DQU Annual plan-CS Tasks of Program Coordinator

SN	Task	Output	Deadline	Observer	Success indicator
1	Progress report on the implementation of the quality improvement plan for the program	Progress report	1/1434	Dr. Anwar Ali	Department and College councils approval
2	Progress report on the implementation of the course improvement plans for courses taught in the 1st semester & 2 nd semester1432/1433, 1 st semester & 1433/1434	Progress report	3/1434	Dr. Anwar Ali	Department and college councils approval
3	Progress report on the implementation of the quality improvement plan for the program	Progress report	4/1434	Dr. Anwar Ali	Department and College councils approval
4	Evaluate Student's achievements in the last few years	Student's achievements reports	7/1434	Dr. Anwar Ali	Department and college councils approval
5	Progress report on the implementation of the quality improvement plan for the program	Progress report	7/1434	Dr. Anwar Ali	Department and College councils approval
6	Progress report on the implementation of the course improvement plans for courses taught in the 1st semester & 2 nd semester 1433/1434	Progress report	8/1434	Dr. Anwar Ali	Department and college councils approval

Note: All the above tasks are shared tasks with the DSC-CS and contact the IS program coordinator to make sure that similar templates and formats are used

DQU Annual plan Tasks of DSC-CS

DQU Annual plan-CS Tasks of DSC-CS

SN	Task	Output	Deadline	Observer	Success indicator
1	Progress report on the implementation of the quality improvement plan for the program	Progress report	1/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and College councils approval
2	Course assessment plan for the program	Course assessment plan	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
3	Performance indicators to measure the quality of the program	Performance indicators	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
4	Continuous improvement plan for the program	Continuous improvement plan	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
5	Program's Vision	Programs' vision statement	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
6	Program's Mission	Programs' mission statements	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
7	Matrix of relationship between the main components of program's mission and the main components of college's mission	Matrix of relationship	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
8	Educational objectives for the program	Programs' Educational Objectives	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
9	Students' outcomes for the program	Program's students outcomes	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
10	Matrix of relationship between students' outcomes and educational objectives of the program	Matrix of relationship	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
11	Graduates specifications for the program	Graduates specifications	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
12	Educational Objectives assessment plan for the program	Educational objectives assessment plan	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval

13	Matrix that relates courses with students' outcomes in the program	Matrix of relationship	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
14	Progress report on the implementation of the course improvement plans for courses taught in the 1st semester & 2nd semester 1432/1433,	Progress report	3/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
15	Assess and Evaluate Student Outcomes by using the CLOs Achievements in all CS courses	Sos Achievements Report by using CLOs	3/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
16	Indicators, Questions, assessment data and Rubrics and evaluation for 4 students' outcomes (a, b, f, i) in the program	Performance indicators Questions and students' responses and rubrics	3/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
17	Progress report on the implementation of the quality improvement plan for the program	Progress report	4/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and College councils approval
18	Design and analysis of surveys done for constituents (students, faculty, staff, alumni, employers), **(Project Code 3/8)**	Approved surveys	5/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
19	Setting the academic standards for the program **(Project Code 2/1)**	Program's academic standards	6/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
20	Select / conduct mutual agreements with high level academic programs **(Project Code 2/1)**	Mutual agreement	6/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval

21	Indicators, Questions, assessment data and Rubrics and evaluation for 4 students' outcomes in the program	Performance indicators Questions and students' responses and rubrics	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
22	Evaluate Student's achievements in the last few years	Student's achievements reports	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
23	Progress report on the implementation of the quality improvement plan for the program	Progress report	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and College councils approval
24	Progress report on the implementation of the course improvement plans for courses taught in the 1st semester & 2nd semester 1432/1433, 1st semester & 2nd emester 1433/1434	Progress report	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
25	Assess and Evaluate Student Outcomes by using the CLOs Achievements in all CS courses	Sos Achievements Report by using CLOs	3/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
26	College annual report in the academic year 1432 / 1433 & 1433 / 1434	College's annual report	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	College council approval
27	Dissemination of Quality Culture	Report of the activities (Workshops, brochures, posters, …etc)	8/1434	Dr. Anwar Ali Dr. Ahmad Taleb	College council approval

University Strategic Projects Code	Related Tasks
Code [2/1]	19, 20
Code [3/8]	18

Taks shared with other committees (Task No)	Related Committees
1, 14, 17, 22, 23, 24	Program's Coordinator
8, 9, 10, 11, 13, 15, 16, 21	CC-CS
Contact DSC-IS for tasks in common	DSC-IS

It is recommeded to contact the head of DSC-IS for common actvities	Related Tasks
Code [2/1]	19, 20
Code [3/8]	18

DQU Annual plan Tasks of CC-CS

DQU Annual plan-CS Tasks of CC-CS

SN	Task	Output	Deadline	Observer	Success indicator
1	Educational objectives for the program	Programs' Educational Objectives	2/1434	Dr. Ahmad Taleb	Department and college councils approval
2	Students' outcomes for the program	Program's students outcomes	2/1434	Dr. Ahmad Taleb	Department and college councils approval
3	Matrix of relationship between students' outcomes and educational objectives of the program	Matrix of relationship	2/1434	Dr. Ahmad Taleb	Department and college councils approval
4	Graduates specifications for the program	Graduates specifications	2/1434	Dr. Ahmad Taleb	Department and college councils approval
5	Matrix that relates courses with students' outcomes in the program	Matrix of relationship	2/1434	Dr. Ahmad Taleb	Department and college councils approval
6	Consistency of official names	List of all official names	2/1434	Dr. Ahmad Taleb	Department and college councils approval
7	Review the pre-requisite chart and make sure to remove pre-requisite violation	Update pre-requisite chart	3/1434	Dr. Ahmad Taleb	Department and college councils approval
8	Course Portfolios/Files for the program (1st semester 1433/1434)	Course Portfolios	3/1434	Dr. Ahmad Taleb	Department and college councils approval
9	Course reports for course taught in the 1st semester & 2nd semester 1432/1433, 1st semester 1433/1434	Courses reports	3/1434	Dr. Ahmad Taleb	Department and college councils approval
10	Review the descriptions of all CS courses	Updated Courses' descriptions	3/1434	Dr. Ahmad Taleb	Department and college councils approval

11	Course improvement plan for courses taught in the 1st semester & 2nd semester 1432/1433, 1st semester 1433/1434	Courses improvements plans	3/1434	Dr. Ahmad Taleb	Department and college councils approval
12	Course specification for the program (1st semester & 2nd semester 1432/1433, 1st semester 1433/1434)	Courses specifications	3/1434	Dr. Ahmad Taleb	Department and college councils approval
13	Indicators, Questions, assessment data and Rubrics and evaluation for 4 students' outcomes (a, b, f, i) in the program	Performance indicators Questions and students' responses and rubrics	3/1434	Dr. Ahmad Taleb	Department and college councils approval
14	Assess and Evaluate Student Outcomes by using the CLOs Achievements in all CS courses	Sos Achievements Report by using CLOs	3/1434	Dr. Ahmad Taleb	Department and college councils approval
15	Indicators, Questions, assessment data and Rubrics and evaluation for 4 students' outcomes in the program	Performance indicators Questions and students' responses and rubrics	7/1434	Dr. Ahmad Taleb	Department and college councils approval
16	Course Portfolios for the program (2nd semester 1433/1434)	Course Portfolios	8/1434	Dr. Ahmad Taleb	Department and college councils approval
17	Course reports for course taught in the 2nd semester 1433/1434	Courses reports	8/1434	Dr. Ahmad Taleb	Department and college councils approval

| 18 | Course improvement plan for courses taught in 2nd semester 1433/1434 | Courses improvements plans | 8/1434 | Dr. Ahmad Taleb | Department and college councils approval |

Taks shared with other committees (Task No)	Related Committees
1, 2, 3, 4, 5, 13, 14, 15	DSC-CS
Contact CC-IS for tasks in common	CC-IS

DQU Annual plan-CS Tasks of PRC-CS

DQU Annual plan-CS Tasks of PRC

SN	Task	Output	Deadline	Observer	Success indicator
1	Publish the Vision, Mission, PEOs and SOs of the CS program	Vision, Mission, PEOs and SOs will be publicly available (e.g. the college handbook, posters, website, leaflet to new students, mouse pad, etc.)	3/1434	Dr. Ahmad Taleb	Vision, Mission, Objectives and Outcomes publicaly available
2	Annual plan for community participation	Annual plan	3/1434	Dr. Ahmad Taleb	College council approval
3	Mechanism to follow up college's alumni and employers **(Project Code 2/8)**	Approved mechanism	4/1434	Dr. Ahmad Taleb	College council approval
4	Establishing advisory board for the program	Advisory board	5/1434	Dr. Ahmad Taleb	Department and college councils approval
5	A mechanism to activate the participation of faculty members in the community	Approved mechanism	5/1434	Dr. Ahmad Taleb	College council approval
6	Assess the views of beneficiaries and views of the job market and Study and evaluate job market needs **(Project Code 1/1)**	Assessment report	5/1434	Dr. Ahmad Taleb	College council approval
7	Mechanism to activate access to grants and scientific chairs funded by individuals and community organizations	Approved mechanism	6/1434	Dr. Ahmad Taleb	College council approval
8	Plan for scientific research of the program, linked to overall plan for scientific research.	Program's scientific research plan	6/1434	Dr. Ahmad Taleb	Department and college councils approval

9	Annual report on the contributions of faculty to the community	Approved report	8/1434	Dr. Ahmad Taleb	College council approval

University Strategic Projects Codes	Related Tasks
Code [1/1]	6
Code [2/8]	3

Taks shared with other committees (Task No)	Related Committees
Contact PRC-IS for tasks in common	PRC-IS

DQU Annual plan- CS Tasks of FRC- CS

DQU Annual plan-CS Tasks of FRC-CS

SN	Task	Output	Deadline	Observer	Success indicator
1	Conversion of a number of courses into e-learning systems	e-learning courses	3/1434	Dr. Anwar Ali	Existence of e-learning courses
2	Handbook for the program	Program's handbooks	3/1434	Dr. Anwar Ali	Department and college councils approval
3	College handbook	College's handbook	3/1434	Dr. Anwar Ali	College council approval
4	Activation of DQU website	DQU website	4/1434	Dr. Anwar Ali	Satisfaction of staff and faculty member
5	College library	College library	4/1434	Dr. Anwar Ali	Existence of the library
6	Report on the views of members of the faculty of the adequacy and efficiency of the facilities	Approved reports	4/1434	Dr. Anwar Ali	Department and college councils approval
7	Reports on the maintenance of facilities and equipment	Approved reports	4/1434	Dr. Anwar Ali	Department and college councils approval
8	Development of personal safety guidance at all facilities	Approved system	4/1434	Dr. Anwar Ali	Department and college councils approval
9	Adoption of benchmarks to assess the facilities and equipment	Approved reports	5/1434	Dr. Anwar Ali	Department and college councils approval
10	Developing a system of services for the disabled	Approved system	5/1434	Dr. Anwar Ali	Department and college councils approval
11	Prepare a list of facilities and Equipment	Reports of facilities and Equipment	6/1434	Dr. Anwar Ali	Department and college councils approval
12	Prepare report as per ABET requirements for criteria 7 and 8	ABET Report about facilitites and ABET Report about Facilities and Resources	7/1434	Dr. Anwar Ali	Department and college councils approval

Taks shared with other committees (Task No)	Related Committees
Contact FRC-IS for tasks in common	FRC-IS

DQU Annual plan-CS Tasks of PSC-CS

DQU Annual plan-CS Tasks of PSC-CS

SN	Task	Output	Deadline	Observer	Success indicator
1	Academic advising office	Academic advising office	2/1434	Dr. Anwar Ali	Existent of the office
2	Study the ABET Students Criterion	List of requirements for the STUDENTS Criterion	2/1434	Dr. Anwar Ali	Students Criterion Requirements
3	Academic advising system and mechanisms	Approved mechanism	3/1434	Dr. Anwar Ali	College council approval
4	mechanism to protect students' rights	Approved mechanism	3/1434	Dr. Anwar Ali	Department and college councils approval
5	Mechanism to support outstanding students	Approved mechanism	3/1434	Dr. Anwar Ali	Department and college councils approval
6	Mechanism to support defaulter students	Approved mechanism	3/1434	Dr. Anwar Ali	Department and college councils approval
7	Students handbook	Students' handbook	3/1434	Dr. Anwar Ali	Department and college councils approval
8	Establish an Alumni office to follow up the program's alumni **(Project Code [1/8])**	Alumni office	4/1434	Dr. Anwar Ali	Existence of alumni office
9	Reports on the effectiveness of academic advising system	Approved reports	4/1434	Dr. Anwar Ali	Department and college councils approval
10	Reports on the system of supporting outstanding students	Approved reports	4/1434	Dr. Anwar Ali	Department and college councils approval
11	Reports on the system of supportingdefaulter students	Approved reports	4/1434	Dr. Anwar Ali	Department and college councils approval
12	Reports on the mechanism of students' complains and suggestions	Approved reports	4/1434	Dr. Anwar Ali	Department and college councils approval
13	Establishing student council for the program	Student council	5/1434	Dr. Anwar Ali	Department and college councils approval

14	Prepare report about the Students as per ABET requirements	ABET Students Criterion Report	7/1434	Dr. Anwar Ali	Report about STUDENT Criterion

University Strategic Projects Codes	**Related Tasks**	**Taks shared with other committees (Task No)**	**Related Committees**
Code [1/8]	8	Contact PSC-IS for tasks in common	PSC-IS

DQU Annual plan-CS Tasks of FC-CS

SN	Task	Output	Deadline	Observer	Success indicator
1	Study the requirements of ABET for the FACULTY Criterion	List of requirements	2/1434	Dr. Ahmad Taleb	Department and college councils approval
2	College's organizational structure **(Project Code [5/7])**	Organizational Structure	3/1434	Dr. Ahmad Taleb	College council approval
3	Mechanism to encourage outstanding faculty member	Approved mechanism	3/1434	Dr. Ahmad Taleb	Department and college councils approval
4	Reports on faculty members professional developments	Approved reports	3/1434	Dr. Ahmad Taleb	Department and college councils approval
5	Mechanism to evaluate the performance of faculty members	Approved mechanism	3/1434	Dr. Ahmad Taleb	Department and college councils approval
6	Mechanism to ensure credibility and ethics	Approved mechanism	4/1434	Dr. Ahmad Taleb	Department and college councils approval
7	Reports on the benefit of the views of faculty members	Approved reports	4/1434	Dr. Ahmad Taleb	Department and college councils approval
8	Reports on the system of supporting outstanding Faculty members	Approved reports	5/1434	Dr. Ahmad Taleb	Department and college councils approval
9	Assess the training needs of faculty and students in information technology	Approved reports	5/1434	Dr. Ahmad Taleb	Department and college councils approval
10	Reports on the effectiveness of the recruitment and hiring of academics	Approved reports	5/1434	Dr. Ahmad Taleb	College council approval

11	Activation of an effective system to assess and evaluate the performance of faculty and staff	Approved system	5/1434	Dr. Ahmad Taleb	College council approval
12	Annual plan for the professional development of staff	Approved plan	5/1434	Dr. Ahmad Taleb	College council approval
13	Database of college's scientific research	Scientific research database	6/1434	Dr. Ahmad Taleb	Existence of database
14	Plan for scientific research of the program, linked to overall plan for scientific research.	Program's scientific research plan	6/1434	Dr. Ahmad Taleb	Department and college councils approval
15	Prepare report as per ABET requirements for criterion 6	Report about Faculty Criterion in ABET	7/1434	Dr. Ahmad Taleb	Department and college councils approval
16	Reports on faculty members professional developments	Approved reports	8/1434	Dr. Ahmad Taleb	Department and college councils approval

University Strategic Projects Codes	Related Tasks
Code [5/7]	2

Taks shared with other committees (Task No)	Related Committees
Contact FC-IS for tasks in common	FC-IS