جامعـــة أم القـــرى

كليـــة الحاسبـــات

Tasks Description Table for
Academic Programs Committees
at the College of Computing
for the Academic Year 2023-2024

#	Committee	Category	Suggested number of members	Minimum Number of members	Outcomes	Tasks
1	PROGRAMM Directory	Compulsory for all academic programs	٣	٤	• Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester. • Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council. • Committing to what is stated in the Committees' Governance Manual.	• Periodically reviewing the program's mission and objectives. • Monitoring the extent to which the program's objectives have been achieved through specific performance indicators. • Conducting a comprehensive periodic evaluation or a self-study every three to five years. • Receiving periodic, quarterly and annual reports from the specific committees to prepare the quarterly and annual report for the programme. • Forming the Internal Evaluators Committee. • Establishing standards for students' tests. • Receiving reports from external evaluators. • Following up on the meetings held by the Program's Advisory Committee and preparing plans to implement recommendations for improvement.

| 2 | CURRICULUM COMMITTEE | Compulsory for all academic programs | ٣ | ٤ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Reviewing curricula and urging faculty members to develop them as well as setting a time plan for continuous development commensurate with the graduates' actual needs in order to prepare them for the labor market.
• Matching the curricula with learning resources available to the student.
• Reviewing and evaluating the learning outcomes of the courses and linking them to the learning outcomes of the program.
• Holding periodic meetings with course coordinators to review and discuss the proposed development plans.
• Coordinating curriculum contents to ensure non-repetition and ensuring consistent and gradual academic and practical preparation for students.
• Reviewing course descriptions and reports formally and procedurally in accordance with academic accreditation requirements. |

					- Review student evaluations formally and procedurally in accordance with academic accreditation requirements.
					- Preparing a quarterly report on the proposed curriculum development achievements and sending it to the Quality Assurance Committee for documentation in preparation for presenting it to the Department Council and the College Vice Deanship for Development and Quality.
					- Preparing a report on the difficulties that may face the implementation of the proposed courses and submitting it to the Department Council to take the appropriate actions.
					- Following up on preparing, compiling and submitting course report forms no later than the end of the second week of each semester, for the courses that were taught in the previous semester.
					- Preparing a quarterly report on academic courses in terms of the availability and updating course descriptions and their compliance with the

| 3 | QUALITY ASSURANCE COMMITTEE | Compulsory for all academic programs | ٣ | ٤ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual.
• Building a report on the committees that delivered quality assurance related work. | models of the National Authority for Academic Accreditation and submitting it to the department's Quality Assurance Committee.

• Contributing to spreading the culture of quality assurance and accreditation to department members, through lectures, seminars, and training courses, all in coordination with the college's Vice Deanship for Development and Quality.
• Supporting, assisting, following up and ensuring the progress of the program's workflow and the various quality and development activities by the standards and requirements of the university's quality system.
• Adopting and measuring performance indicators for each program.
• Identifying the difficulties and problems facing the programs development and proposing solutions.
• Preparing periodic; monthly, quarterly, annually, reports on the committee's activity, and |

| | | | | | presenting them to the college's Vice Deanship for Development and Quality.
- Documenting statistical information on the main elements related to the educational system, such as: inputs, processes, outputs, and feedback.
- Providing information and an integrated database about all quality work and activities in the department.
- Evaluating the extent of completion and archiving of quality requirements and documents, such as performance files and course files for the program in the department.
- Evaluating the extent of completing and archiving the requirements of self-evaluation studies for the college's academic programs.
- Providing feedback to the course coordinator after submitting the course files.
- Directing course coordinators to provide feedback to faculty members after submitting the course model. |

						• Heading department committee meetings, documenting them, and sending copies of the meeting minutes to the college's Vice Deanship for Development and Quality at the end of each semester.
4	ACADEMIC SCHEDULES COMMITTEE	Compulsory for the department or the program	٤	٣	• Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester. • Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council. • Committing to what is stated in the Committees' Governance Manual.	• Preparing study schedules for all department programs, including bachelor's, diploma, and master's programs. • Preparing the schedule for each semester, taking into account the expected number of students according to the mechanisms followed by the University's Vice Deanship of Educational Affairs and the Deanship of Admission and Registration. • Dealing with emergency requests from students and faculty members from the beginning of the semester. • Communicating and coordinating with the college's Vice Deanship of Educational Affairs regarding the program's schedules.

| 5 | EXAMS SUPERVISION COMMITTEE | Compulsory for the department or the program | ٤ | ٣ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Organizing and coordinating the dates of periodic and final exams, setting exam schedules for students, and distributing exam proctoring duties.
• Documenting problems during exams and developing appropriate solutions for them in coordination with the department's head, the college's Deanship for Educational Affairs, and the College Vice Deanship for Female Students.
• Supervising the progress of tests and the presence of proctors according to the schedule.
• Monitoring and following up on students who are absent during the final exams, in coordination with the course instructor and the department's head, to ensure the validity of the absence excuses provided by the students.
• Supporting students who are absent during final exams for courses provided by other departments and ensuring that approved absence excuses are sent according to university regulations to the department providing the course. |

| 6 | STUDENTS AFFAIRS AND COUNSELING COMMITTEE | Compulsory for all departments | ٣ | ٣ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Holding meetings that support the academic guidance process for faculty members.
• Preparing and distributing an academic guidance booklet for students at the beginning of the semester, and publishing an electronic copy of the booklet on the college's website.
• Assigning academic advisors to students.
• Direct counselors to create a file for each student that contains information and data about their hobbies, academic abilities, academic and social problems, their educational path, etc.
• Ensuring that students know the office hours of faculty members.
• Urging faculty members to communicate with students using approved means of communication.
• Following up on the results of in periodic tests, aiding and guiding those who need assistance, early detection of students who are struggling and assisting students during unforeseen problems. |

					• Providing Academic follow-up for students in different years, providing them with advice and guidance and directing them according to their academic status.
					• Preparing periodic reports on the academic problems that some students may face in different years.
					• Returning to students with the results, after presenting their problems, and explaining the proposed solutions.
					• Submit monthly reports to the department's head, and in their turn, they present what is necessary to the Department Council to make appropriate decisions.

| 7 | GRADUATION PROJECTS COMMITTEE | It is compulsory for all departments that have graduation projects | ٣ | ٣ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Supervising students' graduation projects in the department.
• Managing the mechanism for selecting projects' supervisors.
• Considering the grievances and problems faced by students in the graduation project and recommend what deems appropriate.
• Scheduling and managing project discussions.
• Preparing an annual report that includes a description of projects and statistics.
• Coordinating in preparation for the Enjaz Students' Exhibition. |

| ٨ | POST GRADUATE STUDIES COMMITTEE | It is compulsory for all departments that have post-graduate programs | ٢ | ٣ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Holding meetings that support the needs of post-graduate students in the department.
• Supervising the status of post-graduate students in terms of their commitment to the regular study period.
• Having the committee act as a reference for supervisors and students when needed.
• Urging faculty members to communicate with students using approved means of communication.
• Returning to students with the results, after presenting their problems, and explaining the proposed solutions.
• Submit monthly reports to the department's head, and in their turn, they present what is necessary to the Department Council to make appropriate decisions. |

| ٩ | FACULTY AFFAIRS COMMITTEE | Compulsory for all departments | ٣ | ٣ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Preparing appropriate policies and procedures for selecting faculty members.
• Regularly evaluating the performance of faculty members according to announced standards and providing them with feedback all in coordination with the head of the department.
• Providing academic and professional development programs and encouraging faculty members to participate in them.
• Opinion polling faculty members to evaluate the adequacy and quality of the services provided to them and measure their satisfaction.
• Filtering applicants and arranging interviews with candidates.
• Providing opinions and recommendations on the applications of applicants and candidates applying for academic and administrative positions in the department.
• Preparing new faculty members, and urging them to attend orientation programs held by the university. |

						• Following up on the affairs of the department's teaching assistants and lecturers and supporting them to complete their postgraduate studies. • Following up on the affairs of the department's scholarship members and communicating with them when needed.
١٠	STUDENTS TRAINING COMMITTEE	Compulsory for all departments	٣	٣	• Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester. • Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council. • Committing to what is stated in the Committees' Governance Manual.	• Identify students eligible for summer training programs or collaborative training programs in the department. • Searching for training institutions for students in coordination with the college's Vice Deanship for Development and Quality. • Preparing the necessary letters to facilitate students' admission into the training institutions. • Disseminate instructions and regulations for summer and collaborative training programs for students and academic supervisors in coordination with the college's Vice Deanship for Development and Quality.

					• Commitment to meeting, at least once, with students eligible for summer or collaborative training programs and answering their inquiries.
					• Commitment to meeting with academic supervisors, at least once, regarding summer or collaborative training programs' obligations and answering their inquiries.
					• Assigning supervisors to students in coordination with the college's Vice Deanship for Development and Quality.
					• Assigning students accepted into the same training institution to the same academic supervisor, as much as possible.

١١	ALUMNI COMMITTEE	Compulsory for the department or the program	٢	٣	• Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester. • Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council. • Committing to what is stated in the Committees' Governance Manual.	• Creating a database for program graduates and students expected to graduate. • Work with the Graduates Committee at the college to introduce students to the services and programs provided by the university before and after their graduation. • Inviting and motivating graduates and those expected to graduate to participate in courses, seminars, and workshops through continuing education programs. • Involving and inviting graduates to college and university events. • Informing graduates about the needs of the labor market and the local community regarding jobs suitable for their specializations. • Measuring graduates' satisfaction with the quality of the program 6 months after their graduation, using questionnaires provided by the Deanship of Development and Quality. • Documenting and issuing periodic bulletins for graduates' academic, professional and

					community activities provided by the department and presenting them to the college's Graduates Committee.
					Employers (recruitment and training agencies)
					• Creating a database on employers and all sectors related to students and graduates.
					• Designing questionnaires with the aim of identifying the needs of employers and the local community.
					• Measuring the needs of employers and the local community and the extent of their satisfaction with program's graduates, using questionnaires provided by the Deanship of Development and Quality.

| ١٢ | COORDINATION COMMITTEE | Compulsory for all programs having parallel programs in the university branches | As stated in the Governance Manual | ٣ | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Preparing the consolidated annual report for the program and its branches, highlighting the most important differences between the different headquarters providing the program.
• Studying the development requirements and required changes mentioned in the program's annual reports and issuing the necessary recommendations regarding them.
• Studying the strengths, weaknesses, and improvement priorities and issuing appropriate recommendations regarding them.
• Coordinating collaboration to meet the program's needs in each headquarters by making use of the points of strength of those headquarters.
• Obtaining approval of the records from the relevant departments and colleges' councils. |

| ١٣ | ADVISORY COMMITTEE | Compulsory for all programs | As stated in the Governance Manual | 8 - 12 | • Documenting the committees' meeting minutes and delivering them to the head of the department at the end of each semester.
• Submitting a report on the committee's achievements at the end of each semester and presenting it at the Department Council.
• Committing to what is stated in the Committees' Governance Manual. | • Proposing new ideas, discussing them, and presenting them to the College Council or the Academic Department to discuss ways and possibilities of implementation.
• Researching the difficulties and problems that may face the workflow in the college or the academic department in general, putting them up for discussion, and assisting the college or department in solving them.
• Researching the topics and projects assigned by the college, department, or program to the Advisory Committee and seeking to develop a plan and a mechanism for their implementation.
• Assisting in the process of evaluating and developing the program and improving its performance based on the opinion of relevant graduates from the government and private sectors.
• Representing the local community in expressing opinions on the admission policy for new students applying to the college as well as the academic |

				program, in line with the Kingdom's geographical distribution and the actual needs of the community.
				• Working as a direct communication link between the college or program, state leaders, and decision-makers through direct relationships, wherever available, in order to convey a realistic picture of the college or the academic program's scientific and human capabilities and the actual needs for growth and development.
				• Reviewing the educational and training programs developed in the college or in the academic program and assisting in introducing those programs to the community, and showcasing the extent to which they reflect on community services in order to enhance confidence between the beneficiaries, including the graduates and those in charge of implementing the educational programs.
				• Positively contributing to overcoming obstacles that may stand in the way of implementing the

| | | | | | plan of the college or the academic program for students' field training, or that may stand in the way of achieving the plans objectives at different stages. |
| | | | | | • Assisting in evaluating the results of agreements concluded between the college or the academic programs on the one hand, and various community institutions on the other hand and overcoming regulatory and administrative obstacles as much as possible through direct and indirect relationships to achieve educational goals, research goals and the goals of the community service field. |

Governance of the Committee's Tasks

Regulations for the work of the committees for the academic programs and departments at the College of Computing:

1- Composition of the Committees:

- Decisions to form the committees are approved by the Department Council.

- The membership in each committee shall be for one academic year for all members.

- Considering the needs whether for the programs or the departments when forming the committees. (Refer to the table above).

- Considering the expertise and capabilities of each department member to commensurate with committees' requirements when distributing them amongst the committees.

- Considering the type of tasks required and their work mechanism when distributing department members in each committee.

2- Responsibilities of the Head of the Department:

- The head of the department is responsible for the general supervision of the committees' work.

- Periodically meeting with committees' heads and following up on any challenges or support the committee's needs from the department.

- Approving the committee's work reports in the Department Council at the end of each semester.

- The head of the department has the authority to reconstitute the committee that does not have any outputs at the end of each semester.

3- Responsibilities of the Committee's Chairman:

- Supervising the work of the committee and ensuring compliance with the tasks and regulations.

- Managing and following up on the committee's work.

- Ensuring the integrity of the decisions and recommendations taken by the committee and that they are in the interest of the department.

- Follow up on the implementation of the committee's decisions and the expected outputs.

4- Responsibilities of the Committee's Members:

- Cooperation in achieving the committee's objectives.

- Ensuring attendance and active participation in committee meetings.

- Contributing opinions and expressing viewpoints impartially, taking into account the interests and goals of the department.

- Implementing the tasks assigned by the Committee's Chairman on time.

- Each member must attend at least two-thirds of the committee meetings during the academic year.

5- Final Report of the Committees' work:

One of the requirements of the outputs of each committee is the submission of a final report, which must include:

- The most prominent achievements of the committee in each semester.

- Numbers and statistics that highlight the committee's work, such as: numbers of beneficiaries, numbers of attendees at meetings held by the committee, etc.

- Previous challenges for which the committee developed a solution during the academic year.

- Monitor current challenges and obstacles.

- Suggestions and recommendations for developing work in the future.

6- **Regulations for the Work of the Quality Assurance Committee and Course Coordinators:**

- The Quality Assurance Committee should provide feedback to each course coordinator regarding the course files.

- The course coordinator should provide feedback to each faculty member after submitting the course file.

- Submitting reports to the Quality Assurance Committee for each program to present to the Department Council and then sending them to the Vice Deanship for Development and Quality at the college.

- The commitment of members of the Quality Assurance Committee to attending meetings with the Quality Assurance Committee at the college regularly.

- The commitment of members of the Program's Quality Assurance Committees and course coordinators to attend training courses related to quality and academic accreditation that are provided by the Deanship of Development and Quality at the university.

7- **Formation of the Program Advisory Committee:**

The committee should consist of 8-12 members distributed as follows:

- The committee is headed by the head of the academic department or the dean of the college, depending on the nature of the program.

- 2-3 experienced faculty members from the college or academic department.

- 2-3 graduates of the program, preferably one or more holding leadership positions in the field of specialization.

- 1-2 academics from corresponding programs from Saudi universities.

- 2-3 employers and professional practitioners in the field of the program, preferably one of the employers affiliated with one of the entities that has partnerships with the university, and the other one is a contributor to vocational supervision training programs at one of the university programs.

- It is preferable to identify an additional backup candidate for each of the categories of external candidates such as: graduates, academics, and employers.

Mechanism for Forming Advisory Committees:

1- If the program is affiliated with one academic department, the formation proposal is presented to the Department Council and approved as a formation proposed by the council, and then the meeting minutes are submitted to the Department Council for approval by the dean of the college.

2- If the program is offered by a college and not a department, the formation proposal is presented to the Department Council to which the program was assigned to in the admission and registration system. The proposal can also be presented at one of the college's Quality Committee meetings, and the college dean approves the meeting minutes.

3- If the program is offered in a corresponding branch or branches, the formation of the advisory committee will be unified for the program in the branches, with the necessity of having a representative from each branch in the committee and the approval of the heads of departments in the branches on the formation.

4- After receiving approval, the proposed formation of the Deanship of Development and Quality will be submitted, specifying the names of members from outside the university who need the security survey and attaching their CVs and filled out and completed security survey forms.

5- The Deanship of Development and Quality completes the security scanning procedures and informs the program of its results.

6- The proposed Advisory Committee will carry out its work from the time the approval is received until the security approvals are received.

7- When there are no security observations on any of the members, the Advisory Committee is formed by a decision of the department head based on the decision of the Department Council regarding programs affiliated with one academic department.

8- If the program is offered by a college and not a department, the Advisory Committee is formed by the decision of the college dean based on the meeting minutes of the college's Quality Committee.

9- When security comments are received about a member, the program proposes an alternative member, or the Advisory Committee is formally formed without him, if possible.

Mechanisms of the Advisory Committee's work:

1- Membership in the Advisory Committee shall be for one academic year, subjected to renewal.

2- The Advisory Committee meets at the invitation of its chairmen at least twice annually.

3- The Advisory Committee sessions can be held inside or outside the college, in person or remotely, and it can also invite whoever it sees fit from outside the committee to attend its sessions.

4- Minutes of the sessions are recorded to document the discussions that took place and the recommendations reached.

5- The Advisory Committee's recommendations are submitted to the college or institute's council or the academic department for necessary actions.

8- Formation of the Coordination Committee:

The Coordinating Committee for Programs at the University branches shall be formed as following:

- Heads of scientific departments in Makkah and the branches to which the academic program belongs to.

- Heads of curriculum committees in the scientific departments in Makkah and the branches to which the academic program belongs to.

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