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

COLLEGE OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

Development and Quality Unit (DQU)

Annual Quality Plan: 2017-2018

Program: Information systems (IS)

College of Computer Science and Information Systems

Tentative DQU plan and committees --- 2016-2017

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Committee Name	Mapping to ABET Criteria	Mapping to NCAAA Standards	Heads	Members	Tasks	Deadline
Development and Quality Committee (DQC)	**Criterion 2:** Program Educational Objectives (IS) **Criterion 3**: Student Outcomes (IS)	**ST 1:** Mission and Objectives **ST 3:** Management of Quality Assurance and Improvement	Mr. Shah Murtaza Rashid Al Masud	1) Dr. Mohammed Al Shargabi 2) Dr. Ghassan Ahmad Ali 3) Mr. Mazen 4) Mr. Basit Kamal	1) KPI analysis 2) Annual Program Report 3) Overall Course Report 4) Annual Quality Report 5) NCAAA SSR for IS program 6) Course file 7) Course coordinator activities N.B. a. The requirements of the university deanship's of quality must be considered in our work b. Review the IS program NCAAA Institutional Visit Reports	1) End of year 2) End of year 3) End of semester 4) End of year 5) During the semester 6) End of the semester 7) During the semester

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Head of Department (IS)		**ST 2:** Governance and Administration	Dr. Ghassan Ahmad ali	1) Dr. Ghassan 2) Dr. Shargabi		
Assessment Committee (AC-IS)	**Criterion 4:** Continuous Improvement (IS)	**ST 4:** Learning and Teaching	Mr. Shah Murtaza Rashid Al Masud	1) Dr, Shargabi 2) Mr. Basit Kamal 3) Mr. Golam Faruk 4) Mr.Omar Abdur Rahman 5) Mr.Mana Al Zamana	1) KPI analysis 2) SOs assessment (d, j, and c, e) 3) 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 3) During the semester 1 and 2
Curriculum Committee (CC-IS)	**Criterion 5:** Curriculum (IS)	**ST 4:** Learning and Teaching	Mr. Basit	1) Dr. Mohammed Al Shargabi 2) Dr. Ghassan Ahmad Ali 3) Dr. Fekry 4) Dr. Khairi	1) KPI analysis 2) Summer training and graduation project issues	1) End of year 2) During the semester

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				5) Dr. Asadullah 6) Mr. Mazen		
Program Students Affairs Committee (PSAC-IS)	**Criterion 1:** Students (IS)	**ST 5:** Student Administration and Support Services	Dr. Fekry	1) Mr. Basit Kamal 2) Mr.Mana Al Zamana 3) Mr.Omar Abdur Rahman 4) Mr.Yeahia Abdur Rahman	1) KPI analysis	1) End of year
Facilities and Resources Committee (FRC-IS)	**Criterion 7:** Facilities (IS)	**ST 6:** Facilities and Equipment **ST 7:** Learning Resources	Mr. Omar Abdur Rahman	1) Mr. Golam Faruk 2) Mr.Mana Al Zamana 3) Mr.Omar Abdur Rahman 4) Mr.Yeahia Abdur Rahman	1) KPI analysis	1) End of year

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Faculty Affairs Committee (FC-IS)	**Criterion 6:** Faculty (IS)	**ST 8:** Employment Processes **ST 9:** Financial Planning and Management	Dr. Khairy	1) Dr. Mohammed Al Shargabi 2) Dr. Fikry 3) Mr. Mazen 4) Mr. Golam Faruk 5) Mr.Yeahia Abdur Rahman	1) KPI analysis	1) End of year
Research and Community Service Committee (RCC-IS)	**Criterion 8:** Institutional Support (IS)	**ST 10:** Research **ST 11:** Institutional Relationships With the Community	Dr. Asadullah	1) Dr. Khairy 2) Mr. Mazen 3) Mr. Golam Faruk 4) Mr.Mana Al Zamana 5) Mr.Omar Abdur Rahman	1) Conducting seminars, workshops, providing research scope	1) 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.	Mr. Mazen Gazzan	1) Dr. Asadullah 2) Dr. Khairy 3) Dr. Fikry 4) Mr.Omar Abdur Rahman 5) Mr.Yeahia Abdur Rahman	1) 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	1. During the year

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