Kingdom of Saudi Arabia
Ministry of Higher Education
Najran University
Faculty of Computer Science and Information Systems
Development and Quality Unit

المملكة العربية السعودية
وزارة التعليم العالي
جامعة نجران
كلية علوم الحاسب الآلي ونظم المعلومات
وحدة التطوير والجودة

Annual Plan (NCAAA)

	Objectives	Required Activities	Charged Committee	Outputs	Period													Success Indicators
					10	11	12	1	2	3	4	5	6	7	8	9	
1	Reconstruction Reconstitution of the Unit's Organizational Structure (UOS)	1. Revise the previous Unit's Organizational Structure (UOS) 2. Propose new UOS 3. Discuss the proposed UOS 4. Approve the new UOS	Unit council	New UOS						▓	▓						Adoption of College council

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| 2 | Revision Adaption of the DQU's bylaws | 1. Revision of the previous bylaws
2. Propose new bylaws
3. Discuss the proposed bylaws
4. Approve the new bylaws | Unit council | New UOS | 10 \| 11 \| 12 \| 1 \| 2 \| 3 \| 4 \| 5 \| 6 \| 7 \| 8 \| 9 (shaded: 3, 4) | Adoption of College council |
| 3 | Re-activate the work on NCAAA accreditation | 1. Determine the task and responsibilities of DQU committees

2. Nominate committee heads and members

3. Approve the nomination | Unit council | 1. Guidelines of the DQU tasks and responsibilities

1. Lists of committees heads and members | 10 \| 11 \| 12 \| 1 \| 2 \| 3 \| 4 \| 5 \| 6 \| 7 \| 8 \| 9 (shaded: 3, 4) | Adoption of College council |

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| 4 | Approve all courses' specification from college council | 1. Obtain CS department council approval

2. Obtain CS department council approval

3. Obtain College council approval | Program and Courses Committee | | 10 11 12 1 2 3 4 5 6 7 8 9 | Approval of College council |
| 5 | Accomplish Programs reports according to NCAAA format | 1. Preparation of program report by program coordinators

2. Prepare improvement plan based on the recommendations

3. Submit programs' reports along with Improvement plan to college council | Program coordinators + Program and Courses Committee | Program reports with improvement plan | 10 11 12 1 2 3 4 5 6 7 8 9 | Approval of College council |

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6	Prepare Course's reports of those courses taught in the first semester 1432-1433	1. Preparation of course report by faculty members 2. Extract recommendations 3. Submit recommendations to department council	Faculty members + Program and Courses Committee	Course's reports + course improvement plan	10 11 12 1 2 3 4 5 6 7 8 9 (shaded 3,4)	Approval of College council
7	Modify the DQU's annual plan to include the activities towards ABET accreditation.	1.Determine the requirements for working towards ABET accreditation 2.Prepare ABET work plan 3.Integrate ABET work plan within DQU's annual plan 4. Submit the new DQU's annual plan to college council	Strategic Planning Committee	College Strategic Plan	10 11 12 1 2 3 4 5 6 7 8 9 (shaded 3,4)	Approval of College council

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8	Prepare Strategic Plan of the College	1. Review the previous work on strategic plan 2. Draft the strategic aims, themes, objectives of the plan 3. Map strategic objectives into based on strategic objectives 4. Present the strategic plan to the faculty members 5. Submit the strategic plan to the college council	Strategic Planning Committee	College Strategic Plan	10	11	12	1	2	3	4	5	6	7	8	9	Approval of College council
												▒	▒	▒				

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9	Establishing Alumni Office	1. Allocate office in the college for alumni 2. Appoint an officer to be responsible for alumni 3. Determine the task and responsibilities	College dean + unit council	Alumni Office	10	11	12	1	2	3	4	5	6	7	8	9	Existence of an active alumni office
										▨	▨						
10	Activating/Improving the Electronic web Site of the College/Development and Quality Unit	1. Review the previous work on DQU's website 2. Modify the current design to include ABET activities 3. Collect documents and materials 4. Coding and implementation 5. Activating the website	Facilities and Equipment Committee	An active website	10	11	12	1	2	3	4	5	6	7	8	9	Existence of an active, updated web site
										▨	▨	▨					

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11	Prepare Key Performance Indicators for the Different Aspects of the Programs		Programs and courses committee	Key Performance Indicators for the Different Aspects of the Programs	10 11 12 1 2 3 4 5 6 7 8 9 (shaded: 5, 6)	Approval of College council
12	Prepare a mechanism to Deal with Outstanding and Defaulter Students	1. Prepare a mechanism to deal with outstanding students 2. Review the mechanism by unit council 3. Submit the mechanism to college council	Students committee	Mechanism to Deal with Outstanding and Defaulter Students	10 11 12 1 2 3 4 5 6 7 8 9 (shaded: 5, 6)	Approval of College council

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13	Prepare an academic advising system	1. Prepare a mechanism to deal with outstanding students 2. Review the mechanism by unit council 3. Submit the mechanism to college council	Student Committee	Academic Advising System	10	11	12	1	2	3	4	5	6	7	8	9	Approval of College council
												▓	▓					
14	Prepare a mechanism to Encourage and Support Outstanding Faculty Staff Members	1. Prepare a mechanism to encourage and support Outstanding Faculty Staff Members 2. Review the mechanism by unit council 3. Submit the mechanism to college council	Planning and Administration committee	Mechanism to Encourage and Support Outstanding Faculty Staff Members	10	11	12	1	2	3	4	5	6	7	8	9	Approval of College council
												▓	▓					

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15	Prepare a mechanism for student complaints	1. Prepare a mechanism for student complaints 2. Review the mechanism by unit council 3. Submit the mechanism to college council	Student Committee	Mechanism for student complaints	10 11 12 1 2 3 4 5 6 7 8 9	Approval of College council
16	Prepare a mechanism to benefit from ideas and opinions of Faculty staff members in developing and enhancing the quality of the programs	1. Prepare a mechanism 2. Review the mechanism by unit council 3. Submit the mechanism to college council	Planning and Administration committee	Mechanism to benefit from ideas and opinions of Faculty staff members in developing and enhancing the quality of the programs	10 11 12 1 2 3 4 5 6 7 8 9	Approval of College council

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| 17 | Prepare a mechanism to Enhance Communication with Employers | 1.Prepare a mechanism to Enhance Communication with Employers 2. Review of the mechanism by unit council 3. Submit the mechanism to college council | Scientific Research and Community Relationship Committee | Mechanism to Enhance Communication with Employers | 10 11 12 1 2 3 4 5 6 7 8 9 | Approval of College council |
| 18 | Prepare a mechanism for Safety and Hygiene | 1. Prepare a mechanism for Safety and Hygiene 2. Review of the mechanism by unit council 3. Submit the mechanism to college council | Facilities and Equipment Committee | Mechanisms for Safety and Hygiene | 10 11 12 1 2 3 4 5 6 7 8 9 | Approval of College council |

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19	Prepare a system for Assessment and Evaluation of Faculty Staff Members	1. Prepare a system for Assessment and Evaluation of Faculty Staff Members 2. Review of the mechanism by unit council 3. Submit the mechanism to college council	Planning and Administration committee	System for Assessment and Evaluation of Faculty Staff Members	10	11	12	1	2	3	4	5	6	7	8	9	Approval of College council

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20	Complete college, programs' and students ' handbooks in both languages (Arabic and English)	1. Review the previous college, programs' and students ' handbooks 2. Improve the college, programs' and students ' handbooks 3. Review of college, programs' and students ' handbooks by unit's council 3. Submit handbooks to college council	Program coordinators + Programs and courses committee	programs' and students ' handbooks in both languages	10 11 12 1 2 3 4 5 6 7 8 9	Approval of College council
21	Approve all of the unit's documents and activities.		DQU's council	Approved Documents	10 11 12 1 2 3 4 5 6 7 8 9	Existence of approved DQU' documents

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22	Prepare Course's reports of those courses taught in the second semester 1432-1433	1. Preparation of course report by faculty members 2. Extract recommendations 3. Submit recommendations to department council	Faculty members + Program and Courses Committee	Courses reports + course improvement plan	10	11	12	1	2	3	4	5	6	7	8	9	Approval of College council
													▓	▓			