

# Quality Committees and their tasks in Quality Management System of College of sciences 1439 H (2017)

## 1. Department's Steering Committee

### *Supervision and follow-up of quality activities:*

1. Supervising the implementation of the working plans of the various activities of the department.
2. Follow up the completion of all academic accreditation requirements.
3. Preparing and updating the manuals of the department and program.
4. Holding a monthly meeting to discuss the reports of the quality management system in the department.
5. Follow-up and coordination with the Vice Dean of Development and quality and providing it with periodic reports.

### *The strategic plan:*

1. Define the vision, mission and goals of the department and review it periodically.
2. Follow up the implementation of the department's action plan.
3. Identifying elements of strength and weakness in the various activities of the program and drawing up the necessary plans to benefit or address them.
4. Looking forward to the future plans of the department.

## **2. The Development and Quality Committee (DQC):**

1. Enhancing quality culture among faculty members, department staff and students.
2. Develop, manage and monitor quality control processes in the department.
3. Prepare, monitor, distribute, collect and analyze all five questionnaires of the National Commission for Academic Evaluation and Accreditation.
4. Selecting performance indicators and benchmarking of the program, analyzing it and building improvement plans based on it.
5. Select and follow up the independent auditor's report and develop improvement plans based on his / her recommendations.
6. Follow up the development of modern trends in methods, methodology and teaching techniques.

## **3. The Evaluation and Academic Accreditation Committee (EAAC):**

1. Preparing and revising reports of Program's Description, course specification, and Courses Reports that are assembled from College members, and running its electronic saving, and then sorting them in their specific files in the program's academic room (PAR).
2. Organizing, supervising and preserving program's documentations in the academic room, in order to be ready prepared and organized at the time of the external auditors' surveillance stopover.
3. Ensure the preparation of copies of the student exams and copies of their answer sheets for all courses of the program each semester.
4. Regularly updating and revising all (QMS) accreditation files documentation of ACR's, in order to be ready at any sudden visit of scrutiny, and any allowed users.
5. Regularly organizing, preparing and submitting periodical reports of the Committee's meeting, and also placing all these reports in the program's Academic Accreditation room (ACR).

6. Supervising and Preparing the Self-study report (SSR) for obtaining or updating national and international accreditations.

#### **4. Student Affairs Committee**

##### ***Guidance and student rights:***

1. Prepare a plan for the student guidance program and update it annually.
2. Raising awareness of the importance of academic, professional, psychological and social accreditation.
3. Raising students' awareness of supporting services and activities provided by the college and university and follow-up.
4. Receiving and responding to students' proposals or complaints and working to overcome them.
5. Prepare preventive programs to protect students from vulnerability.
6. Academic support (study the situation of students with default or low rates) and preparing academic programs to support students with unsatisfactory performance.
7. Follow-up of extra-curricular activities

##### ***Registration and tests:***

1. Equation of the courses of the program with the courses of other programs.
2. Work on the preparation of study schedules; to be delivered on time.
3. Follow up the commitment of the departments with the regulations of the college in the preparation of the time table of the study.
4. Prepare and review the teaching load of faculty members.
5. Follow-up distribution of the courses of the departments on the halls assigned to each department.
6. Checking the suitability of the number of students in each section with the capacity of the class assigned for the course..
7. Follow up the work of the examination committees.

8. Receive the results from the teachers of the courses in preparation for adoption before monitoring.

## **5. Committee of study plans and learning resources**

### ***Study Plans:***

1. Arbitration of study plans from internal and external bodies to ensure access to an academic excellence plan, with emphasis on the fulfillment of the "National Qualifications Framework".
2. Developing plans, curricula and scientific curricula in accordance with the needs of the society and the labor market.
3. Activate the role of the advisory committee in the department.
4. Identify and implement training programs to develop teaching, research and technical skills for faculty members.
5. Determine the appropriateness of courses for practical life.
6. Submit periodic reports on the curricula and scientific programs to the department council.
7. Introducing good interdisciplinary programs.
8. Preparation and implementation of workshops for proposed or new programs in the department.

### ***Learning Resources:***

1. Supervising the library of the department
2. Follow-up and work to provide sources of learning to meet all the needs of the program and its courses.
3. Ensuring an easy access to learning resources when students need them.
4. Collecting the needs of the teaching staff from the learning resources before using them in sufficient time and work to provide them.
5. Follow-up updating the scientific references of the decisions.

### ***E-Learning:***

1. Activating and integrating the work with electronic courses and digital content at all levels of study in the department.
2. Commitment to the Blackboard system to be the tool in delivering electronic course information.
3. Determine the appropriate training needs for faculty members and students to apply e-learning.
4. Supervising the department's website.
5. Urging faculty members to update their electronic pages on the department's website and to develop their educational materials and scientific production.

### **6. Alumni and Human Resources Committee**

1. Establishing a database of graduates of the department and update it periodically.
2. Collecting personal data of the students who are expected to graduate including their contact details
3. Attract graduates qualified to continue their higher studies.
4. Follow-up promotion of faculty members.
5. Collecting, tabulating and documenting the data of employers and employees, indicating how to contact them, and exploring the possibility of cooperation with them in recruiting graduates and creating effective partnership in this context.
6. Develop communication programs, whether electronic or otherwise, to strengthen the relationship between graduate students and employment.
7. Surveying (preparation, distribution and collection of questionnaires) graduates opinions who have jobs in the public and private sectors outside the college.
8. Find an effective mechanism to provide employment opportunities for graduates in their fields of specialization.
9. Communicating with the public and private sectors to find opportunities to train students and qualify them to work in summer classes.

## 7. Laboratories and Safety Committee

### *Laboratories:*

1. Inventory materials, equipment and equipment in various laboratories and their requirements of materials, and organize the process of placing them in the correct place and maintenance periodically.
2. Make a list of the day and date and sign the examiner at each device and follow it up first.
3. Ensure the availability and operation of all laboratory equipments in the student laboratories.
4. Ensure that maintenance plans (periodic and preventive) are available for laboratories and scientific equipments.
5. Working to provide the required spare parts through guaranteed signed and approved maintenance and purchase contracts.
6. Supervising and following-up the updating of the equipment in the student labs, providing the necessary maintenance, and ensuring full care for their cleanliness.
7. Follow up the requests of faculty members for equipping laboratories and follow up the implementation of these requests.
8. Provide teaching and learning aids for students in laboratories.

### *Safety:*

1. Develop safety policies and regulations that achieve the safety in the department.
2. Monitor the inspection of the equipments and all safety measures in the laboratory.
3. Inventory safety equipment and organize the process of placing it in the correct place and maintenance periodically.
4. Ensure that safety measures are provided in laboratories and classrooms before starting the study in each semester.
5. Communicate with the main safety committee in the college regarding coordination, training courses and other works.

6. Development of emergency phone numbers - Preparation of awareness-raising instructional publications for students on safety procedures for various hazards (electrical and/ or chemicals) at the beginning of the academic year.
7. Follow up the conservation of chemical and radioactive wastes in the department.
8. Follow-up safety procedures in laboratories and classrooms and Place the safety phone numbers in the laboratory.
9. Conducting periodic training for faculty members and students to comply with the implementation of evacuation methods and dealing with safety methods in laboratories.
10. Follow-up of all safety requirements in the Department - Raising awareness among the staff of the department and students of the importance of complying with safety instructions.

## **8. Graduate Studies and Research Committee**

1. Develop a strategic plan for scientific research in the department and follow up on its implementation.
2. Examining the files of applicants for postgraduate studies, sorting and nominating suitable candidates.
3. Follow-up of the comprehensive examination for doctoral students.
4. Supervising the performance of graduate students and submitting recommendations thereon to the department council.
5. Follow-up student scholarship, and submit periodic reports about them to the department.
6. Establishing and updating a database of research, scientific projects and conferences locally and internationally, in addition to patents, prizes, books and translations.
7. Encouraging publication in scientific journals with a global classification.

8. List of graduate students involved in research, projects, conferences, patents, and local or international awards.
9. Evaluation of the graduate programs in the departments periodically.
10. Prepare a list of graduates of the master's and doctoral students.
11. Prepare a list of the faculty members supervising the scientific theses of the higher studies and its numbers.
12. Conducting an annual evaluation of scientific research projects in the department and submitting recommendations to the Higher Studies and Scientific Research Committee at the College.

## **9. Committee on Public Relations and Community Partnership**

### ***Public relations:***

1. Caring for social relations between faculty members and / or department.
2. Develop programs of internal and external visits to the college or department.
3. Follow-up files and correspondence with internal and external bodies and twinning projects and inform the Dean of the College or the Head of the Department of the progress and results later to make the appropriate decisions.
4. Receiving foreign delegations and organizing their residency programs and visits.
5. Contribution in providing the university magazine and the site of the college on web with the activities and events that taking place.
6. Caring for social relations between faculty members or the department.

### ***Community Partnership:***

1. Develop practical programs to strengthen the relationship between the department and the community, and follow up their implementation.
2. Monitor and categorize scientific research projects carried out by the department and its members that contribute to the service of society and development plans.

3. Monitoring and tabulating training programs and scientific consultations, and cultural and awareness activities carried out by the department, which contribute to community service and development plans.
4. Supervising the activities that serve the community, namely: museums, astronomical observatory, permanent exhibition, greenhouse etc.
5. Encouraging and developing the spirit of initiative among the employees of the department and the students to maximize the return of the service role to society.
6. Activating the partnership between the program and the various community institutions, in particular public and private schools.
7. Deepening communication between the department (Program) and the bodies responsible for development plans in the Kingdom of Saudi Arabia.

## **Supporting Committees**

### **10. ISO Committee**

1. Preparing the organizational structure, job descriptions and tasks for each of its units.
2. Supervise the implementation of the administrative quality system and address the gaps that prevent its implementation.
3. Preparing plans to develop and improve the department's quality management system.
4. Working on achieving and applying the objectives and policy of administrative quality.
5. Making recommendations for improving financial and administrative performance.
6. Surveying the satisfaction of beneficiaries (internal and external) about the services provided.
7. Provide the necessary facilities to implement the system.
8. To identify, analyze and solve the employee problems.
9. Analyzing and treatment of complaints of beneficiaries and take the necessary corrective and preventive measures.
10. Supervise internal and external audit and follow up the implementation of its recommendations.

### **11. Statistics Committee**

1. Updating a database of faculty members, administrators, technicians, scholarships and internal supervision in the department and keeping them in a special record.
2. Making list of the scientific works of each member of the teaching staff, and the activities they has undertaken since the previous year whether writing books, research projects, scientific research, attending seminars or conferences inside or outside the Kingdom.

3. Making list of seminars, conferences, lectures, training courses, scientific consultations, research services, cultural, social and awareness activities of the faculty members which they have undertaken for community service over the past three years.
4. Making list of the prizes received by faculty members or students in the department.