Development and Quality Committee for Computer Science
Annual Quality Plan: 2018-2019
College of Computer Science and Information Systems

Committee Name	Mapping to ABET Criteria	Mapping to NCAAA Standards	Heads	Members	Tasks	Sub-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) Dr. Addin Osman 2) Mr. Anwar Esmail 3) Dr. Adel Rajab 4) Dr. Hanan 5) Mr. Muhammad Akram 6) Muhammad Selim Reza 7) Mr. Hattan 8) Ms. Dalal Alqahtani. 9) Ms. Nyla Khadim (Head STD 1) 10) Ms. Dalal Alqahtani (Head STD 3) 11) Ms. Maha Mohammed 12) Ms. Saira Banu 13) Ms. Soad 14) Ms. Rania	1. Preparation of KPI analysis report for NCAAA Standard 1 and Standard 3. 2. To update the NCAAA SES for Standard 1 and 3. 3. Updating the NCAAA standard folders 4. If required, update evidences related to NCAAA standards. 5. All mechanisms related to the standard 1 and 3 must be updated and implemented	*NCAAA STD 1* 1. To prepare and distribute a survey to get the average rating on how well the mission is known to teaching staff, and students. *NCAAA STD 2* 1. Students' overall evaluation on the quality of their learning experiences. 2. Proportion of courses in which student evaluations were conducted during the year. 3. Proportion of programs in which there was an independent verification, within the institution, of standards of student achievement during the year. 4. Proportion of programs in which there was an independent verification of standards of student achievement by people	March/April 2019

								(evaluators) external to the institution during the year.	
						6. Annual Program Report for CS	1. Distribution of program report sections for preparation among CS faculty members. 2. Combining and formatting all program report sections sections. 3. Reviewing the program report.		End of year
						7. Overall Course Report	1. Data collection for preparation of overall course report. 2. Overall course report preparation, formatting and reviewing.		End of semester
						8. Annual Quality Report	1. Collection of data for annual quality report. 2. Preparation of quality report.		End of year
						9. Updating the NCAAA SSR for CS program	1. Standard 1 and Standard 3 members need to update the SSR.		During the semester
						10. Preparation of Course file	1. Each faculty member in CS department have to complete all the binders for his/her course and to upload on course file system. 2. Update course file by considering the comments from course coordinator.		End of the semester
						11. Course coordinator activities	1. Review the midterm exams. 2. Review the final lab and theory exam. 3. Review the course file.		During the semester

						4. Approve/Reject the recommendation given by course instruction.	
Head of Department (CS)		**ST 2:** Governance and Administration	Dr. Abdulrahman Althaqfan Ms. Somaya.	1) Dr. Addin Osman 2) Dr. Anwar Esmail 3) Mr. Adlan 4) Dr. Samar Alqhtani (Head STD 2) 5) Ms. Nourah	1. Preparation of KPI analysis report for NCAAA Standard 2. 2. To update the NCAAA SES for Standard 2. 3. Updating the NCAAA standard 2 folder 4. If required, update the evidences related to standard 2. 5. All mechanisms related to the standard 2 must be updated and implemented	1. Stakeholder evaluation of the Policy Handbook, including administrative flow chart and job responsibilities (Average rating on the adequacy of the Policy Handbook on a five-point scale in an annual survey of teaching staff and final year students).	
Assessment Committee (AC-CS)	**Criterion 4:** Continuous Improvement (CS)	**ST 4:** Learning and Teaching	Dr. Shargabi	1) Mr. Shah Murtaza (Head STD 4) 2) Mr. Selim 3) Mr. Ali Zamanan. 4) Ms. Saira Banu 5) Ms. Saira 6) Ms. Sahar Ayedh Alwadie	1. Preparation of KPI analysis report for NCAAA standard 4. 2. To update the NCAAA SES for Standard 4. 3. Updating the NCAAA standard 4 folder 4. If required, update the evidences	1. Ratio of students to teaching staff. (Based on full time equivalents) 2. Students overall rating on the quality of their courses. 3. Proportion of teaching staff with verified doctoral qualifications. 4. Percentage of students entering programs who successfully complete first year 5. Proportion of students entering	1) KPI analysis report at the end of year 2) During the semester 1 and 2

					related to standard 4. 5. All mechanisms related to the standard 4 must be updated and implemented. 6. SES Defining Prority for Improvement (Filling excel sheet prepared by DQU) 7. 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. 8. SOs assessment (g, h and k)	undergraduate programs who complete those programs in minimum time. 6. Proportion of students entering postgraduate programs who complete those programs in specified time. 7. Proportion of graduates from undergraduate programs who within six months of graduation are: (a) employed (b) enrolled in further study (c) not seeking employment or further study 8. Implementation of SO improvement plan. 9. Selecting the courses as a source of assessment for SOs (g, h and k). 10. Contacting the instructor to prepare the question to assess the SOs. 11. Collecting the SO assessment results from instructors. 12. Preparation of SO assessment report.	
Curriculum Committee (CC-CS)	**Criterion 5:** Curriculum (CS)	**ST 4:** Learning and Teaching	Dr. Abdulrahman Althaqfan	1) Dr. Anwar Ali (coordinator) 2) Dr. Addin Osman 3) Dr. Khairan 4) Mr. Muhammad Akram	1. Preparation of KPI analysis report for NCAAA standard 4. 2. Finalizing the updated CS curriculum with 10			1) End of year 2) During the semester

				5) Mr. Salim 6) Ms. Dalal Alqahtani 7) Ms. Nyla Khadam		semester and sending for approval.		
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. Basit Kamal (Head STD 5) 3) Mr. Salim 4) Mr. Abdullah Marih 5) Mr. Faris 6) Mr. Hattan 7) Ms. Enaam AbdQader 8) Ms. Raniah 9) Ms. Emaan Abdel Kareem 10) Ms. Albetool 11) Ms. Zahra Alabaas 12) Ms. Asma	1. Preparation of KPI analysis report for NCAAA standard 5. 2. To update the NCAAA SES for Standard 5. 3. Updating the NCAAA standard 5 folder 4. If required, update the evidences related to standard 5. 5. All mechanisms related to the standard 5 must be updated and implemented 6. SES Defining Prority for Improvement (Filling excel sheet prepared by DQU)	1. Ratio of students to administrative staff 2. Proportion of total operating funds (other than accommodation and student allowances) allocated to provision of student services. 3. Student evaluation of academic and career counselling. (Average rating on the adequacy of academic and career counselling on a five-point scale in an annual survey of final year students.)	End of year
Facilities and Resources Committee (FRC-CS)	**Criterion 7:** Facilities (CS)	**ST 6:** Facilities and Equipment **ST 7:** Learning	1. Mrs. Gulshan Aara (Head STD 6) 2. Mrs. Rania Zaheer	1) Mr. Adlan Balola (Coordinator) 2) Mr. Haji 3) Mr. Hamad AbuSaq	1. Preparation of KPI analysis report for NCAAA standard 6 and 7. 2. To update the	*NCAAA Standard 6* 1. Stakeholder evaluation of library and media center. (Average overall rating of the adequacy of the library &	End of year

		Resources	(Head STD 7)	4) Mr. Abdullah Marie 5) Mr. Yahya Almazni 6) Ms. Zehra Alwadie 7) Ms. Eman. 8) Ms. Enaam 9) Ms. Gulshan Aara 10) Ms.Raniah Zaheer 11) Ms. Gayda	NCAAA SES for Standard 6 and 7. 3. Updating the NCAAA standard 6 and 7 folder 4. If required, update the evidences related to standard 6 and 7. 5. All mechanisms related to the standard 6and 7 must be updated and implemented. 6. SES Defining Prority for Improvement (Filling excel sheet prepared by DQU)	media center, including: a) Staff assistance, b) Current and up-to-date c) Copy & print facilities, d) Functionality of equipment, e) Atmosphere or climate for studying f) Availability of study sites, and g) Any other quality indicators of service on a five- point scale of an annual survey.) 2. Number of web site publication and journal subscriptions as a proportion of the number of programs offered. 3. Stakeholder evaluation of the digital library. (Average overall rating of the adequacy of the digital library, including: a) User friendly website b) Availability of the digital databases, c) Accessibility for users, d) Library skill training and e) Any other quality indicators of service on a five-point scale of an annual survey.) *NCAAA Standard 7* 1. Annual expenditure on IT budget, including: a) Percentage of the total Institution, or College, or Program budget allocated for IT; b) Percentage of IT budget allocated per program for institutional or per student for	

						programmatic; c) Percentage of IT budget allocated for software licences; d) Percentage of IT budget allocated for IT security; e) Percentage of IT budge allocated for IT maintenance. 2. Stakeholder evaluation of the IT services. (Average overall rating of the adequacy of: a) IT availability, b) Security, c) Maintenance, d) Accessibility e) Support systems, f) Software and up-dates, g) Age of hardware, and h) Other viable indicators of service on a five-point scale of an annual survey.) 3. Stakeholder evaluation of a) Websites, b) e-learning services c) Hardware and software d) Accessibility e) Learning and Teaching f) Assessment and service g) Web-based electronic data management system or electronic resources (for example: institutional website providing resource sharing, networking & relevant information, including e-learning, interactive learning & teaching between students & faculty on a five-point scale of an annual survey).	

Committee	Criterion	Standard	Responsible	Team Members	Tasks	KPIs	Timeline
Faculty Affairs Committee (FC-CS)	**Criterion 6:** Faculty (CS)	**ST 8:** Financial Planning and Management **ST 9:** Employment Processes	Dr. Khairan	1) Dr. Shargabi (Coordinator) 2) Dr. Aysha Meshraqi (Head STD 8) 3) Dr. Addin Osman (Head STD 9). 4) Mr. Mazan Gazzan. 5) Mr. Amal Aljaraa. 6) Mr. Sultan Ajmi 7) Ms. Emaan AbdelKareem 8) Ms. Enaam Abdel Qader 9) Ms. Gulshan Aara 10) Ms. Ohood. 11) Ms.Enaam AbdelQader 12) Ms. Soad	1. Preparation of KPI analysis report on standard 8 and 9. 2. To update the NCAAA SES for Standard 8 and 9. 3. Updating the NCAAA standard 8 and 9 folder 4. If required, update the evidences related to standard 8 and 9. 5. All mechanisms related to the standard 8 and 9 must be updated and implemented. 6. SES Defining Prority for Improvement (Filling excel sheet prepared by DQU)	*NCAAA Standard 8* 1. Total operating expenditure (other than accommodation and student allowances) per student. *NCAAA Standard 9* 1. Proportion of teaching staff leaving the institution in the past year for reasons other than age retirement. 2. Proportion of teaching staff participating in professional development activities during the past year.	End of year
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) Dr. Asadullah (Head STD 10) 2) Mr. Muhammad Akram (Head STD 11) 3) Mr. Fayz Alshahrani 4) Ms. Soad	1. Preparation of KPI analysis report on standard 10 and 11. 2. To update the NCAAA SES for Standard 10 and 11. 3. Updating the NCAAA standard 10 and 11 folder	*NCAAA Standard 10* 1. Number of refereed publications in the previous year per full time equivalent teaching staff. (Publications based on the formula in the Higher Council Bylaw excluding conference presentations) 2. Number of citations in refereed	During the year

					4. If required, update the evidences related to standard 10 and 11. 5. All mechanisms related to the standard 10 and 11 must be updated and implemented. 6. Conducting seminars, workshops, providing research scope. 7. Preparation of Community contribution plan based on community needs. 8. Preparation of report on achievement of yearly community contribution plan. 9. SES Defining Prority for Improvement (Filling excel sheet prepared by DQU)	journals in the previous year per full time equivalent faculty members. 3. Proportion of full time member of teaching staff with at least one refereed publication during the previous year. 4. Number of papers or reports presented at academic conferences during the past year per full time equivalent faculty members 5. Research income from external sources in the past year as a proportion of the number of full time faculty members 6. Proportion of the total, annual operational budget dedicated to research. *NCAAA Standard 11* *1.* Proportion of full time teaching and other staff actively engaged in community service activities. *2.* Number of community education programs provided as a proportion of the number of departments. *3.*	

	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	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
Archive and Translation Committee (ATC)						

Remarks:

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