Kingdom of Saudi Arabia

Ministry of Education

Najran University

College of Computer Science and

Information Systems (CSIS)

Development and Quality Unit

المملكة العربية السعودية

وزارة التعليم

جامعة نجران

كلية علوم الحاسب ونظم المعلومات

وحدة التطوير والجودة

Development and Quality Unit (DQU)

Annual Quality Plan: 2017-2018

Program: Computer Science (CS)

College of Computer Science and Information Systems

Tentative DQU plan and committees --- 2016-2017

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COLLEGE OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

Committee Name	Mapping to ABET Criteria	Mapping to NCAAA Standards	Heads	Members	Tasks	Deadline
Development and Quality Committee (CS Department)	**Criterion 2:** Program Educational Objectives (CS) **Criterion 3**: Student Outcomes (CS)	**ST 1:** Mission and Objectives **ST 3:** Management of Quality Assurance and Improvement	Dr. Abdulrahman Althaqfan (Head)	1) Muhammad Akram (Coordinator) Dr. Addin Osman 2) Mr. Anwar Esmail 3) Mr. Naif 4) Mr. Gulam Farooque 5) Muhammad Selim Reza 6) Ms. Saira Banu 7) Ms. Sahar Ayedh Alwadie	1) KPI analysis	End of year
					2) Annual Program Report for CS	End of year
					3) Overall Course Report	End of semester
					4) Annual Quality Report	End of year
					5) Updating the NCAAA SSR for CS program	During the semester
					6) Course file	End of the semester
					7) Course coordinator activities	During the semester
Head of Department (CS)		**ST 2:** Governance and Administration	Dr. Abdulrahman Althaqfan	1) Dr. Addin Osman 2) Mr. Anwar Esmail		

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Assessment Committee (AC-CS)	**Criterion 4:** Continuous Improvement (CS)	**ST 4:** Learning and Teaching	Dr. Shargabi	1) Mr. Muhammad Akram 2) Ms. Saira Banu 3) Ms. Asma Saeed AlQahtani 4) Ms. Sahar Ayedh Alwadie	1) KPI analysis 2) Implementation of the improvement plans of SOs recommendations of the previous semesters in this semester according to the assessment plan to ensure continuous improvement process	1) End of year 2) During the semester 1 and 2
Curriculum Committee (CC-CS)	**Criterion 5:** Curriculum (CS)	**ST 4:** Learning and Teaching	Dr. Abdulrahman Althaqfan	1) Dr. Anwar Ali (coordinator) 2) Dr. Addin 3) Dr. Khairan 4) Mr. Salim 5) Ms. Dalal Alqahtani 6) Ms. Nyla Khadam 7) Ms. Maha Mohammad 8) Ms. Ghyda Mansour	1) KPI analysis 2) Summer training and graduation project issues	1) End of year 2) During the semester

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Program Students Affairs Committee (PSAC-CS)	**Criterion 1:** Students (CS)	**ST 5:** Student Administration and Support Services	Dr. Ghassan	1) Mr. Adlan (Coordinator) 2) Mr. Salim 3) Mr. Abdullah Marih 4) Mr. Faris 5) Mr. Hattan 6) Ms. Enaam AbdQader 7) Ms. Raniah 8) Ms. Emaan Abdel Kareem 9) Ms. Bashair AlMansour, 10) Ms. Feryal Mohammad 11) Ms.Ghada Alsarhani 12) Ms. Kokab Alkhater	KPI analysis	End of year

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Facilities and Resources Committee (FRC-CS)	**Criterion 7:** Facilities (CS)	**ST 6:** Facilities and Equipment **ST 7:** Learning Resources	Mr. Shah Masud	1) Mr. Adlan Balola (Coordinator) 2) Mr. Salim 3) Mr. Haji 4) Mr. Nayef 5) Mr. Sultan Al Azmi 6) Mr. Hattan 7) Ms. Gulshan Aara 8) Ms.Raniah Zaheer 9) Ms. Zehra Alwadie 10) Ms. Morady Mohammad 11) Ms. Nazeema Parveen	KPI analysis	End of year
Faculty Affairs Committee (FC-CS)	**Criterion 6:** Faculty (CS)	**ST 8:** Employment Processes **ST 9:** Financial Planning and Management	Dr. Khairan	1) Mr. Bakri 2) Ms. Emaan AbdelKareem 3) Ms. Enaam Abdel Qader 4) Ms. Gulshan Aara 5) Ms. Awatif	KPI analysis	End of year

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				Mohammad 6) Ms.Enaam AbdelQader 7) Ms. Soad 8) Ms. Amal Saeed 9) <mark>Ms. Kokab Alkhater</mark>		
Research and Community Service Committee (RCC-CS)	**Criterion 8:** Institutional Support (CS)	**ST 10:** Research **ST 11:** Institutional Relationships With the Community	Dr. Khairan	1) Mr. Muhammad Akram 2) Mr. Golam Faruque 3) Mr. Nayef 4) Mr. Hamad Abusaq 5) Ms. Summaiyya Alhazmi 6) Ms. Nazeema Parveen 7) Ms. Soad 8) Ms. Dalal Alqahtani 9) Ms. Sahar Saeed 10) <mark>Ms. Asma Saeed Alqahtani</mark>	Conducting seminars, workshops, providing research scope	During the year

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Archive and Translation Committee (ATC)	This committee (ATC) will serve all committees in the college. More specifically, ATC will collect evidences (Soft and Hard Copies) from other committees and organize them in a way that could be easily accessible by the faculty. They are also responsible to translate documents from Arabic to English and vice versa.	Dr. Asadullah	1) Mr. Mazen Gazzan (Coordinator) 2) Dr. Addin Osman 3) Dr. Anwar Esmail 4) Mr. Salim 5) Mr. Khalid Al Makhdi 6) Mr. Hamad Abosaq 7) Mr. Saeed Saad 8) Ms. Saod Mohammed 9) Ms. Enaam AbdelQader 10) Ms. Summaiya Alhazmi 11) Ms. Ghyda Mansour Balharith	Collect all the data and evidences of each committee work in the form of soft copy as mentioned in the NCAAA SES, Creating a shared repository where the faculty members can share/collect their standard evidences	During the year

Remarks:

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Each committee is expected to perform the following:

- Full revision of the ABET criteria and NCAAA Standards
- Collect Data about KPIs
- KPIs analysis report that should contain a list of strengths, weaknesses and recommendations for improvement, and priorities for action (Internal benchmarking is important to compare the old results of KPIs with the current results).
- If required, update evidences related to NCAAA standards.
- All mechanisms related to the standards must be implemented
- Update NCAAA SES
- The requirements of the university deanship's of quality must be considered in our work.
- Final report with all evidences must be prepared for each one of the university strategic project