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## **Procedural guide for organizing professional advisory committees in programs academy**

**Second Edition**

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## 1. Terms and Expression

The following terms and expressions, wherever they appear in this guide, shall have the meanings indicated next to each of them, unless the context requires otherwise:

- 1.1 Program: The academic program offered by the college through a scientific department (or more). The academic program is defined as an integrated set of courses and activities whose completion by the student leads to obtaining a specific qualification or degree according to the levels of the framework Saudi Qualifications.
- 1.2 Employers: Public and private sector institutions that target the employment of program graduates.
- 1.3 Labor market: all jobs in the public and private sectors for which the program qualifies its graduates.
- 1.4 A representative of the employer: a person who is directly (or indirectly) responsible for the employment of program graduates in the entity he represents.
- 1.5 Professional expert: a person who has scientific and practical experience in the program specialization.
- 1.6 Dean of the College: The Dean of the College that offers the program.
- 1.7 College Council: The council of the college that offers the program.
- 1.8 The Vice-Dean for Planning, Development and Quality: The Vice-Dean concerned with quality and accreditation operations in the college that offers the academic program or whoever performs his work among the agents or unit managers.

- 1.9 Program Manager: The person in charge/directly responsible for the program and who has all the powers to manage the program and its quality.
- 1.10 Head of the department: the head of the department that offers the program or the head of the department participating in the delivery of the programme.
- 1.11 Program graduate: The student who has completed the academic degree requirements for the program.
- 1.12 Advisory Committee (called “professional advisory committee”, “advisory board” or “advisory board Professional” or “advisory body” or “the program supervising committee”): It is an advisory body for the academic program and includes a group of employers, distinguished practitioners and experts in professions and jobs in the program’s specialization (males and females), and seeks to strengthen the professional partnership with the labor market through Contribute to the evaluation and development of the program and improve its performance, in accordance with the tasks, objectives and regulations stipulated in this guide.

## 2. Objectives of the Professional Advisory Committee for the Program

The Professional Advisory Committee of the Program aims to:

- 2.1 Contribute to the development of study programs and plans in accordance with the latest standards, professional developments and labor market requirements, in a way that contributes to achieving the Kingdom’s vision 2030.

- 2.2 Encouraging cooperation and communication between academic programs and suitable employers for graduates.
- 2.3 Supporting mechanisms of cooperation between academic programs and employers in the public and private sectors (such as field training, participation in professional courses, workshops, lectures and seminars offered in the programs).
- 2.4 Directing the research interests of academic programs to what touches the needs and aspirations of the professional community.
- 2.5 Bridging the gap between academic programs and professional circles and building bridges to deepen partnership and find solutions to problems in an integrated manner

### 3. Tasks of the Professional Advisory Committee for the Program

The program's advisory board/committee shall perform the following duties:

- 3.1 Reviewing the program's mission and objectives, and following up on their achievement on a regular basis.
- 3.2 Presenting proposals and recommendations regarding the development of courses and study plans, the sequence between their courses, and plans to improve them in accordance with the latest professional standards, labor market aspirations and evaluation results.
- 3.3 Discussing the annual report of the program and including the results of the evaluation of the professional advisory committee in the annual program report (specifically in section F.3).
- 3.4 Discussing the description of the graduates' characteristics and learning outcomes (according to the C-D-5 model) and recommending its adoption.

- 3.5 Discussing the report on the results of measuring learning outcomes (according to the model C-D-6) and the most prominent opportunities for improvement and the recommendations contained therein.
- 3.6 Discussing the report on the results of the key performance indicators (according to Form C-D-12 for diploma and bachelor programs, or C-D-13 for graduate programs).
- 3.7 Providing advice on the program tracks and the professions related to each track.
- 3.8 Discussing field experience descriptions and reports, field experience outputs, training locations and selection mechanisms, and proposing solutions for improvement opportunities contained in those reports.
- 3.9 Expressing an opinion on the classroom activities offered by the program to students and the extent to which they are in line with the needs of the labor market.
- 3.10 Expressing an opinion on the criteria for admission to the program.
- 3.11 Expressing an opinion on the effectiveness and efficiency of learning resources, program facilities and equipment.
- 3.12 Considering twinning and cooperation agreements and memoranda of understanding with academic programs, universities and research centers of similar specialization locally, regionally and internationally.
- 3.13 Expressing an opinion on the strategic initiatives directed to the community.
- 3.14 Expressing opinion on strategic initiatives related to scientific research.

## 4. General Provisions

- 4.1 In case of that the college offers one or several programs related to the same specialization and targeting same employers, the advisory committee may be formed at the college level so that its membership is as follows
  - 4.1.1 Dean of the college as a Chairman of the Committee
  - 4.1.2 Vice Dean for Planning, Quality and Quality as a Vice Chairman of the Committee
  - 4.1.3 The program director, or one of the program directors in case there are several, or members of the quality committees in those programs, as a Committee Secretary.
  - 4.1.4 Professional experts in the specialization in accordance with the rules for selecting members mentioned in section 5.1 below.
  - 4.1.5 Employers, in accordance with the rules for selecting members mentioned in section 5.2 below.
  - 4.1.6 Graduates of the program who have practiced the profession for a sufficient period, in accordance with the rules for selecting members mentioned in section 5.3 below.
  
- 4.2 In case of that the college offers one or several programs unrelated to the same specialization and not targeting same employers, an advisory committee must be formed for each academic program so that its membership is as follows:
  - 4.2.1 College Vice Dean for Planning, Quality and Quality as a Chairman of the Committee

- 4.2.2 The program director as a Vice Chairman of the Committee
  - 4.2.3 Chairman of the Quality Committee (or one member of the Quality Committee) as a Committee Secretary.
  - 4.2.4 Professional experts in the specialization in accordance with the rules for selecting members mentioned in section 5.1 below.
  - 4.2.5 Employers, in accordance with the rules for selecting members mentioned in section 5.2 below.
  - 4.2.6 Graduates of the program who have practiced the profession for a sufficient period, in accordance with the rules for selecting members mentioned in section 5.3 below.
- 4.3 In the case of that the college offers several programs, some of which are related to the same specialization and participate in the employers, an advisory committee may be formed for the related programs in accordance with section 4.1 above, and independent committees for other programs in accordance with section 4.2 above.
- 4.4 In the case of that the scientific department offers more than one program, one advisory committee may be formed for these programs, and its membership is as follows:
- 4.4.1 The department director as a Chairman of the Committee
  - 4.4.2 The program director as a Vice Chairman of the Committee
  - 4.4.3 Chairman of the Quality Committee (or one member of the Quality Committee) as a Committee Secretary.
  - 4.4.4 Professional experts in the specialization in accordance with the rules for selecting members mentioned in section 5.1 below.
  - 4.4.5 Employers, in accordance with the rules for selecting members mentioned in section 5.2 below.

- 4.4.6 Graduates of the program who have practiced the profession for a sufficient period, in accordance with the rules for selecting members mentioned in section 5.3 below.
- 4.5 In coordination with program directors and quality committees, the candidacy for membership of the advisory committee shall be raised from all department councils in the programs, and it shall be approved by the college council.

## 5. Member Selection Rules

- 5.1 All tasks in (section 3) above should be added and stipulated in the decision to form a professional advisory committee in the academic program.
- 5.2 It is required that professional experts be from outside the university, distinguished in the field of specialization, and recognized for their experience. Their membership may include deans or heads of departments in other universities. The number of professional experts in the advisory committee must achieve parity between the male and female component.
- 5.3 Representation of employers is required from outside the university, and it is recommended that representatives be from high-ranking positions in the field of specialization and directly responsible for the employment of graduates of the program, and the number of representatives of employers in the advisory committee must achieve a balance between the public and private sectors.
- 5.4 The program graduate must be distinguished in the field of specialization (with a cumulative GPA of no less than 3.5 out of 5), and his professional experience in the field of specialization should not be less than (2) two

years, and the number of graduates in the advisory committee must achieve a balance between male and female students.

- 5.5 The membership of the advisory committee should not include any of the university's employees, except for those mentioned in 5.4 above.
- 5.6 CVs of the members must be attached with the decision to form the advisory committee in its file.

## 6. Meetings

- 6.1 Each member must be notified of the date set for the session by a period of no less than two weeks. The advisory committee convenes at least once per semester.
- 6.2 The Vice Chairman of the advisory committee may head the session in case of the absence of the Chairman.
- 6.3 Members are not permitted to send representatives if they are unable to attend.
- 6.4 The minutes of the advisory council meetings are distributed to the members two weeks before the date of each session, and the advisory committee secretary must keep the minutes (electronic and paper) after they are signed by the members in the program advisory committee file.
- 6.5 The session is held if two-thirds of the members are complete, and the session can be held and managed electronically.
- 6.6 The chairman of the committee may invite members from outside the committee to attend the session.

## 7. Duties of the committee members

- 7.1 Chairman of the Advisory Committee: He chairs the meetings and has the authority to call for the committee's meetings and set the agenda. He also informs the committee of what has been taken regarding the recommendations made in the previous sessions.
- 7.2 Vice President: He assists the president in performing the tasks assigned to him, and he also undertakes the duties of the president in his absence.
- 7.3 Committee Secretary: The committee secretary writes the minutes of the committee's meetings and is responsible for coordinating and making the necessary communications for the committee to perform its tasks efficiently and effectively.
- 7.4 Members: Members present their opinions and suggestions, discuss the topics presented to them, and provide advice in making appropriate decisions. The member also has the right to put forward what he thinks as important topics for discussion in the committee's sessions and carry out the tasks entrusted to him as assigned by the committee or its Chairman.

## 8. Advisory Committee recommendations

- 8.1 The recommendations of the advisory committee of the program are considered proposals until they are presented in their final form to the concerned councils (for example: department councils, college council)

to study them and take appropriate decisions regarding them. If they approved by those councils, it becomes valid decision, and periodic follow-up reports on these decisions are submitted to the Advisory Committee.

## 9. Membership Duration

- 9.1 The duration of membership in the Advisory Committee shall be (2) two years, and the Committee can add or cancel any membership based on the vote of the majority of the members and to document this in the minutes of the relevant session.
- 9.2 The professional advisory committees that were approved prior to the issuance of this guide must ensure that the current composition is in accordance with this Procedural guide, and should be re-formed if it's not follow this Procedural guide.