leve |                      | Psychology     |                  |          |   |                |  |  |
| 14   | PSY 2102             | Introductio    | Required         |          | 3 | Department     |  |  |
|      |                      | n to           | 1                |          |   |                |  |  |
|      |                      | Human          |                  |          |   |                |  |  |
|      |                      | Cognition      |                  |          |   |                |  |  |
|      |                      | Fundament      |                  |          |   |                |  |  |
|      | HCI 2101             | als of         | Required         |          | 4 | Department     |  |  |
|      | 11012101             | Human-         | 110 4 4 111 4 41 |          |   | 2 op wrom on v |  |  |
|      |                      | Comp           |                  |          |   |                |  |  |
|      |                      | uter           |                  |          |   |                |  |  |
|      |                      | Interac        |                  |          |   |                |  |  |
|      |                      | tion           |                  |          |   |                |  |  |
|      | CS 2231              | Database       | Required         | CS 1312  | 3 | Department     |  |  |
|      | CS 2231              | Fundamentals   | required         | 05 1512  |   | Beparement     |  |  |
|      | ICC 2202             | Islamic        | Required         | ICC 1201 | 2 | Institution    |  |  |
|      | 100 2202             | Culture (2)    | rtoquirou        | 1001201  | _ |                |  |  |
| Leve | HCI 2202             | Foundations    | Required         |          | 3 | Department     |  |  |
| 15   | 11012202             | of User        | required         |          |   | Beparement     |  |  |
|      |                      | Experience     |                  |          |   |                |  |  |
|      | CS 3251              | Web            | Required         | CS2231   | 4 | Department     |  |  |
|      | 000201               | Development    | 110 4 4 111 4 41 |          |   | 2 opwient      |  |  |
|      |                      | Fundamentals   |                  |          |   |                |  |  |
|      | HCI 2203             | Visual         | Required         |          | 3 | Department     |  |  |
|      | 1101 = 200           | Design         | a co qui a cu    |          |   | 2 opwienent    |  |  |
|      | HCI 2204             | User           | Required         | HCI 2101 | 3 | Department     |  |  |
|      | ·                    | Research       |                  |          |   | F              |  |  |
|      | ARS1601              | Arabic         | Required         |          | 2 | Institution    |  |  |
|      |                      | Writing and    | 1                |          |   |                |  |  |
|      |                      | Editing        |                  |          |   |                |  |  |
| Leve | HCI 2304             | User           | Required         | HCI 2203 | 4 | Department     |  |  |
| 16   | 1101 20 0 .          | Interface      | 110 4 4 111 4 41 |          |   | 2 op wrom on v |  |  |
|      |                      | Design         |                  |          |   |                |  |  |
|      | SE 2102              | Foundations    | Required         | CS 1312  | 3 | Department     |  |  |
|      | 22 2102              | of             | a co qui a cu    |          |   | 2 opwienent    |  |  |
|      |                      | Software       |                  |          |   |                |  |  |
|      |                      | Engineering    |                  |          |   |                |  |  |
|      | HCI 2305             | Information    | Required         | HCI 2202 | 3 | Department     |  |  |
|      | 11012505             | Architecture   | - roquirou       |          |   | 2 opartiment   |  |  |
|      | HCI 2306             | Ethics for the | Required         |          | 3 | Department     |  |  |
|      | 11012500             | Information    | Licquirou        |          |   | 2 oparament    |  |  |
|      |                      | momunon        | 1                | İ        |   | l              |  |  |



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|                      |          | Age                                  |          |                            |   | VIIII A2    |
| 3 <sup>rd</sup> Year |          |                                      |          |                            |   |             |
| Leve<br>17           | HCI 3104 | Design<br>Systems                    | Required | HCI<br>2203                | 3 | Department  |
|                      | HCI 3105 | Project<br>Management                | Required |                            | 3 | Department  |
|                      | HCI 3106 | Inclusive<br>Design                  | Required | HCI<br>2202                | 3 | Department  |
|                      |          |                                      |          |                            |   |             |
|                      | HCI 3107 | Persuas in Techniques                | Required | HCI<br>2304                | 3 | Department  |
|                      | HCI 3108 | Prototyping Methods                  | Required | HCI<br>2304                | 3 | Department  |
|                      | QR 3103  | Holy Quran (3)                       | Required | QR<br>2102                 | 2 | Institution |
|                      |          | University<br>Elective (1)           | Elective |                            | 2 | Institution |
| Leve<br>18           | ICC 3203 | Islamic<br>Culture (3)               | Required | ICC<br>2202                | 2 | Institution |
|                      | HCI 3209 | Usability<br>Evaluation              | Require  | HCI<br>3108                | 4 | Department  |
|                      | HCI 3210 | Designing<br>Mobile<br>Interfaces    | Required | HCI<br>2304                | 4 | Department  |
|                      | HCI 3211 | Voice User<br>Interfaces             | Required | HCI<br>3108                | 3 | Department  |
| Level<br>19          | HCI 3333 | Cooperative<br>Training              | Required |                            | 8 | Department  |
|                      |          | 4                                    | th Year  |                            |   |             |
|                      | QR 4104  | Holy Quran<br>(4)                    | Required | QR<br>3103                 | 2 | Institution |
| Leve<br>20           | HCI 4109 | Web<br>Development<br>Frameworks     | Required | CS<br>3251                 | 4 | Department  |
|                      | HCI 4110 | Graduation Project (1)               | Required | HCI<br>3105<br>HCI<br>3209 | 4 | Department  |
|                      |          | University<br>Elective (2)           | Elective |                            | 2 | Institution |
|                      |          | Specializatio<br>n Elective<br>(1)   | Elective |                            | 3 | Department  |
| Leve<br>21           | HCI 4211 | User Experience for Extended Reality | Required |                            | 3 | Department  |



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|------------|----------|------------------------------------|----------|---------------------------|---|-------------|
|            | HCI 4212 | Data<br>Visualization<br>Design    | Required | HCI<br>2203<br>CS<br>2231 | 3 | Department  |
|            | HCI 4213 | Graduation<br>Project<br>(2)       | Required | HCI<br>4110               | 4 | Department  |
|            | ICC 4204 | Islamic<br>Culture (4)             | Required | ICC<br>3203               | 2 | Institution |
|            |          | Specializatio<br>n Elective<br>(2) | Elective |                           | 3 | Department  |
|            |          | University Elective (3)            | Elective |                           | 2 | Institution |
| Leve<br>22 | HCI 4314 | Portfolio<br>Development           | Required |                           | 3 | Department  |
|            | HCI 4315 | Graduation<br>Project (3)          | Required | HCI<br>4213               | 4 | Department  |
|            |          | Specializatio<br>n Elective<br>(3) | Elective |                           | 3 | Department  |
|            |          | Specializatio<br>n Elective<br>(4) | Elective |                           | 3 | Department  |

# **Elective Courses**

| # | Course<br>Code | Course Title               | Credit<br>Hours | Pre-<br>Requisite<br>Courses   | Type of requirements (Institution, College, or Department) |
|---|----------------|----------------------------|-----------------|--------------------------------|--|
| 1 | HCI 4011       | Computer Game<br>Design    | 3               | HCI 3107                       | Department   |
| 2 | CS 4051        | Mobile<br>Applications     | 3               | CS 2231<br>CS 3251<br>HCI 2304 | Department   |
| 3 | HCI 4013       | Service Design             | 3               | HCI 2304                       | Department   |
| 4 | HCI 4014       | Wearable<br>Technologies   | 3               |                                | Department   |
| 5 | HCI 4015       | Human-Robot<br>Interaction | 3               |                                | Department   |

| 6 | HCI 4016 | Search Engine<br>Optimization<br>andUser<br>Experience     | 3 | HCI 2202 | Department |
|---|----------|--|---|----------|------------|
| 7 | HCI 4017 | Advanced<br>Topics in<br>Human-<br>Computer<br>Interaction | 3 |          | Department |



## **Quality Assurance Committee**

The Quality Committee in the department takes the following measures at the end of each semester:

- 1. Preparing an official letter addressed to all coordinators of the program's courses to prepare a file for the relevant course after coordination with all the course providers from both sides (male and female students).
- 2. Approving the letter mentioned in the previous point from the department head and officially delivering it to the course coordinators.
- 3. Receiving the files of the coordinators and transferring them to the members of the Quality Committee to analyze their content, monitor the progress of the process of linking the learning outcomes of the course with the learning outcomes of the program, study the mentioned deficiencies, and prepare a special report for that.
- 4. Holding a meeting of the Quality Committee to discuss and prepare an improvement plan to raise the efficiency of program performance and submit that plan to the department head.
- 5. Present the plan mentioned in the previous point to the department council members for approval as an improvement plan of action to raise the program quality's efficiency.
- 6. Receiving and evaluating suggestions from faculty members and the program students to improve the program.
- 7. Review the course descriptions for each semester during the prior term to evaluate and revise the content, activities, and assessment criteria, update references, and submit them to the Curriculum and Academic Plans Committee.

#### **Committee Members**

| No. | Name                            | Position          |
|-----|---------------------------------|-------------------|
| 1   | Dr. Foziah Gazzawe              | Chairman of the   |
|     |                                 | Committee         |
| 2   | Dr. Asmaa Sulaiman Al-Ayed      | Vice chairmanship |
| 3   | Dr. Salman Zayed Al-Harithi     | Member of the     |
|     |                                 | Committee         |
| 4   | Dr. Abdulhadi Muhadhar Aidarous | Member of the     |
|     |                                 | Committee         |
| 5   | Dr. Muhammad Mukhtar Abdulkadir | Member of the     |
|     | Al-Tunisi                       | Committee         |
| 6   | Turki Muhammad Al-Anzi          | Member of the     |
|     |                                 | Committee         |
| 7   | Ismail Muhammad Dagestani       | Member of the     |
|     |                                 | Committee         |
| 8   | Rua Tawfiq Al-Sirouji           | Member of the     |
|     |                                 | Committee         |





All NCAAA files are accessible on the Deanship of Development and Quality section of the College of Computers web page (click here), for further reference.