

Development and Quality Unit's Entities Tasks and Responsibilities

February 2012

1. Introduction

This documents was prepared to describes the task and responsibilities of different entities which constitutes the Development and Quality Unit's (DQU's) organizational structure. According to the organizational structure the DQU's is consisted of the following entities :-

- DQU Council
- DQU Council President
- DQU Vice president
- DQU Supervisor
- Strategic Planning Committee (SPC)
- ABET Accreditation Coordinator
- NCAAA Accreditation Coordinator

In addition to that, in each department in the college, there is steering committee which lead the department efforts to obtain certain type of accreditation. For ABET accreditation, there is ABET Steering committee which coordinate the work of the following sub-committees

- Program Student Committee (PSC)
- Curriculum Committee (CC)
- Facilities and Resources Committee (FRC)
- Program Industrial Advisory Committee (PIAC)
- Industrial Public Relation Committee

For NCAAA accreditation, there is NCAAA Steering committee which coordinates the work of the following sub-committees

- Program and Courses Committee (PCC)
- Planning and Administration Committee (PAC)
- Facilities and Equipment Committee (FEC)
- Scientific Research and Community Relationship Committee (SRCRC)
- Student Committee (SCIS)

In the following sections, a description of the tasks and responsibilities of each of the abovementioned DQU's entities is given

2. DQU Council

The council meets at least once each month, upon an invitation from the supervisor, and held in the presence of a majority of members (half plus one), and the minutes is recorded and presented for approval by the council president and the college council.

It is responsible of the following:-

- developing unit's work regulations and determine the responsibilities
- Consideration of reports submitted by the supervisor on work progress
- Study the operational plans submitted by the unit supervisor

3. DQU Council President

The DQU council president has the full control and supervision of all activities of the unit. He guide the implementation of the recommendations and decisions that are made on the DQU council

4. DQU Vice President

Monitor the implementation the recommendations and decisions of the DQU council.

5. DQU Supervisor

The DQU supervisor has all the needed authorities to ensure the implementation of unit plans. More specifically he has the following responsibilities

- Administrative and financial supervision of unit activities
- preparation of action plans
- follow-up the daily work and ensure the conformation with unit work plan.
- provide periodic reports to the council on work progress

6. Strategic Planning Committee(SPC)

This committee is responsible for all aspects of college strategic plan. More specifically, it has the following responsibilities:-

- Preparation College vision and mission
- Preparation of the strategic goals and update them periodically
- Preparation of the Strategic Plan for College
- Follow up the implementation of the Strategic Plan for College

7. ABET Accreditation Coordinator

ABET Accreditation Coordinator coordinates all the departments effort toward obtaining ABET accreditation of the programs offered by them. He also coordinates the work with NCAAA accreditation coordinator and unit supervisor.

8. NCAAA Accreditation Coordinator

NCAAA Accreditation Coordinator coordinates all the departments effort toward obtaining NCAAA accreditation of the programs offered by them. He also coordinates the work with ABET accreditation coordinator and unit supervisor.

9. ABET Departmental Steering Committee (ADSC)

This committee is the major committee that leads the process of the work with regards to ABET accreditation. Specifically, this committee should be responsible on the following tasks:

- Establish and review all policies related to students (student admissions, transfer credits, transfer students, etc.).
- Review and modify (if needed) the college and department missions and visions.
- Establish PEOs that are consistent with the university, college and department visions and missions. PEOs must meet the needs of the program's constituencies.

- Define the key constituencies (Faculty, Students, Employers, Alumni) and the data that will be gathered from them (Exit survey, Alumni survey, Course Learning outcome report, Employer survey, Program Student Committee meeting (PSC), Program Industrial Advisory Committee meeting (PIAC), etc.).
- Develop an assessment plan that can be used in assessing PEOs, POs and course learning outcomes.
- Establish all kinds of surveys (Alumni survey, Exit survey, etc.) that are used in the assessment of POs and PEOs.
- Review ABET a-k POs and ensure consistency with PEOs.
- Collect data from constituencies and analyze it to identify the needs for improvements for POs and PEOs.
- Carrying out continuous improvement.
- Supervise and control the works of other committees.
- Participate in the meeting and discussion of the PIAC and Program Student Committee.
- Preparation of the ABET Self-Study Report (SSR)

The ADSC is the core committee because all reported documents from other committees should be submitted to the ADSC for approval. The ADSC is responsible for all assessment procedures (direct and indirect), implementing continuous improvement and preparing of the ABET Self-Study Report.

9.1. Curriculum Committee (CC)

The curriculum of the CS program was divided into 11 knowledge areas and 11 11 knowledge groups will be formed, one for each. One dedicated faculty member will be assigned to each knowledge area as a **Knowledge Area Coordinator (KAC)**. CC will be formed from the KACs. The following tasks should be carried out by this committee:

- Review course descriptions for proposed modifications.

- Responsible on all issues related to the textbooks.
- Add new courses and modify curriculum if needed.
- Evaluation and review course files. This point includes many issues such as mapping of CLOs to POs and assessment procedure of CLOs, rubrics, etc.
- Handle all issues related to the curriculum such as pre-requisites, etc.
- Review and suggest graduation projects that are very ideal for measuring students' qualifications and POS.
- Make sure that the department has the qualified faculty members.

All reported documents of this committee must be sent to the ADSC for review and approval.

9.2. Industrial Public Relation Committee (IPRC)

This committee has to be established by the ADSC. The membership of this committee consists of 2 to 4 faculty members and will be chaired by one of them.

The main roles of this committee are:

- Establish and define the appropriate representatives in the Program Industrial Advisory Committee (PIAC).
- Responsible for all kinds of communications with the PIAC.
- Prepare for annual meeting between the PIAC and ADSC.
- Collect data (Employer Surveys, Alumni Surveys, etc.) from representatives and send it to ADSC.

9.3. Program Industrial Advisory Committee (PIAC)

This committee consists of various constituencies external to the university. The membership of PIAC consists of representatives of each one of the following:

- Alumni.
- National and regional employers of program's graduates.

- Faculty members from other universities.
- Interested Industrial Organizations. Secretary

PIAC is chaired by the chair of IPRC. that is responsible for communications and annual meeting.

9.4. Program Student Committee (PSC)

This committee consists of students' representatives of each year of the program. ADSC meets once per semester with this committee. This committee provides the program with useful information regarding program development, laboratories assessment, courses, etc.

9.5. Facilities and Resources Committee (FRC)

This committee is to make sure that the department meets the ABET required criteria facilities and institutional support.

It should be mentioned that the above committees could be modified if needed. All committees have to be established to make sure that the ABET criteria is achieved for ABET accreditation. The following figure

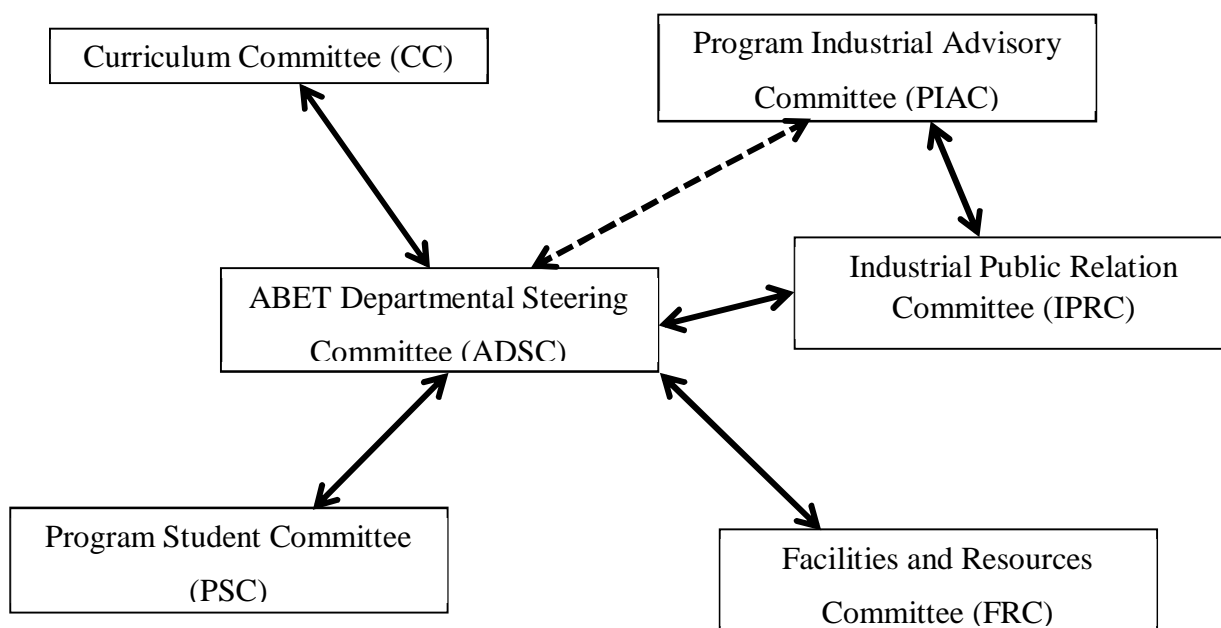


Table1 shows how the above committees are involved in the achievement of the ABET criteria.

Table 1: Departmental Committees for ABET Accreditation

| ABET Criteria | Committees Involved |
|------------------------|---------------------------|
| Students | ADSC, CC |
| PEOs | ADSC |
| POs | ADSC |
| Continuous Improvement | ADSC, CC, PSC, IPRC, PIAC |
| Curriculum | CC, ADSC |
| Faculty | CC, ADSC |
| Facilities | FRC, ADSC |
| Institutional Support | FRC, ADSC |

10. NCAAA Departmental Steering Committee (NDSC)

This committee is the major committee that leads the process of the work with regards to NCAAA accreditation. It guides, works, reviews and approve the works of other committees. Specifically, this committee should be responsible on the following tasks

- Establish the Intended student learning outcomes and ensure they are consistent with the National Qualifications Framework, and with generally accepted standards for the field of study concerned including requirements for any professions for which students are being prepared.
- Develop the mission statement through consultative processes and adopting it formally and reviewed it periodically if needed.
- Ensure the appropriateness of the mission statement for the institution and for a program of its type in Saudi Arabia.
- Ensure the use of the mission statement in guiding planning and decision making for the program.

- Emphasis on the use of the mission statement as a basis for planning and major policy decisions.
- Emphasis the use of the mission statement to guide the establishment of goals and objectives and strategic plans for the development of the program.
- maintain and improve the quality of the program through guiding program administrators and teaching and other staff to
- apply quality assurance activities that are necessary to all aspects of program planning and delivery including provision of related services, and to all teaching and other staff involved in those processes.
- Coordinate quality assurance activities so that they meet any particular requirements for this program as well as the quality assurance arrangements for the institution as a whole.
- Coordinate the quality assurance activities between sections for male and female students, if the program is offered in both sections, to make sure that the program administrators and teaching staff in both sections participate fully in cooperative planning, decision making and program and course reporting.
- Identify indicators for monitoring performance and select appropriate benchmarks for comparative evaluation of the achievement of goals and objectives and quality of performance.
- Evaluate the performance based on evidence (including but not restricted to predetermined performance indicators and benchmarks) and independently verify conclusions based on that evidence.

10.1. Planning and Administration Committee (PAC)

This committee is the committee that leads the process of the work with regards to NCAAA standards # 2, 8, 9. Specifically, this committee should be responsible on the following tasks:

- Ensure that program administrators provide effective and responsible leadership for the development and improvement of the program.

- Review the planning processes to make sure they achieve the mission and goals of the program through cooperative action by the instructional team and program and course reporting and decision making.
- Ensure an equitable distribution of resources and facilities, between female and male sections, to meet the requirements of program delivery, research, and associated services in each section and quality evaluations must consider both performance in each section as well as the program overall.
- Develop a mechanism to ensure a high ethical standards of honesty and integrity including avoidance of conflicts of interest and avoidance of plagiarism in their teaching, research, administrative and service functions.
- Establish Policies and regulations that clearly define the major responsibilities and procedure for the administration of the program and for committees and teaching and other staff and students involved.
- Report on the process of program planning, funding and management (is the funding adequate for program requirements, does planning involve full cost estimates and both short and medium term cost projections and is sufficient flexibility provided for effective management and responses to unexpected events).
- Report on the financial affairs (are they effectively managed with a proper balance between flexibility for the cost center manager and institutional accountability and responsibility).
- Review and report on the recruitment processes (do they ensure that capable and appropriately qualified teaching and other staff are available for all teaching and administrative functions, administered fairly, and that new staff are thoroughly prepared for their responsibilities).
- Report on the processes for personal and professional development (are they fair to all teaching and other staff, designed to encourage and support improvements in performance and recognize outstanding achievements).

10.2. Program and Courses Committee (PCC)

This committee is the committee that leads the process of the work with regards to NCAA standards # 1, 4. Specifically, this committee should be responsible on the following tasks:-

- Monitor program development processes to make sure that programs is planned as coherent packages of learning experiences in which all courses contribute in planned ways to the intended learning outcomes for the program.
- Perform program evaluation and review processes through appropriate evaluation mechanisms and amended as required, with more extensive quality reviews conducted periodically.
- Review student assessment processes to ensure they are appropriate for the intended learning outcomes and effectively and fairly administered with independent verification of standards achieved.
- Develop a system for assisting student learning through academic advice, study facilities, monitoring student progress, encouraging high performing students, and providing assistance when needed by individuals.
- Monitor quality of teaching to ensure that it is of high quality with appropriate strategies used for different categories of learning outcomes.
- Develop an appropriate strategies to support continuing improvement in quality of teaching which must be used by the program administrators and teaching staff.
- Ensure that teaching staff have qualifications and experience necessary for teaching the courses they teach, and keep up to date with academic and/or professional developments in their field.
- If the program contain field experience activities, the committee must ensure that field experience activities are planned and administered as fully integrated components of the program, with learning outcomes specified, supervising staff considered as members of teaching teams, and appropriate evaluation and course improvement strategies carried out.

- In situations in which a local institution delivers programs through cooperative arrangements with another institution, the committee must make sure that these arrangements are clearly specified, enforceable under Saudi Arabian law, and all requirements for programs in the Kingdom of Saudi Arabia must be fully complied with.

10.3. Scientific Research and Community Relationship Committee

(SRCRC)

- This committee is the committee that leads the process of the work with regards to NCAA standards # 10, 11. Specifically, this committee should be responsible on the following tasks
- Report on teaching staff and student involvement in research (Expectations for teaching staff involvement in research and scholarly activities must be made clear and provide for widespread participation. Encouragement and support must be provided to encourage research activity by junior teaching staff and postgraduate students).
- Report on research facilities and equipment (adequate facilities and equipment appropriate for research in the program field of study must be available for use by teaching staff and post graduate students. Clear policies must be established for ownership and care for specialized facilities and equipment obtained through research grants or cooperation with industry).
- Develop, review and report on the policies of relationship with the community
Commitment to service to the community by the department or program must be clearly specified, clear in its nature and scope, consistent with the community service policies of the institution and appropriate for the particular skills and knowledge of staff teaching in the program.

10.4. Students Committee (SC)

This committee is the committee that leads the process of the work with regards to NCAA standards # 4, 5. Specifically, this committee should be responsible on the following tasks

- Report on student admission processes to make sure they are reliable, efficient and simple for students to use.
- Ensure that student records are maintained in a secure and confidential location.
- Maintain statistical data needed for quality indicators and internal and external reporting requirements and generation of reports on student progress and achievements must be readily available through automated processes that protect the confidentiality of individual student information.
- Develop and review policies and regulations for fair and consistent processes of student management, with effective safeguards for independent consideration of disputes and appeals.
- Ensure adequate provision are made for academic advising and counselling services to assist students in planning their participation in the program and in seeking subsequent employment.

10.5. Facilities and Equipment Committee (FEC)

This committee is the committee that leads the process of the work with regards to NCAA standards # 6, 7. Specifically, this committee should be responsible on the following tasks

- Review and report on the planning processes for the provision of facilities and the acquisition and maintenance of equipment to make sure they include consultation with program representatives to ensure clear specification of program requirements.

- Ensure that plans for provision are appropriately balance program requirements with institutional policies to ensure compatibility of systems and resources available.
- Report on the facilities and equipment to make sure they must be of good quality with effective strategies used to evaluate their adequacy for the program, their quality and the services associated with them.
- Report on the management and administration of facilities, equipment and associated services (they must be efficient and ensure maximum effective utilization of facilities provided).
- Report on the adequacy of computing equipment and software and related support services for the program and managed in ways that ensure secure, efficient and effective utilization.
- Report on the policies and procedures that ensure resource materials and services needed to support student learning are adequate and appropriate for the program, regularly evaluated, and kept up to date as required.
- Report on the management of the library or resource center (does it meet the requirements of the program for student access and availability of resources and services).
- Adequate support must be provided to assist students and teaching staff to make effective use of library services and resources.
- Report on the adequacy and availability of the reference material for the program and appropriateness of the facilities in the library or resource center for the needs of the program

The above committees could be modified if needed. All committees have to be established to make sure that the NCAAA criteria is achieved for NCAAA accreditation. The following table shows how the above committees are involved in the achievement of the ABET criteria.

Table 2: Departmental Committees for NCAAA Accreditation

| Standard # | NCAAA Standard | Committees In-charged |
|------------|---|-----------------------|
| 1 | Mission Goals and Objectives | NDSC, PCC |
| 2 | Governance and Administration | NDSC, PAC |
| 3 | Management of Quality Assurance and Improvement | NDSC |
| 4 | Learning and Teaching | NDSC, PCC, SC |
| 5 | Student Administration and Support Services | NDSC, SC |
| 6 | Learning Resources | FEC, NDSC |
| 7 | Facilities and Equipment | FEC, NDSC |
| 8 | Financial Planning and Management | NDSC, PAC |
| 9 | Employment Processes | NDSC, PAC |
| 10 | Research | NDSC, SRCRC |
| 11 | Institutional Relationships With the Community | NDSC, SRCRC |