

BCH Committees: tasks and responsibilities

Department's Steering Committee

Supervision and follow-up of quality activities

- Supervising the implementation of the working plans of the department's various activities.
- Follow up on the completion of all academic accreditation requirements.
- Prepare and update the department and program manuals.
- Holding a monthly meeting to discuss the reports of the quality management system in the department.
- Follow up and coordinate with the Vice Dean of Development and quality and provide it with periodic reports.

The strategic plan

- Define the department's vision, mission, and goals and review it periodically.
- Follow up the implementation of the department's action plan.
- Identify elements of strength and weakness in the various activities of the program and draw up the necessary plans to benefit or address them.
- Looking forward to the plans of the department.

The Development and Quality Committee (DQC):

To accomplish the following tasks:

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

The Evaluation and Academic Accreditation Committee (EAAC):

Acted by assigned Coordinators and their nominating members to accomplish the following tasks:

- Preparing and revising reports of the Program's Description, course specification, and course reports assembled from College members, running its electronic saving and sorting them in their specific files in the program's academic room (PAR).
- Organizing, supervising, and preserving program documentation in the academic room to be ready, prepared, and organized during the external auditors' surveillance stopover.
- Confirming the implicit of students' examination forms, as well as its typical exams' answers forms of all taught courses of Program or Programs, and filed in the (ACR).

- Regularly update and revise all (QMS) accreditation files documentation of ACRs to be ready for any sudden visit of scrutiny and any allowed users.
- Organizing, preparing, and submitting periodical reports of the Committee's meetings regularly and placing all these reports in the program's Academic Accreditation room (ACR).
- Supervising and Preparing the Self-study report (SSR) for obtaining or updating national and international accreditations.

Student Affairs Committee

Guidance and Student Rights

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

Registration and tests

- Equation of the program's courses with the courses of other programs.
- Work on preparing study schedules; to be delivered on time.
- Follow up on the commitment of the departments with the college regulations in the preparation of the timetable of the study.
- Prepare and review the teaching load of faculty members.
- Follow-up distribution of the departments' courses on the halls assigned to each department.
- Checking the suitability of the number of students in each section with the capacity of the class assigned for the course.
- Follow up the work of the examination committees.
- Receive the results from the teachers of the courses in preparation for adoption before monitoring

Committee of study plans and learning resources

Study Plans

- Arbitration of study plans from internal and external bodies to ensure access to an academic excellence plan, emphasizing the fulfillment of the "National Qualifications Framework".
- Develop plans, curricula, and scientific curricula in accordance with the needs of society and the labor market.
- Activate the role of the advisory committee in the department.

- Identify and implement training programs to develop teaching, research, and technical skills for faculty members.
- Determine the appropriateness of courses for practical life.
- Submit periodic reports on the curricula and scientific programs to the department council.
- Introducing good interdisciplinary programs.
- Preparation and implementation of workshops for proposed or new programs in the department

Learning Resources

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

E-Learning

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

Alumni and Human Resources Committee

- Establish a database of department graduates and update it periodically.
- Collect the personal data of the students who are expected to graduate, including their contact information.
- Attract graduates qualified to continue their higher studies.
- Follow-up promotion of faculty members.
- 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 partnerships in this context.
- Develop communication programs, whether electronic or otherwise, to strengthen the relationship between graduate students and employment.
- Surveying (preparation, distribution, and collection of questionnaires) graduates opinions who have jobs in the public and private sectors outside the college
- Find an effective mechanism to provide employment opportunities for graduates in their fields of specialization.
- Communicating with the public and private sectors to find opportunities to train students and qualify them to work in summer classes.

Laboratories and Safety Committee

Laboratories

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

Safety

- Develop safety policies and regulations that achieve safety in the department.
- Monitor the inspection of the equipment and all safety measures in the laboratory.
- Inventory safety equipment and organize the process of placing it in the correct place and maintenance periodically.
- Ensure that safety measures are provided in laboratories and classrooms before starting the study each semester.
- Communicate with the main safety committee in the college regarding coordination, training courses and other works.
- Development of emergency phone numbers - Preparation of awareness-raising instructional publications for students on safety procedures for various hazards (electrochemical) at the beginning of the academic year.
- Follow up the conservation of chemical and radioactive wastes in the department.
- Follow up safety procedures in laboratories and classrooms and Place the safety phone numbers in the laboratory.
- Conduct periodic training for faculty members and students to comply with the implementation of evacuation methods and dealing with safety methods in laboratories.
- Follow-up of all safety requirements in the Department - Raising awareness among the department staff and students of the importance of complying with safety instructions.

Postgraduate and Research Committee

- Develop a strategic plan for scientific research in the department and follow up on its implementation.
- Examining the files of applicants for postgraduate studies, sorting and nominating suitable candidates.
- Follow-up of the comprehensive examination for doctoral students.
- Supervising graduate students' performance and submitting recommendations to the department council.
- Follow up student scholarships and submit periodic reports about them to the department.
- Establishing and updating a database of research, scientific projects including, and conferences locally and internationally, in addition to patents, prizes, books, and translations.
- Encouraging publication in scientific journals with a global classification.
- List graduate students involved in research, projects, conferences, patents, and local or international awards.
- Evaluation of the graduate programs in the department periodically.
- Prepare a list of graduates of the master's and doctoral students.
- Prepare a list of the faculty members supervising the scientific theses of the higher studies and their numbers.
- Conducting an annual evaluation of scientific research projects in the department and submitting recommendations to the College's Higher Studies and Scientific Research Committee.

Committee on Public Relations and Community Partnership

Public relations

- Caring for social relations between faculty members and/or department.
- Develop programs of internal and external visits to the college or department.
- 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.
- Receive foreign delegations and organizing their residency programs and visits.
- Contribute to providing the university magazine and the site of the college on the web with the activities and events taking place.
- Caring for social relations between faculty members or the department.

Community Partnership

- Develop practical programs to strengthen the department and community relationship, and follow up their implementation.
- Monitor and categorize scientific research projects carried out by the department and its members that contribute to the service of society and development plans.
- Monitoring and tabulating training programs, scientific consultations, and cultural and awareness activities carried out by the department, which contribute to community service and development plans.

- Supervising the activities that serve the community, namely museums, astronomical observatories, permanent exhibitions, grasslands, etc.
- Encourage and develop the spirit of initiative among the employees of the department and the students to maximize the return of the service role to society.
- Activating the partnership between the program and the various community institutions, particularly public and private schools.
- Deepening communication between the department (Program) and the bodies responsible for development plans in the Kingdom of Saudi Arabia.

Timetables and Examinations Committee

- Preparing the course schedules for undergraduate and graduate programs in the department.
- Preparing the teaching load schedules for faculty members, lecturers, teaching assistants
- Distribution of the offered courses in the college on lecture halls and classrooms
- Checking the capacity of each section and classroom size based on the number of students registered for a course.
- Ensuring the availability of the classrooms' basic requirements
- Following up on the students' distribution of the academic schedules (the registration, adding, and withdrawal) of courses
- Coordination with the college departments regarding the courses offered in the bachelor's and master's programs.
- Preparing the final exam schedules and distributing classrooms and observers for the final exams.
- Following- up on the progress of the final exams in the department.

Field training committee

- Communicating with the training centers to arrange graduate participation.
- Distributing graduates to the training centers and supervising the training period
- Distributing graduation forms for those expected to graduate and making sure that students have all the required papers.
- Saving graduate's information for further contact
- Coordination with training sites regarding personal interviews and acceptance testing.
- Approving the evaluation sent by the training sites, preparing periodic reports regarding the graduates' benefits, and submitting them to the deputy/head of the department.
- Arranging mutual training programs between the department and research centers during the summer period if needed.

Supporting Committees

ISO Committee

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

Statistics Committee

- Updating a database of faculty members, administrators, technicians, scholarships, and internal supervision in the department and keeping them in a special record.
- Make a list of the scientific works of each member of the teaching staff and the activities they have undertaken since the previous year, whether writing books, research projects, scientific research, or attending seminars or conferences inside or outside the Kingdom.
- Making a list of seminars, conferences, lectures, training courses, scientific consultations, research services, and cultural, social, and awareness activities of the faculty members that they have undertaken for community service over the past three years.
- Making a list of the prizes received by faculty members or students in the department.