

## Department Committees

### Academic Accreditation Committees:

#### 1. Assessment and Academic Accreditation Committee:

##### A. Members

	Name	Membership
1	Dr. Rafa Sharaf Al-Meer	Committee Determinant
2	Dr. Mai Abulrahman Elobeid	Member
3	Dr. Promy Virk Lopes	Member
4	Dr. Rewaida Abdel-Hakim Abdel-Gaber	Member
5	Shrooq Ali AL-Dossary	Secretary
6	Hanan Saleh Bin Saif	Secretary

##### B. Tasks

1. Following-up the updating the reports for program description, course specification, course reports, and annual program report) and their electronic and paper classification and filing within the files of the academic accreditation Bureau.
2. Supervising the assessment and academic accreditation bureau in the department and maintaining all the program documents completed.
3. Ensuring the preparation student exam and answer forms for the scientific program courses.
4. Ensuring the updating of all files of the committees concerned with quality management system.
5. Providing a periodic report on the completion of the requirements of academic accreditation, and submitting it to the College Vice-Deanship for Development and Quality.
6. Preparing the self-study to obtain (or renew) the National or International accreditation.

## **2. Development and Quality Committee:**

### **A. Members**

	Name	Membership
1	Dr. Ghadah Ibrahim ALBasher	Committee Determinant
2	Dr. Dalia Fouad Ibrahim	Member
3	Dr. Maha Hussein Elamin Elshikh	Member
4	Khloud Abdullah AL-Rahmah	Secretary

### **B. Tasks**

1. Promoting the culture of quality among faculty members, department staff and students.
2. Developing, managing and following-up of quality control processes in the department.
3. Preparation, monitoring, distribution, collection and analyses of all five questionnaires of the National Commission for Assessment and Academic Accreditation.
4. Selection of performance indicators and benchmarking of the program and their analysis and establishing the corresponding improvement plans.
5. Selection and follow-up of the report of the independent auditor, and development of improvement plans based on his recommendations.
6. Following-up the development of modern trends in teaching methods, methodology and techniques

### **3. Laboratories and Safety Committee:**

#### **A. Members**

	Name	Membership
1	Dr. Rewaida Abdel-Hakim Abdel-Gaber	Committee Determinant
<b>Laboratories and Safety Committee (Sub-Committee)</b>		
2	Dr. Sawsan Ali Omer	Committee Determinant
3	Abeer El-Shehry	Member
4	Zeinab Muhammed AL-Mesawy	Member
5	Basma Muhammed Al-khuriji	Member
6	Shrooq Ali AL-Dossary	Secretary
<b>Laboratories, Equipment and Services Committee (Sub-Committee)</b>		
7	Dr. Rewaida Abdel-Hakim Abdel-Gaber	Committee Determinant
8	Dr. Sawsan Ali Omer	Member
9	Dr. Ghadah Ibrahim ALBasher	Member
10	Albandary Hamad AL-Rajeh	Member
11	Wijdan Alkahtani	Member
12	Haifa Ahmed Al-hamdan	Member
13	Shaden Abdulaah AL-Shreef	Member
14	Shrooq Ali AL-Dossary	Secretary

#### **B. Tasks**

1. Inventory of materials and equipment and in various laboratories as well as the required materials and their organization in the correct place and their periodic maintenance.
2. Establishing a log-in Book with time, date and user signature for each equipment and their follow-up.
3. Ensuring the availability and operation of all laboratory equipment present in the student labs.
4. Ensuring the availability of maintenance plans (periodic and preventive) for laboratories and scientific equipment.
5. Providing the required spare parts through signed and approved maintenance and purchase contracts.
6. Supervision and following-up the renewal and updating of the equipment in the student labs, and providing and ensuring its necessary maintenance and cleanliness.

7. Following-up requests of faculty members for updating and equipping laboratories or halls, and following-up the implementation of these requests.
8. Providing teaching and learning methods for students in the laboratories.
9. Developing policies, procedures and regulations to insure safety in the department.
10. Monitoring the examination of the equipment and all safety means in the laboratories.
11. Inventory of safety equipment and their organization in the correct place and their periodic maintenance.
12. Ensuring the provision of safety procedures in the laboratories and classrooms before the start of the study in each semester.
13. Communicating with the main college safety committee regarding coordination, training courses and other works.
14. Providing emergency telephone numbers and preparation of guidance handouts for students concerning safety procedures for various hazards (chemical, electrical, radioactive) at the beginning of the academic year.
15. Following-up the storing and destruction of chemical and radioactive wastes in the department.
16. Following-up safety procedures in the laboratories and classrooms and the availability of emergency telephone numbers.
17. Conducting periodic trainings for faculty members and students to comply with the implementation of evacuation methods and dealing with laboratory safety measures.
18. Following-up all safety requirements in the department and raising awareness among department members and students of the importance of complying with safety instructions.

#### 4. Postgraduates and Research Committee:

##### A. Members

	Name	Membership
1	Dr. Nadia Abdul-Aziz Al-Eeissa	Committee Determinant
<b>Reviewing Research Proposals Committee (Sub-Committee)</b>		
2	Dr. Dina Mahmoud Hasanin	Committee Determinant
3	Dr. Mai Abulrahman Elobeid	Member
4	Dr. Manal Hassan Farhood	Member
5	Dr. Manal Fawzy El-Khadragy	Member
6	Dr. Maha Hussein Elamin Elshikh	Member
<b>Postgraduates Committee (Sub-Committee)</b>		
	Dr. Nadia Abdul-Aziz Al-Eeissa	Committee Determinant
7	Dr. Ebtesam Mohammed Alolayan	Member
8	Dr. Reem Attala Al-Ajmi	Member
9	Dr. Manal Hassan Farhood	Member
10	Dr. Afrah Fahad Al-khurji	Member
<b>Technical Committee (Sub-Committee)</b>		
11	Amal Muhanna AL-Muhanna	Member
12	Amal Awad AL-Harbi	Member
13	Wijdan Alkahtani	Member
14	Amal Saleh AL-Hawas	Member
15	Haifa Ahmed Al-hamdan	Member
16	Hanan Saleh Bin Saif	Secretary
17	Dareen Muhammed AL-anazi	Secretary
<b>Post-Graduates Examination Committee (Sub-Committee)</b>		
17	Dr. Maha Hasan Daghestani	Committee Determinant
18	Dr. Promy Virk Lopes	Member
19	Dr. Maha Hussein Elamin Elshikh	Member
20	Hanan Saleh Bin Saif	Secretary
21	Huda AL-Habardi	Secretary
22	Dareen Muhammed AL-anazi	Secretary

## **B. Tasks**

1. Developing and following-up the implementation of a strategic plan for scientific research in the department.
2. Examining the files for post-graduates applicants and the sorting and nomination of appropriate candidates.
3. Following-up the comprehensive examination for PhD students.
4. Supervising the performance of post-graduates students and submitting recommendations thereon to the department council.
5. Following-up scholarship students, and submitting their periodic reports to the department.
6. Establishing and updating a database for research, projects and scientific conferences, locally and internationally, in addition to the patents, awards, books and translations.
7. Encouraging publishing in international high ranked scientific journals.
8. Providing lists of post-graduate students participating in research, projects, conferences, and patents, as well as those having local and international awards.
9. Evaluating post-graduate programs in the department periodically.
10. Preparing a list of graduates, either MSc or PhD.
11. Preparing a list of the faculty members supervising post-graduate dissertations and their numbers.
12. Performing annual assessment for scientific research projects in the department and submitting the recommendations to the College Committee of Post-Graduates and Scientific Research.

## 5. Graduates and Human Resources Committee:

### A. Members

	Name	Membership
1	Dr. Maha Hasan Daghestani	Committee Determinant
<b>Graduates and Human Resources Committee (Sub-Committee)</b>		
2	Dr. Entissar Sulaiman AlSuhailani	Committee Determinant
3	Abeer El-Shehry	Member
4	Dareen Muhammed AL-anazi	Secretary
<b>Teaching Assistants Recruitment Committee (Sub-Committee)</b>		
5	Dr. Maha Hasan Daghestani	Committee Determinant
6	Prof. Dr. Ebtesam Mohammed Alolayan	Member
7	Prof. Dr. Entissar Sulaiman AlSuhailani	Member
8	Dr. Nadia Abdul-Aziz Al-Eeissa	Member
9	Dr. Reem Attala Al-Ajmi	Member
10	Khloud Abdullah AL-Rahmah	Secretary
<b>Scholarship-Holders Committee (Sub-Committee)</b>		
11	Dr. Maha Hasan Daghestani	Committee Determinant
12	Dr. Mai Abulrahman Elobeid	Member
13	Dr. Rafa Sharaf Al-Meer	Member
14	Dr. Reem Attala Al-Ajmi	Member
15	Dr. Ghadah Ibrahim ALBasher	Member
16	Dareen Muhammed AL-anazi	Member

### B. Tasks

1. Establishing and periodic updating of a database of department graduates.
2. Collecting personal data for students expected to graduate, including their contact details.
3. Attracting qualified graduates to join the department and their sponsorship.
4. Following-up promotions of faculty members.
5. Collecting, tabulating and documenting the data of different employers, indicating how to contact them, and exploring the possibility of their cooperation in the recruitment of graduates and creation of an effective partnership in this regard.

6. Developing communication programs, whether electronic or otherwise, to document the relationship between graduate students and employers.
7. Surveying (preparation, distribution and collection of questionnaires) opinions of graduates who joined jobs in public or private sectors outside the college.
8. Establishing an effective mechanism to provide employment opportunities for graduates in their specialization fields.
- 9 - Contacting public and private sectors to find opportunities for training and qualifying students for work during the summer classes.

## **6. Academic Program and Learning Resources:**

### **A. Members**

	Name	Membership
1	Prof. Dr. Entissar Sulaiman AlSuhaini	Committee Determinant
2	Dr. Nadia Abdul-Aziz Al-Eeissa	Member
3	Dr. Dina Mahmoud Hasanin	Member
4	Dareen Muhammed AL-anazi	Secretary
<b>E-Learning Committee (Sub-Committee)</b>		
5	Dr. Dalia Fouad Ibrahim	Committee Determinant
6	Amal Awad AL-Harbi	Member
7	Amal Muhanna AL-Muhanna	Member
<b>Courses Equivalence Committee (Sub-Committee)</b>		
8	Prof. Dr. Entissar Sulaiman AlSuhaini	Committee Determinant
9	Dr. Sawsan Ali Omer	Member

### **B. Tasks**

1. Arbitration of academic programs from internal and external authorities to ensure obtaining an academic excellence program, with emphasizing the fulfillment of the "National Qualifications Framework".
2. Developing of academic programs and scientific curricula in accordance to the needs of the community and the labor market.
3. Activating the role of the advisory council in the department.
4. Identifying and implementing training programs to develop teaching, research and technical skills for staff members.
5. Determining the suitability of program courses for practical life.
6. Submitting periodic reports on the curricula and scientific programs to the department council.
7. Adopting suitable joint academic programs.
8. Preparing and implementing workshops for the proposed or new academic programs in the department.
9. Supervising the library of the department.
10. Following-up and working to provide learning resources to meet all the needs of the academic program and its courses.
11. Ensuring the easily accessibility to learning resources when needed by the students.
12. Collecting the needs of staff members to learning resources enough before being used, and working to provide them.
13. Following-up the updating of the scientific references for the courses.
14. Activation and integration of the E-courses and digital content at all levels of study in the department.
15. Commitment to the Blackboard system to be the tool of delivering electronic course information.

16. Identification of the training needs appropriate for faculty members and students to implement E-Learning.
17. Supervising the department's website.
18. Encouraging staff members to update their homepages on the department website including their academic courses and scientific production.

## **7. Student Affairs Committee:**

### **A. Members**

	Name	Membership
1	Dr. Manal Fawzy El-Khadragy	Committee Determinant
2	Dr. Manal Hassan Farhood	Member
3	Abeer El-Shehry	Member
4	Nouf Khaled AL-Sultan	Member
5	Jawaher Marzouq AL-Ghamdi	Member
6	Wijdan Alkahtani	Member
7	Samia Ahmed AL-Malki	Member
8	Dareen Muhammed AL-anazi	Secretary
9	Hanan Saleh Bin Saif	Secretary

### **B. Tasks**

1. Preparing and annual updating for a plan for student guidance program and update it annually.
2. Raising awareness of the importance of academic, professional, psychological and social accreditation.
3. Raising and following-up student awareness of supporting services and activities provided by the college and the university.
4. Receiving and responding to student proposals or complaints and work to overcome them.
5. Preparing preventive programs to protect students from weakness.
6. Academic support (studying the situation of unsurpassed students) and preparing programs to strengthen their achievements.
7. Following-up extra-curricular activities.
8. Equivalence of program courses with other programs.
9. Working to prepare study schedules; and their timely delivery.
10. Following-up the commitment of the departments to the college measures in preparing the schedules.
11. Preparing and reviewing the teaching loads of staff members.
12. Following-up the distribution of the department courses on the halls assigned to each department.
13. Checking the suitability of the numbers of division students with the capacity of the hall registered for the course.
14. Following-up of the functioning of the examination committees.
15. Receiving results from course teachers in preparation for their approval before announcement.
16. Sponsoring talented and gifted students.

## **8. Public Relations and Social Partnership Committee:**

### **A. Members**

	Name	Membership
1	Dr. Afrah Fahad Al-khurji	Committee Determinant
2	Amal Muhanna AL-Muhanna	Member
3	Albandary Hamad AL-Rajeh	Member
4	Nouf Khaled AL-Sultan	Member
5	Abeer El-Shehry	Member
6	Reem Almokhem	Member
7	Basma Muhammed Al-khurji	Member
8	Samia Ahmed AL-Malki	Member
9	Wijdan Alkahtani	Member
10	Khloud Abdullah AL-Rahmah	Secretary

### **B. Tasks**

1. Sponsoring the social relations between the staff of the college/or the department.
2. Developing programs of internal and external visits to the college or the department.
3. Following-up files and correspondences with internal and external institutes and twinning projects and informing the Dean of the College or the Department Chairman on the progress and results later on to take appropriate decisions.
4. Receiving foreign delegations and organizing their residency programs and visits.
5. Contributing in providing the university magazine with the activities of the college and the website.
6. Fostering social relationships among the employees of the department.
7. Developing practical programs to strengthen the relationship between the department and the local community and following-up their implementation.
8. Monitoring and classification of scientific research projects carried out by the department and its members that contribute to the community service and development plans.
9. Monitoring and classification of training programs and scientific consultations, and cultural and awareness activities carried out by the department, which contribute to the community service and development plans.
10. Supervising the activities that serve the community, namely: museums, exhibition, etc.
11. Encouraging and developing the initiative spirit among the employees and students of the department to maximize the output of the community service.
12. Activating the partnership between the academic program and various community institutions, especially public and private schools.
13. Deepening the communication between the department (the academic program) and the authorities responsible for development plans in the Kingdom of Saudi Arabia.



## **9. Statistics Committee:**

### **A. Members**

	Name	Membership
1	Prof. Dr. Ebtesam Mohammed Alolayan	Committee Determinant
2	Dr. Dalia Fouad Ibrahim	Member
3	Huda AL-Habardi	Member
4	Shrooq Ali AL-Dossary	Secretary

### **B. Tasks**

1. Collecting and update data, information and statistics related to the different activities of the scientific program.
2. Updating a database for staff members, administrators, technicians, scholarship holders and internal supervision in the department registering them in a special register.
3. Registering the scientific works of each staff member, and his activities undertaken in the previous year, i.e. books, research projects, publications, seminars or conferences attended inside or outside the Kingdom.
4. Registering seminars and conferences, or lectures, training courses, scientific consultations, research services, cultural, social and awareness activities performed for community service over the past three years.
5. Registering prizes and awards obtained by staff members or students in the department.
6. Preparing of the annual report.
7. Following-up the updating of the department website periodically and identifying every bimonthly updates.

## **10. ISO Committee:**

### **A. Members**

	Name	Membership
1	Dr. Dalia Fouad Ibrahim	Committee Determinant
2	Dr. Dina Mahmoud Hasinan	Member
3	Hanan Saleh Bin Saif	Member

### **B. Tasks**

1. Preparing the organizational structure, job descriptions and tasks for each of its units.
2. Supervising the implementation of the quality management system and addressing the gaps that prevent its implementation.
3. Preparing plans to develop and improve the quality management system in the department.
4. Working to achieve and apply the goals and policy of the quality management.
5. Establishing recommendations for improving financial and administrative performance.
6. Surveying the satisfaction of beneficiaries (internal and external) about the services provided.
7. Providing the necessary facilities for the application of the system.
8. Identifying, analyzing and treating work problems.
9. Analyzing and treating complaints from beneficiaries and performing the necessary corrective and preventive measures.
10. Supervising internal and external auditing and monitoring the implementation of its results.