

Kingdom of Saudi Arabia
Ministry of Education
Najran University
Faculty of Computer Science and
Information Systems



المملكة العربية السعودية
وزارة التعليم
جامعة نجران
كلية علوم الحاسب ونظم
المعلومات

Report on Annual Report of the Development and Quality Unit



Prepared by:
Development and Quality Unit

Najran University
Computer Science and Information Systems College

May-June, 2017

1. Introduction

At the beginning of the academic year 2016-2017, the Development and Quality Unit (DQU) of the College of Computer Science and Information Systems-CSIS, has formed different committee and assigned tasks related to quality work. The tasks have been designed and distributed among the faculty members of both male and female sections of computer science-CS and information systems-IS Departments. In addition all the tasks have been assigned and distributed based on the basis of ABET and NCAAA criteria/ standards, requirements, priorities as listed in Table 1 and Table 2.

Table 1: Committees and Distribution of NCAAA Standards and ABET Criteria:
Year 2016-2017

Committee Name	Heads	Members
Development and Quality Unit (DQU)	Dr. Shargabi	<ol style="list-style-type: none"> 1) Dr. Abdur Rahman 2) Dr. Anwar Ali 3) Mr. Shah Masud 4) Mr. Mohammad Akram 5) Ms. Dalal Alqahtani 6) Ms. Nyla Khadam 7) Ms. Saira Banu
Assessment Committee (AC-CS & AC-IS)	Dr. Shargabi	<ol style="list-style-type: none"> 1) Mr. Shah Masud (Coordinator) 2) Mr. Akram 3) Mr. Basit 4) Ms. Saira Banu 5) Dr. Muniba
Curriculum Committee-CS (CC-CS)	Dr. Abdur Rahman	<ol style="list-style-type: none"> 1) Dr. Anwar Ali (coordinator) 2) Dr. Addin 3) Dr. Khairan 4) Mr. Salim 5) Ms. Dalal Alqahtani 6) Ms. Nyla Khadam 7) Dr. Muniba
Curriculum Committee-IS (CC-IS)	Dr. Ghassan	<ol style="list-style-type: none"> 1) Mr. Shah Masud (Coordinator) 2) Dr. Shargabi 3) Dr. Asadullah 4) Dr. Fikri 5) Mr. Basit

<p>Facilities and Resources Committee (FRC-CS & FRC-IS)</p>	<p>Mr. Shah Masud</p>	<ol style="list-style-type: none"> 1) Mr. Adlan Balola (Coordinator) 2) Mr. Gulam Faruq 3) Mr. Salim 4) Mr. Haji 5) Mr. Nayef 6) Mr. Sultan Al Azmi 7) Mr. Hattan 8) Ms. Saira 9) Ms. Gulshan Aara 10) Ms. Raniah Zaheer 11) Ms. Zehra Alwadie 12) Ms. Morady Mohammad 13) Ms. Nazeema Parveen
<p>Program Students Affairs Committee (PSAC-CS & PSC-IS)</p>	<p>Dr. Ghassan</p>	<ol style="list-style-type: none"> 1) Mr. Basit (Coordinator) 2) Mr. Adlan 3) Mr. Salim 4) Mr. Omar 5) Mr. Zamanan 6) Mr. Abdullah Marih 7) Mr. Faris 8) Mr. Hattan 9) Ms. Enaam AbdQader 10) Ms. Raniah 11) Dr. Muniba 12) Ms. Emaan Abdel Kareem 13) Ms. Bashair AlMansour, 14) Ms. Feryal Mohammad 15) Ms. Ghada Alsarhani
<p>Faculty Affairs Committee (FAC-CS & FAC-IS)</p>	<p>Dr. Khairan</p>	<ol style="list-style-type: none"> 1) Dr. Shargabi (Coordinator) 2) Dr. Fekri 3) Mr. Golam Faruque 4) Mr. Khalid Makdi 5) Mr. Bakri 6) Mr. Moad 7) Ms. Emaan AbdelKareem 8) Ms. Enaam AbdelQader 9) Ms. Gulshan Aara 10) Ms. Awatif Mohammad 11) Ms. Enaam AbdelQader 12) Ms. Soad 13) Ms. Amal Saeed
<p>Research and Community Service Committee (RCC-CS & RCC-IS)</p>	<p>Dr. Khairan</p>	<ol style="list-style-type: none"> 1) Dr. Asadullah (Coordinator) 2) Dr. Khairi 3) Mr. Akram 4) Mr. Golam Faruque 5) Mr. Nayef 6) Mr. Hamad Abusaq

		7) Ms. Summaiyya Alhazmi 8) Ms. Nazeema Parveen 9) Ms. Soad 10) Ms. Dalal Alqahtani 11) Ms. Sahar Saeed
Archive and Translation Committee (ATC)	Dr. Asadullah	1) Mr. Mazen Gazzan (Coordinator) 2) Mr. Omar Abdurrahman 3) Mr. Salim 4) Mr. Khalid Al Makhdi 5) Mr. Hamad Abosaq 6) Mr. Saeed Saad 7) Ms. Saod Mohammed 8) Ms. Enaam AbdelQader 9) Ms. Summaiya Alhazmi

Table 2: Distribution of ABET and NCAAA requirements on the Committees:

Year 2016-2017

Committee Name	ABET Criteria	NCAAA Standards for the CS & IS Programs	University Strategic Projects	Expected Activities: each committee is expected to do the following:
DQU	Criterion 2: Program Educational Objectives (CS & IS) Criterion 3: Student Outcomes (CS & IS)	ST 1: Mission and Objectives ST 3: Management of Quality Assurance and Improvement		<ul style="list-style-type: none"> 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. Update evidences if required All mechanisms related to the standards must be implemented Update NCAAA SES Internal benchmarking is important to compare the old results of KPIs with the current results. The requirements of the university deanship's of quality must be considered in our work. Final report with all evidences must be prepared for
Heads of Departments (CS and IS)		ST 2: Governance and Administration		
Assessment Committee (AC-CS & AC-IS)	Criterion 4: Continuous Improvement (CS & IS)	ST 4: Learning and Teaching		
Curriculum Committee (CC-CS & CC-IS)	Criterion 5: Curriculum (CS & IS)	ST 4: Learning and Teaching	Project Code 1/3: Development of curriculum if needed	
Program Students Affairs Committee (PSAC-CS & PSAC-IS)	Criterion 1: Students (CS & IS)	ST 5: Student Administration and Support Services		

Facilities and Resources Committee (FRC-CS & FRC-IS)	Criterion 7: Facilities (CS & IS)	ST 6: Facilities and Equipment ST 7: Learning Resources		each one of the university strategic project
Faculty Committee Affairs (FAC-CS & FC-IS)	Criterion 6: Faculty (CS & IS)	ST 8: Employment Processes ST 9: Financial Planning and Management	Project Code: 3/6 Evaluation (Quantitative and Qualitative) of the current academic organizational chart according to the requirements of the program	
Research and Community Service Committee (RCC-CS & RCC-IS)	Criterion 8: Institutional Support (CS & IS)	ST 10: Research ST 11: Institutional Relationships With the Community	Project Code 1/4: Establishment of new programs according the community and labors market needs.	
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.			

At the end of academic year 2016-2017 it has been revealed that the DQU of the College of CSIS has achieved the following 30 tasks:

1. Preparing CS NCAAA Accreditation Visit Documents in August 2016
2. Preparing CS program learning outcomes-PLOs or SOs Assessment Plan 2017-2021
3. Preparing IS program learning outcomes-PLOs or SOs Assessment Plan 2017-2021
4. Reviewing and finalizing the self evaluation scale-SES for CS Program
5. Reviewing and finalizing the self evaluation scale-SES for IS Program
6. Design a systemic Rubric in excel to assess SES of different NCAAA standard
7. Participate in Reviewing the IS Curriculum
8. Participating in the meetings and contributed in developing Network and Communication Engineering (NCE) Program's Study Plan
9. Reviewing, assessing and analyzing the KPIs of CS Program
10. Reviewing, assessing and analyzing the KPIs of IS Program
11. Reviewing, updating, and preparing ABET CS Program SSR
12. Reviewing, updating, and preparing ABET IS Program SSR
13. Reviewing, updating, and preparing NCAAA SSR for CS Program
14. Formulate a working committee and started preparing NCAAA SSR for IS Program
15. Prepare semester wise overall course report for IS Program
16. Prepare semester wise overall course report for CS Program
17. Prepare CS Program report

18. Prepare IS Program report
19. Nominate Course coordinators and followed up exam question moderation process
20. Supervise course file submission procedures and related issues
21. Following up semester wise course distribution among the faculty members
22. Updating some issues in NUCSIS.info System including Academic Advising and followed up academic advising process
23. Following up the working forces and services and facilities of internal exam committee-IEC and external exam committee-EEC, and initialize and distribute invigilators regulations and duties during final examinations
24. Participate in Reviewing Summer training and Graduation Project issues
25. Prepare the CS program NCAAA Institutional Visit Reports
26. Prepare the IS program NCAAA Institutional Visit Reports
27. Conducting meeting with program advisory committee-PAC
28. Updating the Faculty unified survey and uploaded on Survey Monkey
29. Preparing various survey-questionnaires for faculty and students
30. Conducting various meetings related to teaching and quality and continuous quality improvement process

2. Data Source and Analysis

1. Preparing CS NCAAA Accreditation Visit Documents in August 2016

The following documents have been prepared and submitted:

-  R 2 227CSS-3 NCAAA Course Report.doc
-  R 3 212CSS-3 NCAAA Course Report.doc
-  R 3 212CSS-3 NCAAA Course Specification.doc
-  R 3 227CSS-3 NCAAA Course Specification.doc
-  R 3 456CSS-3 NCAAA course report.doc
-  R 3 456CSS-3 NCAAA Course Specification.doc
-  R 5 NCAAAA_Program Report CS_Program 2015-2016.docx
-  R 6 C Student survey CLO Achievement 2015-16.docx
-  R 7 Alumni ans Employer Report.docx
-  R 8 Program Advisory Committee Report.docx
-  R 9 KPI-Analysis.docx
-  R 10 Program Learning Outcomes Computer Science Program 2016.docx
-  R 11 NCAAA_NU_CS_SES.doc
-  R 12 NCAAA_SSR_NU-CS.docx
-  R6 A Courses evaluation report first semester 1435 – 1436.docx
-  R6 B Courses evaluation report Second semester 1435 – 1436.docx
-  Report 2 NCAAA NU-CS Program Spec (16-17).docx
-  Report 4 Description of Course and Program Requirements and Regulations.docx
-  قائمة المتطلبات والمستندات المطلوبة من البرنامج.doc

Reference: Softcopy is available in DQU of the College of CSIS.

2. Preparing CS program learning outcomes-PLOs or SOs Assessment Plan 2017-2021
3. Preparing IS program learning outcomes-PLOs or SOs Assessment Plan 2017-2021

DQU proposed and thereafter has been approved the CSIS assessment plan for year 2017 - 2021. Assessment plan is shown in figure 1.

✓ **Assessment Types**

- We are using direct assessment and it will be achieved through performance indicators (PIs) for all CS SOs and using course learning outcomes (CLO). He said that direct assessment will be used for the direct examination or observation of student knowledge, skills and/or behaviors. e.g. Exams, Presentation, etc.
- Indirect assessment will be done through indirect methods, e.g. exit surveys, current student survey and meeting and survey with program advisory committee.

✓ **Assessment Methods**

- The DQU coordinator also explained the formative and summative assessment methods which will be used in updated assessment plan for year 2017 – 2021.
- **Formative Assessment.**
 - ▶ Formative assessments are on-going assessments, reviews, and observations in a classroom and or within an academic year or pre-determined time.
 - ▶ We should use formative assessment to improve instructional methods and student feedback throughout the teaching and learning process.
 - ▶ The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning.
 - ▶ Example of formative assessment is quizzes, assignments, midterms, etc. It will be used in level 3 to 6.
- **Summative Assessment.**
 - ▶ Summative assessments are typically used to evaluate the effectiveness of instructional programs and services at the end of an academic year or at a pre-determined time.
 - ▶ The goal of summative assessments is to make a judgment of student competency after an instructional phase is complete.
 - ▶ The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.
 - ▶ Example of summative assessment is final exams, nationwide Tests and it will be done from levels 7 and 8.

Proposed CSIS Assessment Planning 2017-2021(Conceptual Model)

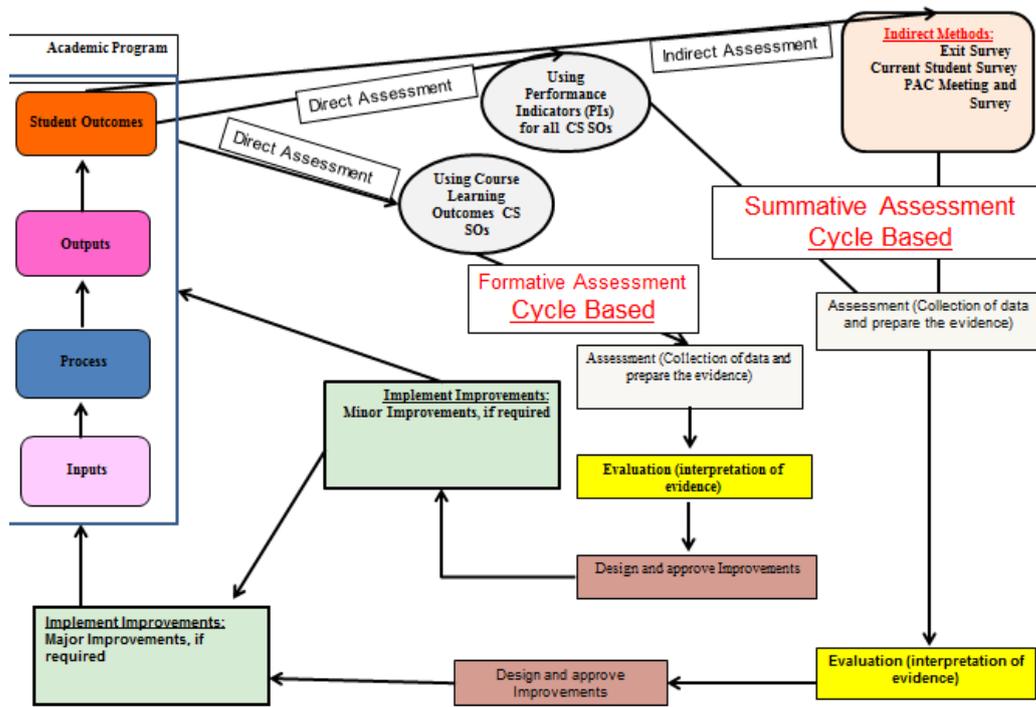


Figure 1: CSIS Assessment Plan for 2017 – 2021

- DQU also presented the SO assessment plan time line for both CS and IS program. Figure 2 shows the SO assessment plan time line for computer science program and figure 3 shows the SO assessment plan time line for information systems program.

Program: Computer Science (CS)..... SOs Assessment Plan Time Line

Student Outcomes (SOs)	CLOs Achievements					PIs and Rubrics					Exit Survey					Current Student Survey					PAC Survey											
	F 16/17	S 16/17	F 17/18	S 17/18	F 18/19	S 18/19	F 19/20	S 19/20	F 16/17	S 16/17	F 17/18	S 17/18	F 18/19	S 18/19	F 19/20	S 19/20	F 16/17	S 16/17	F 17/18	S 17/18	F 18/19	S 18/19	F 19/20	S 19/20	F 16/17	S 16/17	F 17/18	S 17/18	F 18/19	S 18/19	F 19/20	S 19/20
a) An ability to apply knowledge of computing and mathematics appropriate to the discipline	C	E	I																													
b) An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution	C	E	I																													
c) An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs				C	E	I																										
d) An ability to function effectively on teams to accomplish a common goal			C	E	I																											
e) An understanding of professional, ethical, legal, security and social issues and responsibilities			C	E	I																											
f) An ability to communicate effectively with a range of audiences	C	E	I																													
g) An ability to analyze the local and global impact of computing on individuals, organizations, and society				C	E	I																										
h) An ability to recognize the need for and to engage in continuing professional development				C	E	I																										
i) An ability to use current techniques, skills, and tools necessary for computing practice	C	E	I																													
j) An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the trade-offs involved in design choices			C	E	I																											
k) An ability to apply design and development principles in the construction of software systems of varying complexity				C	E	I																										

Figure 2: SO Assessment plan time line for Computer Science Program

Program: Information Systems (IS) ::::: SOs Assessment Plan Time Line

Student Outcomes (SOs)	CLOs Achievements				PIs and Rubrics				Exit Survey				Current Student Survey				PAC Survey							
	F 16/17	S 16/17	F 17/18	S 17/18	F 18/19	S 18/19	F 19/20	S 19/20	F 16/17	S 16/17	F 17/18	S 17/18	F 18/19	S 18/19	F 19/20	S 19/20	F 16/17	S 16/17	F 17/18	S 17/18	F 18/19	S 18/19	F 19/20	S 19/20
a) An ability to apply knowledge of computing and mathematics appropriate to the discipline	C	E	I						C	E	I						C	E	I					
b) An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution	C	E	I						C	E	I						C	E	I					
c) An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs			C	E	I				C	E	I						C	E	I					
d) An ability to function effectively on teams to accomplish a common goal		C	E	I					C	E	I						C	E	I					
e) An understanding of professional, ethical, legal, security and social issues and responsibilities			C	E	I				C	E	I						C	E	I					
f) An ability to communicate effectively with a range of audiences	C	E	I						C	E	I						C	E	I					
g) An ability to analyze the local and global impact of computing on individuals, organizations, and society			C	E	I				C	E	I						C	E	I					
h) An ability to recognize the need for and to engage in continuing professional development			C	E	I				C	E	I						C	E	I					
i) An ability to use current techniques, skills, and tools necessary for computing practice	C	E	I						C	E	I						C	E	I					
j) An understanding of processes that support the delivery and management of information systems within a specific application environment.		C	E	I					C	E	I						C	E	I					

Figure 3: SO Assessment plan time line for Information Systems Program

- DQU formed four groups which will be responsible for assessment of SOs for CS and IS program. These four groups are shown in table 1 and table 2.

Table 1: SO Assessment groups for Computer Science Program

Group No.	Coordinators	Members	Student Outcomes
Group 1	Dr. Asadullah	Ms. Saira Ms. Sumaiya Ms. Rania Dr. Shargabi Mr. Shah Masud Mr. Haji Mr. Omar Mr. Mazen Gazzan Mr. Khalid Makdi	a j g
Group 2	Dr. Khairan	Ms. Gulshan Ms. Enam Dr. Fekri Mr. Basit	i d h

		Mr. Kafil Mr. Golam faruque Mr. Adlan Mr. Abdullah Al Qahtani Mr. Moath Mr. Hamad Ali	
Group 3	Dr. Anwar	Ms. Nyla Ms. Nazeema Ms. Saud Dr. Abdurrahman Dr. Addin Mr. Akram Mr. Naif Mr. Saltan Al Azmei	b e k
Group 4	Dr. Khairi	Ms. Eman Ms. Dalal Dr. Khairan Dr. Ghassan Mr. Selim Mr. Yahya Mr. Bakri Mr. Mohammad Al Shahrani Mr. Ahmad Al Musabi	c f

Table 2: SO Assessment groups for Information Systems Program

Group No.	Coordinators	Members	Student Outcomes
Group 1	Dr. Asadullah	Dr. Shargabi Mr. Shah Masud Mr. Haji Mr. Omar Mr. Mazen Gazzan Mr. Khalid Makdi Mr. Hamad Ali	a j g
Group 2	Dr. Khairan	Dr. Fekri Mr. Basit Mr. Kafil Mr. Golam faruque Mr. Adlan Mr. Abdullah Al Qahtani Mr. Moath	i d h
Group 3	Dr. Anwar	Dr. Abdurrahman Dr. Addin Mr. Akram Mr. Naif Mr. Saltan Al Azmei	b e
Group 4	Dr. Khairi	Dr. Ghassan Mr. Selim	c f

		Mr. Yahya Mr. Bakri Mr. Mohammad Al Shahrani Mr. Ahmad Al Musabi	
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References: the softcopy of the documents are available in DQU of the college.

4. Reviewing and finalizing the self evaluation scale-SES for CS Program
5. Reviewing and finalizing the self evaluation scale-SES for IS Program

In the month of October 2016, the respected committees of DQU updated the SES of both CS and IS programs.

References: the softcopy of the documents are available in DQU of the college.

6. Design a systemic Rubric in excel to assess SES of different NCAAA standard
- The DQU unit proposed rubric to identify the priority of improvement for each practice in NCAAA standards.
 - ✓ **Criteria for Rubric**
Criteria and description of each criterion in detail:

Importance Level of Practice: [High, Medium, Low]

Level Criteria	High 1	Medium 2	Low 3
Importance Level of Practice	Those practices that relate directly to the planning and delivery of programs	Those practices that are general institutional activities with a major impact on programs.	Those practices that are institutional and have no impact or only indirect impact on programs.

1. Implementation of Practice. [Excellent, Very Good, Good, Satisfactory, Poor]

Level	Excellent 8	Very Good 6	Good 4	Satisfactory 2	Poor 0
Criteria					
Implementation of Practice	Practice is fully followed	Practice is mostly followed	Practice is usually followed	Practice is partially followed	Practice is occasionally followed.

2. Availability of evidences for relevant practice. [Excellent, Very Good, Good, Satisfactory, Poor]

Level	Excellent 8	Very Good 6	Good 4	Satisfactory 2	Poor 0
Criteria					
Availability of Evidences	All the pertinent evidence for practice is available	Most of the pertinent evidence for practice is available	Some of the pertinent evidence for practice is available	Few pertinent evidence for practice is available	Very few pertinent evidence for practice is available

- It has been presented the excel file which is prepared by college's DQU to automatically calculate the priority for improvement based on the weakness and strength of practices of NCAAA. He given one example how to fill the excel file and he explained the formula which will be used to calculate priority for improvement and NCAAA stars.

Practice Number and Description	Importance Level of Practice			Implementation of Practice					Availability of evidences for relevant practice					Priority for improvement based on the weakness and strength			STARS
	High	Medium	Low	Excellent	Very Good	Good	Satisfactory	Poor	Excellent	Very Good	Good	Satisfactory	Poor	High	Medium	Low	
	1	2	3	8	6	4	2	0	8	6	4	2	0	(1-5)	(6-9)	(10-11)	
1.1 Appropriateness of Mission																	
1.1.1: The mission for the program is consistent with the mission of the institution.		√				√					√				√		***
1.1.2: The mission establishes directions for the development of the program that are appropriate for a program of its type and for the needs of students in the context for which they are prepared.		√				√					√			√			***
1.1.3: The mission is consistent with Islamic beliefs and values.		√				√				√				√			****
1.1.4: The appropriateness of the mission is explained in an accompanying statement commenting on significant aspects of the environment within which it operates. (which may relate to			√			√			√						√		*****

Figure: Screenshot of the developed Rubric to assess the SES

References: the softcopy of the documents are available in DQU of the college.

7. Participate in reviewing the IS Curriculum

The Department of Quality Unit in the College of Computer Science and Information Systems, has formed different committee and assigned tasks related to Quality work. Hence it distributed based on the ABET and NCAAA requirements, priorities and tasks.

- One such committee is Curriculum committee for both CS and IS program, this report is about Curriculum review in Information Systems Program.

Curriculum Committee (CC-CS & CC-IS)	Criterion 5: Curriculum (CS & IS)	ST 4: Learning and Teaching	Project Code 1/3: Development of curriculum if needed	• Final report with all evidences must be prepared for each one of the university strategic project
Program Students Affairs Committee (PSAC-CS & PSAC-IS)	Criterion 1: Students (CS & IS)	ST 5: Student Administration and Support Services		
Facilities and Resources Committee (FRC-CS & FRC-IS)	Criterion 7: Facilities (CS & IS)	ST 6: Facilities and Equipment ST 7: Learning Resources		
Faculty Committee Affairs (FAC-CS & FC-IS)	Criterion 6: Faculty (CS & IS)	ST 8: Employment Processes ST 9: Financial Planning and Management	Project Code: 3/6 Evaluation (Quantitative and Qualitative) of the current academic organizational chart according to the requirements of the program	

- So the Curriculum committee is assigned the task to “review and develop the curriculum of the program If needed”
- Hence the coordinator of Information Systems department has called for a meeting on 15/3/2017 of the IS department for curriculum review.
- A tentative discussion was held to about the current curriculum and in this meeting the course which needs to be dropped and some course which need to be reviewed were taken up.
- It was also decided that some decision like course code, credits, some name changes are held up, changing the study plan would be decided in subsequent meetings

Role of DQU in study plan for IS curriculum:

The coordinator of DQU Dr. Mohammed AbdulLatif Shargabi, attended one such meeting and emphasized that curriculum changes have to be discussed based on some criteria, the curriculum should have to meet some requirements such as:

- 1) The program should meet and related to the mission, vision of the university
 - 2) University Requirements courses (eg: Islamic courses) have to be included. The new requirement of the University like field training etc.
 - 3) College requirement courses such as (programming, data structures, and operating system) have to be included.
 - 4) IS environmental courses should meet a minimum criteria
 - 5) The other criteria is that the program should have included to contain minimum credits/courses related to different knowledge domains such as, Networking, Programming, Information Management, Database, Basic Science including mathematics etc.
- The IS curriculum committee held subsequent meetings throughout the month of March, April and May to further discuss, improve and update the study plan according to requirements.
 - The DQU coordinator has been regularly attending the meetings held in IS program and giving his inputs in the curriculum update.
 - By the time of preparation of this report the IS program has been working on the curriculum update.

References: the softcopy of the documents are available in DQU of the college.

8. Participated in the meetings and contributed in developing Network and Communication Engineering (NCE) Program's Study Plan

Najran University has approved to start a new bachelor program in the College of Computer Science and Information Systems (CCSIS) with the title: Computer Networks and Communication Engineering Program. A committee was formed in May 2016 under the supervision of the college's Development and Quality Unit (DQU) to design the curriculum

for new program. Since one year this committee meets several times to discuss the study plan for new program. Moreover study plan is still under discussion and is not finalized yet.

Committee members:

The first committee has been formed by the following members in May 16, 2016:

- 1) Dr. Khairan Rajab
- 2) Dr. Mohammed Al Shargabi
- 3) Dr. Ahmad Taleb
- 4) Dr. Addin Osman
- 5) Dr. Ghassan Ahmad Ali
- 6) Mr. Shah Murtaza Rashid Al Masud
- 7) Mr. Haji Moin Uddin
- 8) Mr. Samiul Islam
- 9) Mr. Monjurul Hasan
- 10) Mrs. Nayla Khadem

At the end of 2016, the committee has been reformed because some of the faculty members left the college in the academic year of 2015-2016. The revised committee members are:

- 1) Dr. Khairan Rajab
- 2) Dr. Mohammed Al Shargabi
- 3) Dr. Ghassan Ahmad Ali
- 4) Mr. Shah Murtaza Rashid Al Masud
- 5) Mr. Haji Moin Uddin
- 6) Mr. Muhammad Akram
- 7) Mrs. Nyla Khadam
- 8) Mr. Mohammad Al Awashiz
- 9) Mr. Hamad Abosaq

Key activities: finalizing mission statement of the program, student outcomes, and knowledge group, preparing the study plan, finalizing the curriculum.

References: Date-wise different version of study plan and contain minutes of meetings are available in DQU of the College

9. Reviewing, assessing and analyze the KPIs of CS Program
10. Reviewing, assessing and analyze the KPIs of IS Program

Towards assessing the quality of CS program Key Performance Indicators, KPIs have been adopted by the Computer Science department. All these KPIs based on NCAAA's 11 standards and benchmarks. These KPIs, which plan to be assessed every year and used on a comparative basis, apply to colleges, academic and administrative units are commonly accepted and quantifiable. Additionally, an open set will be also employed whereby units can define their own KPIs which are relevant to and representative of the unique nature of their own operations.

The DQU identified its sets of KPIs and benchmarks used for quality assessment of any program of the College of Computer Science and Information Systems. All these existing KPIs and benchmarks are approved by college council and program council as a part of activity of DQU.

All related KPIs were assessed to verify present quality status of the program those would ultimately help to improve and assure quality structure of the program in future. The evaluations of KPIs ensure a very consistent and reliable improvement plan to improve the quality of the program.

References: Date-wise different version of study plan and contain minutes of meetings are available in DQU of the College

11. Reviewing, updating, and preparing ABET CS Program SSR
12. Reviewing, updating, and preparing ABET IS Program SSR

ABET SSRs were updated in the month of June 2016.

References: Softcopy of SSRs are available in DQU of the College

13. Reviewing, updating, and preparing NCAAA SSR for CS Program

NCAAA SSR for CS Program had been updated and finalized in August-October 2016.

References: Softcopy of SSR is available in DQU of the College

14. Formulate a working committee and started preparing NCAAA SSR for IS Program

The DQU has conducted a meeting regarding 6th March 2017 to discuss about the assignment of responsibilities in preparation of NCAAA SSR of IS program in the College of Computer Science and Information Systems. Decisions were taken as such: The following Heads were assigned each standard

Standard	Head
1	Dr.Fikri/Dr. Asad { Seek help from all staff and DQU }
2	Dr.Ghassan
3	Dr.Shargabi
4	Dr.Shargabi & Shah Masud, supported by Dr.Fikri and Mazen
5	Basit & Mana Zamanan
6	Yahya & Omer / supported by Shah Masud
7	Yahya & Omer / supported by Shah Masud
8	Gulam Farooque
9	Mazen
10	Dr.Asad
11	Dr.Khairi

The tentative SSR draft deadline was decided as 25th April (includes writing the SSR + collecting evidences)

- But due to pre-pone of the Final theory exams by three weeks the submission of tentative draft was delayed to be prepared after Theory exams.
- Sample mail “Of announcement of Responsibilities to the Standard Committee heads”

Tue 3/7/2017 8:37 AM

 mohmed basit. kamal
Responsibilities of EEC SSR

To: Ghassan Ahmed Ali; Omar Abdulrahman Ali; Yahya Ali Abdelrahman Ali; shah rashid. almasud; Mazen Ali Muhammed Gazzari; mohammed mana mobarak al zamanary; Mohammed A. Khairi (mkhairi@nu.edu.sa)

Cc: Mohammed Abdulatef Ali Al-Shargabi (mashargabi@nu.edu.sa)

Message:  Standard Committee heads.docx (16 KB)

Assalaamu alaikum,

The responsibilities for the EEC SSR decided in yesterday's meeting

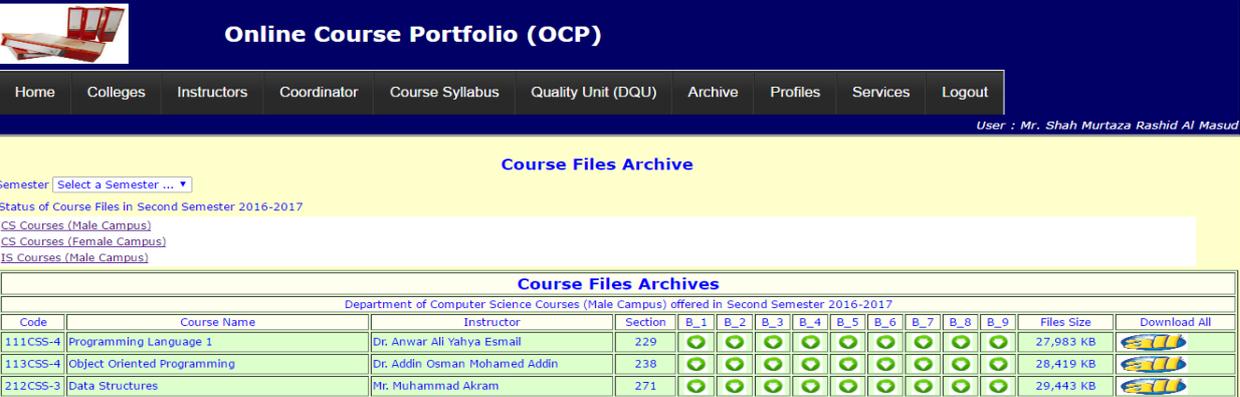
Thanks and Regards
Mohammed Basit Kamal
Lecturer, College of CS and IS
Najran University, K.S.A

SSR is not finalized yet.

References: Softcopy of SSR is available in DQU of the College

15. Prepare semester wise overall course report for IS Program
16. Prepare semester wise overall course report for CS Program

At the end of each semester two separate committees from CS and IS departments have formed to prepare the overall course report using course reports of each course. The course files are available in NUCSIS.info website developed by the DQU of the College as presented in Figure 1.



Online Course Portfolio (OCP)

Home Colleges Instructors Coordinator Course Syllabus Quality Unit (DQU) Archive Profiles Services Logout

User : Mr. Shah Murtaza Rashid Al Masud

Course Files Archive

Semester:

Status of Course Files in Second Semester 2016-2017

[CS Courses \(Male Campus\)](#)
[CS Courses \(Female Campus\)](#)
[IS Courses \(Male Campus\)](#)

Course Files Archives														
Department of Computer Science Courses (Male Campus) offered in Second Semester 2016-2017														
Code	Course Name	Instructor	Section	B_1	B_2	B_3	B_4	B_5	B_6	B_7	B_8	B_9	Files Size	Download All
111CSS-4	Programming Language 1	Dr. Anwar Ali Yahya Esmail	229										27,983 KB	
113CSS-4	Object Oriented Programming	Dr. Addin Osman Mohamed Addin	238										28,419 KB	
212CSS-3	Data Structures	Mr. Muhammad Akram	271										29,443 KB	

Figure 1: Screenshot of Course files systems in NUCSIS.info

References: Softcopy is available in DQU of the College

17. Prepare CS Program report
18. Prepare IS Program report

At the end of this academic year two separate committees from CS and IS departments have formed to prepare the program reports. Corresponding links are depicted below Figure 1 and Figure 2.

To: CS and IS Doctors; CS and IS Lecturers; CSIS_Teaching_Assisdtance_Female; CS and IS Staff Women;

Cc: aalabas@gmail.com; Muniba Shak Asadullah Shak;

- This message was sent with high importance.
- You replied on 5/25/2017 9:24 AM.

Action Items

+ Get more apps

السلام عليكم

Dear all Faculty Members,

With the reference of following email sent by Dr. Shargabi. This is to request all faculty members to kindly accomplish sections according to the distribution of tasks that appears in the following link.

https://1drv.ms/f/s!AjqQB7FokvzBgVdIBbC_Z0_OsZ5o

Everyone can seek the assistance of a colleague; especially colleagues whose names do not appear in the file of the task distribution file. We have to submit program Report for CS and IS before you for your Annual Vacations.

Google doc link has been given, so everyone can fill out his/her section directly.

Thank you for your cooperation.

Best Regards,

Figure 1: Related email with corresponding link to upload and update data related to program reports.

Shared > Annual program report_2016-17



Figure 2: Corresponding link to upload and update data related to program reports.

References: Softcopy is available in DQU of the College

19. Nominate Course coordinators and followed up exam question moderation process

Courses coordinators are being assigned by the DQU of the College at the beginning of each semester for all the courses of the both CS and ARE programs at male and female sections. It has been monitored by the NUCSIS. Info link as shown in the Figure 1 below.

Evaluation of Course File under your coordination

Semester: Select a Semester

Courses under your coordination in Semester:
 Second Semester 2016-2017
 224CIS-3 Visual Programming Male 284

Semester: Second Semester 2016-2017
 Course Code & Name : 224CIS-3, Visual Programming , Male (284)
 Instructor: Mr. Mohammed Basit Kamal

No	Binders	Uploaded	Download	Date	Check List Last Date : 08-Jun-2017	Checked	Notify Instructor
					C I N/A	Comments	
01	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31-May-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Handouts, Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31-May-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Lab Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02-Jun-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Tutorials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31-May-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Quizes, MidTerms, Labs, Final Exams	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-Jun-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Assignments, Lab Projects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-Jun-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Course Surveys	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31-May-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	NCAAA Course Specification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31-May-2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Course Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-Jun-2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SOs using CLOs assessment data

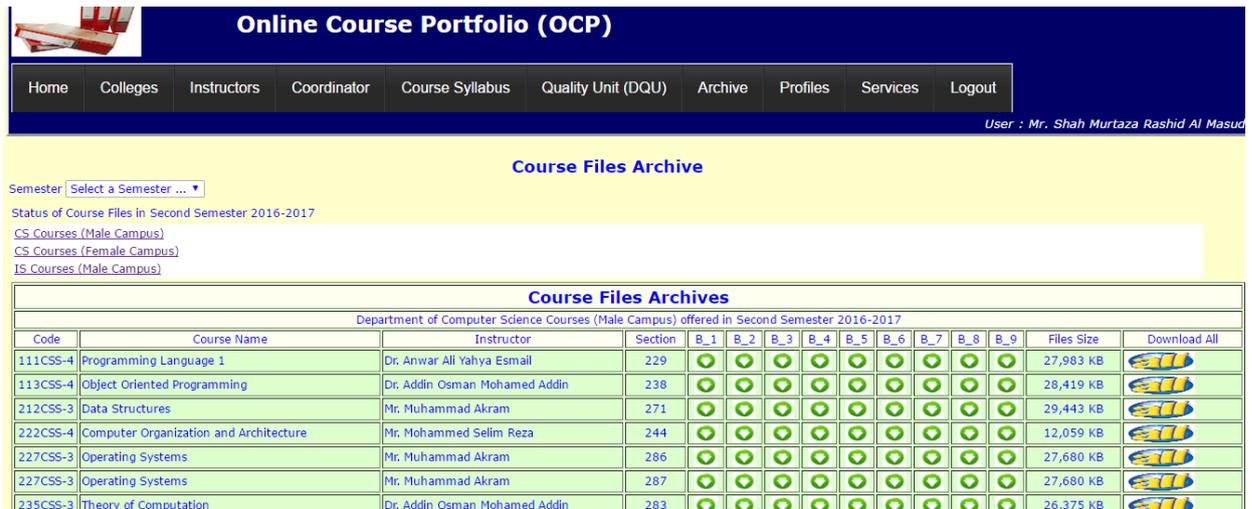
Final Evaluation : Excelent Acceptable Not Acceptable

Figure 1: Course coordination process of a certain course

References: Softcopy is available in DQU of the College and NUCSIS.info website

20. Supervise course file submission procedures and related issues

It has been monitored and controlled by the NUCSIS.info site as presented in the Figure 1 below.



Online Course Portfolio (OCP)

Home Colleges Instructors Coordinator Course Syllabus Quality Unit (DQU) Archive Profiles Services Logout

User : Mr. Shah Murtaza Rashid Al Masud

Course Files Archive

Semester:

Status of Course Files in Second Semester 2016-2017

[CS Courses \(Male Campus\)](#)
[CS Courses \(Female Campus\)](#)
[IS Courses \(Male Campus\)](#)

Course Files Archives														
Department of Computer Science Courses (Male Campus) offered in Second Semester 2016-2017														
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111CSS-4	Programming Language 1	Dr. Anwar Ali Yahya Esmail	229	✓	✓	✓	✓	✓	✓	✓	✓	✓	27,983 KB	
113CSS-4	Object Oriented Programming	Dr. Addin Osman Mohamed Addin	238	✓	✓	✓	✓	✓	✓	✓	✓	✓	28,419 KB	
212CSS-3	Data Structures	Mr. Muhammad Akram	271	✓	✓	✓	✓	✓	✓	✓	✓	✓	29,443 KB	
222CSS-4	Computer Organization and Architecture	Mr. Mohammed Selim Reza	244	✓	✓	✓	✓	✓	✓	✓	✓	✓	12,059 KB	
227CSS-3	Operating Systems	Mr. Muhammad Akram	286	✓	✓	✓	✓	✓	✓	✓	✓	✓	27,680 KB	
227CSS-3	Operating Systems	Mr. Muhammad Akram	287	✓	✓	✓	✓	✓	✓	✓	✓	✓	27,680 KB	
235CSS-3	Theory of Computation	Dr. Addin Osman Mohamed Addin	283	✓	✓	✓	✓	✓	✓	✓	✓	✓	26,375 KB	

Figure 1: Course files submission procedure and following up

References: All the softcopy is available in the site mentioned above.

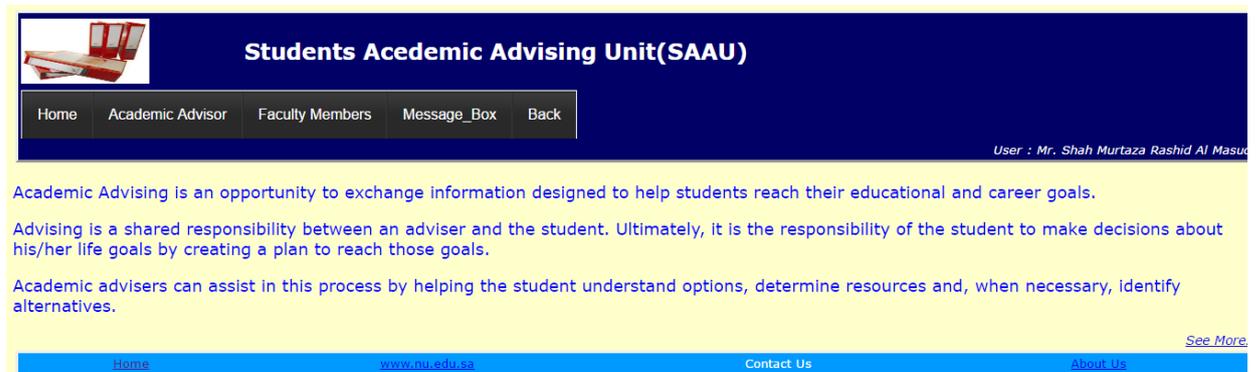
21. Following up semester wise course distribution among the faculty members

It is planned, distributed and monitored by the HoDs and DQU of the College. After finalizing it has been uploaded in the NUCSIS.info link.

References: Softcopy is available in the site mentioned above.

22. Updating some issues in [NUCSIS.info](#) System including Academic Advising and followed up academic advising process

Academic advising process has been added in NUCSIS.info to electronically monitor the process.



Students Academic Advising Unit(SAAU)

Home Academic Advisor Faculty Members Message_Box Back

User : Mr. Shah Murtaza Rashid Al Masud

Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals.

Advising is a shared responsibility between an adviser and the student. Ultimately, it is the responsibility of the student to make decisions about his/her life goals by creating a plan to reach those goals.

Academic advisers can assist in this process by helping the student understand options, determine resources and, when necessary, identify alternatives.

[See More](#)

Home www.nu.edu.sa Contact Us About Us

Figure 1: Academic advising system

References: http://www.nucsis.info/course_files/sanu/index.php

23. Following up the working forces and services and facilities of internal exam committee-IEC and external exam committee-EEC, Initialized and distributed invigilators regulations and duties during final examinations



[Download all](#)

Alsalam Alikom,

Attached you will find three documents:

1. Invigilation: list the invigilators, time and courses.
2. Guidelines for invigilators (Arabic)
3. General Exam Guidelines (English)
4. Invigilation duty exchange form

Please note the invigilation is an important matter. Invigilators and standby should be punctual and be at the control room 20 minutes before the exam and be at the exam room 15 minutes before the exam time.

Some notes on how invigilation duties are distributed :

- Other tasks related to invigilation are taken into consideration.
- Invigilators have either (4,1) or (3,2) or (3,1) ,(2,1) invigilation and standby depending on project evaluation that they are participating at.
- External Exam committee members and part of Project Evaluation committee have 2 each.
- We put every effort to make the distribution fair enough for everyone. Some people might have other tasks that we do not announce and maybe relieved from invigilation duties.

Exchange of invigilation duties:

Anyone who is planning to exchange his invigilation duties with someone else of our colleagues, is required to submit a signed exchange form to Mr. Naif Almudawi or Ali Zamanan.

Figure 1: sample Email related to Examination guidelines and distribution of invigilators duties

References: All the required docs are available in DQU

24. Participate in reviewing Summer training and Graduation Project issues

References: All the required docs are available in DQU

25. Prepare the CS program NCAAA Institutional Visit Reports

26. Prepare the IS program NCAAA Institutional Visit Reports

From: Mohammed Abdulatef Ali Al-Shargabi

Sent: 12 April 2017 21:10

To: CS and IS Doctors; CS and IS Lecturers; CS and IS Tutors; CSIS_Teaching_Assisdtance_Female; CS and IS Staff Women

Cc: aalabas@gmail.com

Subject: Time Plan for the submission of Institutional Accreditation Documents

Dear respected colleagues,

Alsalamaliukom,

The college has received a request from the deanship of development and quality to submit some reports and documents for the NCAAA Institutional Accreditation (these documents will help us also in our program Accreditation). Attached you will find a time plan and responsible people (all staff male and female are involved in the tasks (2 - 4 tasks for each staff) including the dean of the college and HoDs) for the submission of Institutional Accreditation Documents and Reports. Please consider the following points:

- 1- find your task and the required submission deadline
- 2- if the task has more than on person to do it, please collaborate with other staff in the same task to finish it.
- 3- if the task is not clear for you, please contact me any time or any of DQU members
- 4- please submit the report / document by email (mashargabi@nu.edu.sa) three days before the deadline
- 5- name the report / document with the following format (task number_report/document name) example (19_Annual program report)
- 6- All the tasks are for both programs and male and female sections. Thus, consider in your tasks to have the report/document for both programs and sections.
- 7- please support your report with some evidences
- 8- You will find other document that has some explanation in some tasks (you can refer to it if needed)

Thank you in advance for your collaboration

Figure 1: A sample email mentioning the responsibilities and distribution of tasks

References: All the required docs are available in DQU

27. Conduct meeting with program advisory committee-PAC

A meeting has been conducted at the beginning of this academic year with PAC members.

References: All the required docs are available in DQU

28. Update the Faculty unified survey and uploaded on Survey Monkey



TITLE	MODIFIED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
Survey about Information Systems Program Administration at Male Section [IS Program] Created 05/01/2017	05/23/2017	11					
Survey about Computer Science Program Administration at Male Section [CS Program] Created 05/01/2017	05/22/2017	10					
Survey about Computer Science Program Administration at Female Section [CS Program] Created 05/01/2017	05/19/2017	12					
Faculty Unified Survey-All NCAAA Standards for CS Program (Female Section) Created 03/28/2017	04/21/2017	16					
Faculty Unified Survey-All NCAAA Standards for IS Program Created 03/22/2017	04/20/2017	11					
Faculty Unified Survey-All NCAAA Standards for CS Program (Male Section) Created 03/28/2017	04/18/2017	15					

Figure 1: Screenshot illustrating the updated faculty unified survey

References: All the required docs are available in DQU

29. Prepare various survey-questionnaires for faculty and students



TITLE	MODIFIED	RESPONSES	DESIGN	COLLECT	ANALYZE	SHARE	MORE
Survey about Information Systems Program Administration at Male Section [IS Program] Created 05/01/2017	05/23/2017	11					
Survey about Computer Science Program Administration at Male Section [CS Program] Created 05/01/2017	05/22/2017	10					
Survey about Computer Science Program Administration at Female Section [CS Program] Created 05/01/2017	05/19/2017	12					
Faculty Unified Survey-All NCAAA Standards for CS Program (Female Section) Created 03/28/2017	04/21/2017	16					
Faculty Unified Survey-All NCAAA Standards for IS Program Created 03/22/2017	04/20/2017	11					
Faculty Unified Survey-All NCAAA Standards for CS Program (Male Section) Created 03/28/2017	04/18/2017	15					
Advisory Board Committee Survey Created 01/22/2017	03/14/2017	5					
Survey for Faculty Involvement in Professional Development Activities [Year 2015-16] Created 09/28/2016	10/02/2016	25					
Survey for Outstanding Faculty Members Achievements [Year 2015-16] Created 09/29/2016	09/29/2016	16					

Figure 1: Illustrating how various survey-questionnaires were creating and distributed among the faculty and in some cases among the students.

References: All the required docs are available in DQU

30. Conduct various meetings related to teaching and quality and continuous quality improvement process

Several meetings related to teaching and learning, examination process, quality and continuous improvement process, academic advising modification of syllabus and study plan, etc. have been conducted throughout the academic year 2016-2017.

Dr. Abdulrahman Althaqfan
Alykum Asslaam,
The meeting of CS will be held on tomorrow 11:00 am for Saudi lecturers &TAs at HOD office.
Please, come in time.
Thanks.
1:45 PM

Asadullah Shaikh
Aslam-o-Alakum
Kind reminder for seminar tomorrow at 11 a.m in meeting room.
It will be presented by Dr Shargabi and topic is Establishing the personal and committee plan.
Thanks
11:54 AM

Dr.Ghaasan Ahmed
السلام عليكم ورحمة الله وبركاته
Reminder, as we agreed on the last IS meeting, the next meeting will be on coming Monday from 10 -11 am @ meeting room insyAllah.
Thank you
9:25 PM

Khairan Mushref
Al salam Alikom
We will meet tomorrow Tuesday Dec 13 in Sah Allah in my office at 11:00 am.
Please bring the assigned tasks from last time...
1:45 PM

Figure 1: Some samples of call for meetings throughout the academic year 2016-2017

References: MoM-minutes of Meeting are available in DQU

3. Conclusion

The report was prepared based on the data collected in first semester and second semester 2016/2017. This report focuses on the DQU achievement on various activities done in academic year 2016-2017 in the College of CSIS.

Annexes:

1. Softcopy of the evidences are available in DQU of the College of CSIS