

DQU Annual  
plan-IS

Tasks of  
Program  
Coordinator

**DQU ANNUAL PLAN-IS TASKS OF PROGRAM COORDINATOR**

<b>SN</b>	<b>Task</b>	<b>Output</b>	<b>Deadline</b>	<b>Observer</b>	<b>Success indicator</b>
1	Progress report on the implementation of the quality improvement plan for the program	Progress report	1/1434	Dr. Anwar Ali	Department and College councils approval
2	Progress report on the implementation of the course improvement plans for courses taught in the 1 <sup>st</sup> semester & 2 <sup>nd</sup> semester 1432/1433, 1 <sup>st</sup> semester 1433/1434	Progress report	3/1434	Dr. Anwar Ali	Department and college councils approval
3	Progress report on the implementation of the quality improvement plan for the program	Progress report	4/1434	Dr. Anwar Ali	Department and College councils approval
4	Evaluate Student's achievements in the last few years	Student's achievements reports	7/1434	Dr. Anwar Ali	College councils approval
5	Progress report on the implementation of the quality improvement plan for the program	Progress report	7/1434	Dr. Anwar Ali	Department and College councils approval
6	Progress report on the implementation of the course improvement plans for courses taught in the 2 <sup>nd</sup> semester 1433/1434	Progress report	8/1434	Dr. Anwar Ali	Department and college councils approval

**Note: All the above tasks are shared tasks with the DSC-IS and contact the CS program coordinator to make sure that similar templates and formats are used**

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Tasks of  
DSC-IS

**DQU ANNUAL PLAN-IS TASKS OF DSC-IS**

<b>SN</b>	<b>Task</b>	<b>Output</b>	<b>Deadline</b>	<b>Observer</b>	<b>Success indicator</b>
1	Progress report on the implementation of the quality improvement plan for the program	Progress report	1/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and College councils approval
2	Course assessment plan for the program	Course assessment plan	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
3	Performance indicators to measure the quality of the program	Performance indicators	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
4	Continuous improvement plan for the program	Continuous improvement plan	2/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
5	Program's Vision	Programs' vision statement	3/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
6	Program's Mission	Programs' mission statements	3/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
7	Progress report on the implementation of the course improvement plans for courses taught in the 1 <sup>st</sup> semester & 2 <sup>nd</sup> semester 1432/1433, 1 <sup>st</sup> semester 1433/1434	Progress report	3/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
8	Progress report on the implementation of the quality improvement plan for the program	Progress report	4/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and College councils approval
9	Matrix of relationship between the main components of program's mission and the main components of college's mission	Matrix of relationship	4/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
10	Educational objectives for the program	Programs' Educational Objectives	4/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval

**DQU ANNUAL PLAN-IS TASKS OF DSC-IS**

11	Students' outcomes for the program	Program's students outcomes	4/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
12	Matrix of relationship between students' outcomes and educational objectives of the program	Matrix of relationship	4/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
13	Graduates specifications for the program	Graduates specifications	4/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
14	Educational Objectives assessment plan for the program	Educational objectives assessment plan	5/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
15	Matrix that relates courses with students' outcomes in the program	Matrix of relationship	5/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
16	Design and analysis of surveys done for constituents (students, faculty, staff, alumni, employers, ... etc.) <b>(Project Code [3/8])</b>	Approved surveys	5/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
17	Setting the academic standards for the program <b>(Project Code [2/1])</b>	Program's academic standards	6/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
18	Select / conduct mutual agreements with high level academic programs <b>(Project Code [2/1])</b>	Mutual agreement	6/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
19	Indicators, Questions, assessment data and Rubrics and evaluation for 4 students' outcomes in the program	Performance indicators, Questions, Students' responses and rubrics to evaluate 4 Sos	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
20	Evaluate Student's achievements in the last few years	Student's achievements reports	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval

**DQU ANNUAL PLAN-IS TASKS OF DSC-IS**

21	Progress report on the implementation of the quality improvement plan for the program	Progress report	7/1436	Dr. Anwar Ali Dr. Ahmad Taleb	Department and College councils approval
22	Progress report on the implementation of the course improvement plans for courses taught in the 1 <sup>st</sup> semester & 2 <sup>nd</sup> semester 1432/1433, 1 <sup>st</sup> semester & 2 <sup>nd</sup> semester 1433/1435	Progress report	7/1435	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
23	Assess and Evaluate Student Outcomes by using the CLOs Achievements in all CS courses	Sos Achievement s Report by using CLOs	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	Department and college councils approval
24	College annual report in the academic year 1432 / 1433 & 1433 / 1434	College's annual report	7/1434	Dr. Anwar Ali Dr. Ahmad Taleb	College council approval
25	Dissemination of Quality Culture	Report of the activities (Workshops, brochures, posters, ...etc )	8/1434	Dr. Anwar Ali Dr. Ahmad Taleb	College council approval

<b>University Strategic Projects Code</b>	<b>Related Tasks</b>
Code [2/1]	17, 18
Code [3/8]	16

<b>Taks shared with other committees (Task No)</b>	<b>Related Committees</b>
1, 7, 8, 10, 11, 12	Program's Coordinator
10, 11, 12, 13, 15, 19	CC-IS

## DQU ANNUAL PLAN-IS TASKS OF DSC-IS

Contact DSC-CS for tasks in common	DSC-CS
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DQU Annual  
plan-IS

Tasks of  
CC-IS

**DQU ANNUAL PLAN-IS TASKS OF CC-IS**

<b>SN</b>	<b>Task</b>	<b>Output</b>	<b>Deadline</b>	<b>Observer</b>	<b>Success indicators</b>
1	Course specifications for the program (1 <sup>st</sup> semester) as per NCAAA format	Course specifications (NCAAA format)	3/1434	Dr. Ahmad Taleb	Department and college councils approval
2	Review the IS curriculum as per ABET requirements	Curriculum Report	3/1434	Dr. Ahmad Taleb	Department and college councils approval
3	Course improvement plan for courses taught in the 1 <sup>st</sup> semester & 2 <sup>nd</sup> semester 1432/1433, 1 <sup>st</sup> semester 1433/1434	Courses improvements plans	3/1434	Dr. Ahmad Taleb	Department and college councils approval
4	Educational objectives for the program	Programs' Educational Objectives	4/1434	Dr. Ahmad Taleb	Department and college councils approval
5	Students' outcomes for the program	Program's students outcomes	4/1434	Dr. Ahmad Taleb	Department and college councils approval
6	Matrix of relationship between students' outcomes and educational objectives of the program	Matrix of relationship	4/1434	Dr. Ahmad Taleb	Department and college councils approval
7	Graduates specifications for the program	Graduates specifications	4/1434	Dr. Ahmad Taleb	Department and college councils approval
8	Review the descriptions and syllabus and specifications for the IS courses	Courses descriptions, syllabus and specifications	4/1434	Dr. Ahmad Taleb	Department and college councils approval
9	Matrix that relates courses with students' outcomes in the program	Matrix of relationship	5/1434	Dr. Ahmad Taleb	Department and college councils approval

**DQU ANNUAL PLAN-IS TASKS OF CC-IS**

10	Indicators, Questions, assessment data and Rubrics and evaluation for 4 students' outcomes in the program	Performance indicators, Questions, Students' responses and rubrics to evaluate 4 Sos	7/1434	Dr. Ahmad Taleb	Department and college councils approval
11	Course Portfolios/files for the program (2 <sup>nd</sup> semester 1433/1434)	Course Portfolios/files	8/1434	Dr. Ahmad Taleb	Department and college councils approval
12	Course reports for course taught in the 2 <sup>nd</sup> semester 1433/1435	Courses reports	8/1434	Dr. Ahmad Taleb	Department and college councils approval
13	Course improvement plan for courses taught in the 2 <sup>nd</sup> semester 1433/1434	Courses improvements plans	8/1435	Dr. Ahmad Taleb	Department and college councils approval

<b>Taks shared with other committees (Task No)</b>	<b>Related Committees</b>
4, 5, 6, 7, 9, 10	DSC-IS
Contact CC-CS for tasks in common (standard templates, etc.)	CC-CS

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Tasks of  
PSC-IS

**DQU ANNUAL PLAN-IS TASKS OF PSC-IS**

<b>SN</b>	<b>Task</b>	<b>Output</b>	<b>Deadline</b>	<b>Observer</b>	<b>Success indicator</b>
1	Academic advising office	Academic advising office	2/1434	Dr. Anwar Ali	Existence of the office
2	Study the ABET Students Criterion	List of requirements for the STUDENTS Criterion	2/1434	Dr. Anwar Ali	Students Criterion Requirements
3	Academic advising system and mechanisms	Approved mechanism	3/1434	Dr. Anwar Ali	College council approval
4	mechanism to protect students' rights	Approved mechanism	3/1434	Dr. Anwar Ali	Department and college councils approval
5	Mechanism to support outstanding students	Approved mechanism	3/1434	Dr. Anwar Ali	Department and college councils approval
6	Mechanism to support defaulter students	Approved mechanism	3/1434	Dr. Anwar Ali	Department and college councils approval
7	Students handbook	Students' handbook	3/1434	Dr. Anwar Ali	Department and college councils approval
8	Establish an Alumni office to follow up the program's alumni <b><u>(Project Code [1/8])</u></b>	Alumni office	4/1434	Dr. Anwar Ali	Existence of alumni office
9	Reports on the effectiveness of academic advising	Approved reports	4/1434	Dr. Anwar Ali	College councils approval
10	Reports on the system of supporting outstanding students	Approved reports	4/1434	Dr. Anwar Ali	College councils approval
11	Reports on the system of supporting defaulter students	Approved reports	4/1434	Dr. Anwar Ali	College councils approval
12	Reports on the 'mechanism of students complains and suggestions	Approved reports	4/1434	Dr. Anwar Ali	College councils approval
13	Establishing student council for the program	Student council	5/1434	Dr. Anwar Ali	Department and college councils approval

**DQU ANNUAL PLAN-IS TASKS OF PSC-IS**

14	Prepare report about the Students as per ABET requirements	ABET Students Criterion Report	7/1434	Dr. Anwar Ali	Report about STUDENT Criterion
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<b>University Strategic Projects Codes</b>	<b>Related Tasks</b>
Code [1/8]	8

<b>Taks shared with other committees (Task No)</b>	<b>Related Committees</b>
Contact PSC-CS for tasks in common	PSC-CS

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Tasks of  
PRC-IS

**DQU ANNUAL PLAN-IS TASKS OF PRC-IS**

<b>SN</b>	<b>Task</b>	<b>Output</b>	<b>Deadline</b>	<b>Observer</b>	<b>Success indicator</b>
1	Annual plan for community participation	Annual plan	3/1434	Dr. Ahmad Taleb	College council approval
2	Establishing advisory board for the program	Advisory board	3/1434	Dr. Ahmad Taleb	Department and college councils approval
3	Mechanism to follow up college's alumni and employers ( <b>Project Code 2/8</b> )	Approved mechanism	4/1434	Dr. Ahmad Taleb	College council approval
4	Publish the Vision, Mission, PEOs and SOs of the CS program	Vision, Mission, PEOs and SOs will be publicly available (e.g. the college handbook, posters, website, leaflet to new students, mouse pad, etc. )	5/1434	Dr. Ahmad Taleb	Vision, Mission, Objectives and Outcomes publicly available
5	A mechanism to activate the participation of faculty members in the community	Approved mechanism	5/1434	Dr. Ahmad Taleb	College council approval
6	Assess the views of beneficiaries and views of the job market and Study and evaluate job market needs ( <b>Project Code 1/1</b> )	Assessment report	5/1434	Dr. Ahmad Taleb	College council approval
7	Mechanism to activate access to grants and scientific chairs funded by individuals and community organizations	Approved mechanism	6/1434	Dr. Ahmad Taleb	College council approval
8	Plan for scientific research of the program, linked to overall plan for scientific research.	Program's scientific research plan	6/1434	Dr. Ahmad Taleb	Department and college councils approval

**DQU ANNUAL PLAN-IS TASKS OF PRC-IS**

9	Annual report on the contributions of faculty to the community	Approved report	8/1434	Dr. Ahmad Taleb	College council approval
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<b>University Strategic Projects Codes</b>	<b>Related Tasks</b>
Code [1/1]	6
Code [2/8]	3

<b>Taks shared with other committees (Task No)</b>	<b>Related Committees</b>
Contact PRC-CS for tasks in common	PRC-CS

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Tasks of  
FRC-IS

**DQU ANNUAL PLAN-IS TASKS OF FRC-IS**

<b>SN</b>	<b>Task</b>	<b>Output</b>	<b>Deadline</b>	<b>Observer</b>	<b>Success indicator</b>
1	Conversion of a number of courses into e-learning systems	e-learning courses	3/1434	.Dr Anwar Ali	Existence of e-learning courses
2	Handbook for the program	Program's handbooks	3/1434	.Dr Anwar Ali	Department and college councils approval
3	College handbook	College's handbook	3/1434	.Dr Anwar Ali	College council approval
4	Activation of DQU website	DQU website	4/1434	.Dr Anwar Ali	Satisfaction of staff and faculty member
5	College library	College library	4/1434	.Dr Anwar Ali	Existence of the library
6	Report on the views of members of the faculty of the adequacy and	Approved reports	4/1434	.Dr Anwar Ali	College councils approval
7	Reports on the maintenance of facilities and	Approved reports	4/1434	.Dr Anwar Ali	College councils approval
8	Development of personal safety guidance at all facilities	Approved system	4/1434	.Dr Anwar Ali	College councils approval
9	Adoption of benchmarks to assess the facilities and	Approved reports	5/1434	.Dr Anwar Ali	College councils approval
10	Developing a system of services for the disabled	Approved system	5/1434	.Dr Anwar Ali	College councils approval
11	Prepare a list of facilities and Equipment	Reports of facilities and Equipment	6/1434	.Dr Anwar Ali	Department and college councils approval
12	Prepare report as per ABET requirements for criteria 7 and 8	ABET Report about facilities and ABET Report about Facilities and Resources	7/1434	.Dr Anwar Ali	Department and college councils approval

**DQU ANNUAL PLAN-IS TASKS OF FRC-IS**

<b>Taks shared with other committees (Task No)</b>	<b>Related Committees</b>
Contact FRC-CS for tasks in common	FRC-CS

DQU Annual  
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Tasks of FC-  
IS

**DQU ANNUAL PLAN-IS TASKS OF FC-IS**

<b>SN</b>	<b>Task</b>	<b>Output</b>	<b>Deadline</b>	<b>Observer</b>	<b>Success indicator</b>
1	Study the requirements of ABET for the FACULTY Criterion	List of requirements	2/1434	Dr. Ahmad Taleb	Department and college councils approval
2	College's organizational structure <b>(Project)</b>	Organizational Structure	3/1434	Dr. Ahmad Taleb	College council approval
3	Mechanism to encourage outstanding faculty member	Approved mechanism	3/1434	Dr. Ahmad Taleb	Department and college councils approval
4	Reports on faculty members professional developments	Approved reports	3/1434	Dr. Ahmad Taleb	Department and college councils approval
5	Mechanism to evaluate the performance of faculty members	Approved mechanism	3/1434	Dr. Ahmad Taleb	Department and college councils approval
6	Mechanism to ensure credibility and ethics	Approved mechanism	4/1434	Dr. Ahmad Taleb	Department and college councils approval
7	Reports on the benefit of the views of faculty members	Approved reports	4/1434	Dr. Ahmad Taleb	Department and college councils approval
8	Reports on the system of supporting outstanding Faculty members	Approved reports	5/1434	Dr. Ahmad Taleb	Department and college councils approval
9	Assess the training needs of faculty and students in information technology	Approved reports	5/1434	Dr. Ahmad Taleb	Department and college councils approval
10	Reports on the effectiveness of the recruitment and hiring of academics	Approved reports	5/1434	Dr. Ahmad Taleb	College council approval
11	Activation of an effective system to assess and evaluate the performance of faculty and staff	Approved system	5/1434	Dr. Ahmad Taleb	College council approval

**DQU ANNUAL PLAN-IS TASKS OF FC-IS**

12	Annual plan for the professional development of staff	Approved plan	5/1434	Dr. Ahmad Taleb	College council approval
13	Database of college's scientific research	Scientific research database	6/1434	Dr. Ahmad Taleb	Existence of database
14	Plan for scientific research of the program, linked to overall plan for scientific research.	Program's scientific research plan	6/1434	Dr. Ahmad Taleb	Department and college councils approval
15	Prepare report as per ABET requirements for criterion 6	Report about Faculty Criterion in ABET	7/1434	Dr. Ahmad Taleb	Department and college councils approval
16	Reports on faculty members professional developments	Approved reports	8/1434	Dr. Ahmad Taleb	Department and college councils approval

<b>University Strategic Projects Codes</b>	<b>Related Tasks</b>
Code [5/7]	2

<b>Taks shared with other committees (Task No)</b>	<b>Related Committees</b>
Contact FC-CS for tasks in common	FC-CS