



# Organizational and Procedural Guide for Administrative Tasks in the Departments of the College of Computer CS Department's Guide

2024





## 1. INTRODUCTION

Stemming from the College of Computer belief in the importance of the organizational aspect of administrative work in educational departments, which serves as a fundamental pillar in supporting the quality of the educational process, the organization of administrative work for committees and tasks is closely linked to the quality of academic programs and their outcomes. The College's Academic Affairs, represented by the Quality Assurance Unit, in collaboration with the departments of the College (Computer Science, Information Technology, Computer Engineering and Cybersecurity), has prepared the first edition of the Organizational and Procedural Guide for Administrative Tasks in the College's Departments.

The guide aims to provide a framework for organizing all committees and administrative tasks at the department level, contributing to achieving the department's mission and goals. In addition, procedural guides have been prepared to summarize the work framework and clearly reflect the current practices. All procedures outlined in this guide are derived from the approved processes in the College of Computer and do not conflict with the relevant regulations and rules issued by Qassim University.

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## 2. DEFINITIONS

| # | Term                                                         | Definition                                                                                                                                                                                                                                                                                                       |
|---|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Organizational and Procedural Guide for Administrative Tasks | An administrative document that serves as a reference for understanding the department's administrative structure, clearly outlining the department's tasks and its affiliated committees.                                                                                                                       |
| 2 | Organizational Structure                                     | A framework that illustrates the administrative divisions arranged in hierarchical levels, detailing the authority and responsibility of each division. It shows how commands and instructions flow from higher to lower levels and clarifies decision-making authority and centers of power and responsibility. |
| 3 | Vision                                                       | The future aspirations that the department strives to achieve.                                                                                                                                                                                                                                                   |
| 4 | Mission                                                      | A translation of the department's vision, specifying the general objective of the department and the means to achieve it within the available resources                                                                                                                                                          |
| 5 | Tasks                                                        | The duties, responsibilities, and areas of expertise that committees/coordinators are expected to perform.                                                                                                                                                                                                       |
| 6 | Organizational Affiliation                                   | Reports that illustrate the outputs and achievements of administrative work by quantitatively and qualitatively measuring and analyzing indicators, providing a basis for decision-making.                                                                                                                       |
| 7 | Committees                                                   | Formed by the educational department when needed.                                                                                                                                                                                                                                                                |
| 8 | Performance Reports                                          | Reports that illustrate the outputs and achievements of administrative work by quantitatively and qualitatively measuring and analyzing indicators, providing a basis for decision-making.                                                                                                                       |

### 3. THE DEPARTMENT

#### 3.1. MESSAGE FROM THE DEPARTMENT HEAD

The Computer Science Department is one of the four departments in the College of Computer. It was established in 1419/1418 AH. The department offers one bachelor program and three Master's programs in the following specializations:

- Bachelor's degree in computer science
- Master's degree of science in computer science
- Master's degree of science in informatics
- Master's degree of science in Artificial intelligence

The Computer Science Department is distinguished by having a group of highly specialized faculty members, both in research and academia, in various fields. Among the most prominent are Software Engineering, Cybersecurity, Data Science, Computer Networks, Artificial Intelligence, and others. This diversity in faculty expertise is reflected in the various graduation projects undertaken by the students.

The department periodically reviews the content and curricula of its programs and works with our partners across different sectors to update our programs to meet the needs of the job market.

For more information, please visit the Computer Science Department's website and view the curricula through the following link: [https://qu.edu.sa/faculty\\_department/36](https://qu.edu.sa/faculty_department/36)

**Dr. Mohammed Alsuhaibani**

**Head of The Computer Science Department**



## 4. DEPARTMENT VISION, MISSION, AND ORGANIZATIONAL STRUCTURE:

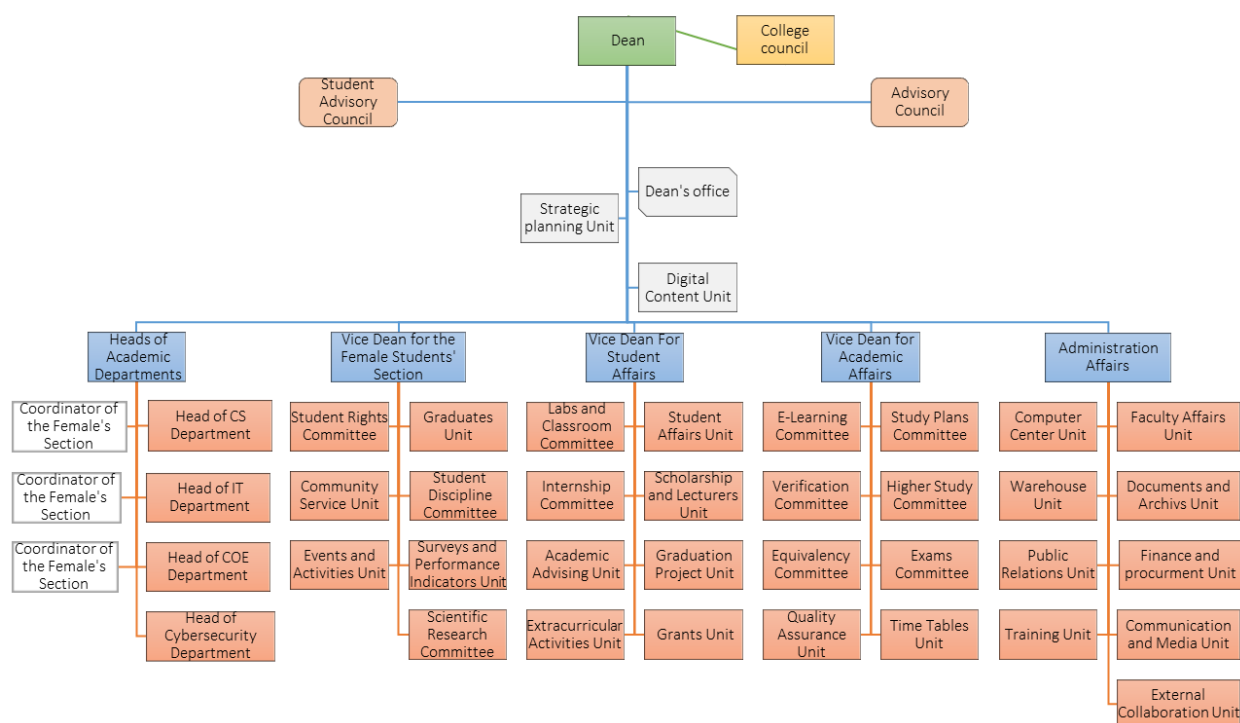
### 4.1. VISION

To be a center of excellence in education, research, and innovation in computer science.

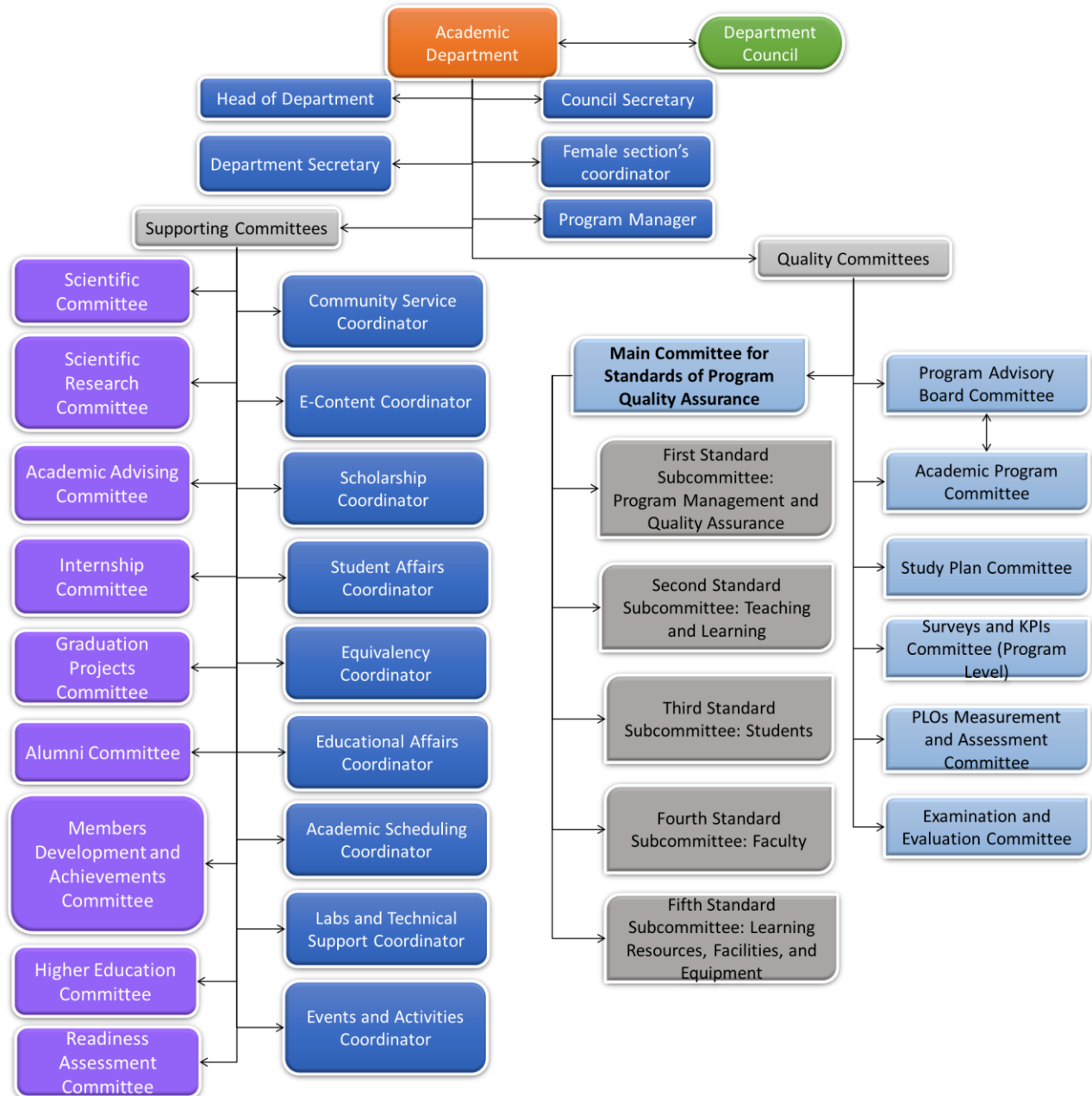
### 4.2. MISSION

Providing educational, research, and professional services in computer science to prepare competitive competencies and contribute to strengthening the economy and sustainable national development; in a renewing environment that inspires and activates research and innovation for community service and partnership.

### 4.1. ORGANIZATIONAL STRUCTURE OF THE COLLEGE



### 4.2. ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT



"It is within the authority of the department head to form committees or appoint coordinators based on the needs of the department and any new tasks assigned or entrusted to the department".

## 5. DEPARTMENT HEAD

### 5.1. DEFINITION

The department head is a faculty member appointed by the decision of the University President, based on the nomination from the Dean of the College, for a two-year term, renewable. The department head is responsible for managing the academic, administrative, and financial affairs of the department within the regulations and bylaws and according to the decisions of the University Council and the College Council. At the end of each academic year, the department head submits a report on the department's activities to the Dean.

### 5.2. ORGANIZATIONAL AFFILIATION:

The department head is organizationally linked to the Dean of the College and is also a member of the College Council.

### 5.3. DUTIES OF THE DEPARTMENT HEAD:

1. Achieving the university's goals and policies.
2. Implementing and following up on the decisions of the College Council.
3. Implementing and following up on the decisions of the Department Council.
4. Supervising the management of the department's educational, research, and administrative affairs.
5. Overseeing the recruitment of faculty members in the department.
6. Coordinating and organizing the work of department members to ensure integration between their activities and maximize the use of their capabilities.
7. Reporting to the Dean of the College regarding the attendance or absence of department members or their discontinuation of work.
8. Supervising the educational process within the department and following up on the implementation of developmental plans for academic programs.
9. Monitoring the application of evaluation and quality standards for the department's courses and working to improve educational outcomes

10. Overseeing the department's exam processes and coordinating with the University's Office of Academic Affairs.
11. Monitoring the grading process to ensure it is completed within the specified timeframe (maximum of 3 days), reviewing results and examining result reports.
12. Submitting grade modification and alternative exam forms for students.
13. Monitoring the affairs of sponsored students in coordination with the Scholarship and Training Department.
14. Submitting the annual report to the Dean of the College.
15. Carrying out any tasks delegated by the Dean of the College.

#### **5.4. OFFICE OF THE DEPARTMENT HEAD:**

The administrative staff responsible for organizing office work and administrative activities that facilitate the functioning of the department head's office.

##### **5.4.1. DUTIES OF THE DEPARTMENT HEAD'S OFFICE:**

1. Receiving and preparing all incoming and outgoing correspondence and communications, presenting them to the department head, and executing her directives accordingly.
2. Preparing letters and invitations for meetings that the department head wishes to hold, making all necessary arrangements, and following up on them.
3. Organizing and filing department correspondence and documents in a way that ensures easy retrieval and use.
4. Following up on all transactions that the department head directs to be tracked and preparing the necessary reports.
5. Overseeing the care of beneficiaries in the department and coordinating with the Dean's office.
6. Handling the administrative and financial tasks of the department and serving its members.
7. Any other tasks related to the nature of the office's work or as assigned.

#### **5.5. FEMALE SECTION COORDINATOR**

The Female Section Coordinator is a faculty member responsible for managing academic tasks and representing the Department Head in the female section. She serves as a liaison between the female section and the department, ensuring smooth communication and effective execution of departmental policies and objectives.

#### **5.5.1. DUTIES OF THE FEMALE SECTION COORDINATOR:**

1. Representing the Department Head in the female section, ensuring that all academic and administrative policies are effectively implemented.
2. Supervising and coordinating academic activities in the female section, including course scheduling, faculty assignments, and monitoring the academic progress of students.
3. Acting as the primary point of contact for female faculty and students regarding academic issues, addressing their concerns, and providing support as needed.
4. Facilitating communication between the female section and the Department Head, providing regular updates on progress, challenges, and suggestions for improvement.
5. Organizing and overseeing meetings, workshops, and events for the female section, ensuring alignment with departmental goals and priorities.
6. Reviewing and approving academic reports, course files, and other documents prepared by faculty members in the female section before submission to the Department Head.
7. Supporting the quality assurance process by ensuring that teaching and learning activities in the female section meet institutional and program standards.
8. Collaborating with the Dean's Office and other departments to address administrative and academic issues specific to the female section.
9. Promoting a supportive and inclusive environment for female students and faculty, encouraging academic excellence and professional development.
10. Performing any additional academic or administrative tasks assigned by the Department Head related to the female section.

## 6. DEPARTMENT COUNCIL

### 6.1. DEFINITION

The council is the authority responsible for addressing academic, financial, and administrative matters related to the department. This includes setting the essential standards that should be included in the curricula taught in the department, ensuring their implementation, and reviewing them periodically. The department council also has the authority to form committees from its members or from others.

### 6.2. FORMATION OF THE COUNCIL

The council may establish permanent or temporary committees from among its members or others, in accordance with the system's regulations and the rules and guidelines issued by the University Affairs Council and the University Council. The Department Council is composed as follows:

- Department Head (chair of the Council)
- Secretary of the Council
- Faculty members of the department

The University President may, when necessary, decide to add faculty members from other departments to the council based on the nomination of the Dean.

### 6.3. ORGANIZATION OF THE DEPARTMENT COUNCIL

The Department Council meets upon the invitation of its chair at least once a month during the academic year. The meeting is valid only if two-thirds of its members are present. Decisions are made by the majority vote of the present members, and in the event of a tie, the side supported by the chair of the council prevails.

The decisions of the Department Council are considered effective unless the Dean of the College or Institute objects within fifteen days of receiving them. If an objection is raised, the decision is returned to the Department Council along with the Dean's viewpoint for reconsideration. If the council maintains its original decision, the disputed decision is

then referred to the College or Institute Council, which has the authority to make a final decision.

#### **6.4. DUTIES OF THE DEPARTMENT COUNCIL**

1. Form permanent or temporary committees from among the faculty members.
2. Review the report on the achievements of a faculty member during their academic leave.
3. Consider matters referred by the College Council, its chair, or its deputies for study and opinion.
4. Propose the study plan, curricula, prescribed books, and references in the department.
5. Recommend the appointment, secondment, deputation, or promotion of faculty members, lecturers, and teaching assistants.
6. Organize and coordinate the department's activities.
7. Submit a detailed annual report on the status of scholarships within the department to the College Council after its approval.

#### **6.5. SECRETARY OF THE DEPARTMENT COUNCIL**

A faculty member in the department tasked with organizing the council's work, nominated by the department head.

##### **6.5.1. ORGANIZATIONAL AFFILIATION**

The Secretary of the Department Council is organizationally linked to the department head.

##### **6.5.2. DUTIES OF THE SECRETARY OF THE DEPARTMENT COUNCIL:**

1. Scheduling department meetings regularly throughout the academic year, ensuring they precede College Council meetings by sufficient time.
2. Receiving topics to be presented to the council.
3. Supervising the preparation and dissemination of the agenda for department council meetings in coordination with the department head.
4. Supervising the attendance registration of faculty members for department meetings, attaching the attendance signatures to the meeting minutes, and ensuring a quorum before starting the meeting.

5. Ensuring the validity of the supporting documents for recommendations on the discussed topics.
6. Supervising the voting process during department meetings.
7. Drafting the minutes of department meetings immediately after each session and submitting them to the department head.
8. Archiving council minutes for future reference.
9. Presenting issues related to absences and exceptional opportunities.
10. Presenting the names of students barred from taking final exams.
11. Presenting the issue of excess credit hours.
12. Presenting excuses from students absent from final exams.

## 7. COMMITTEES

### 7.1. QUALITY COMMITTEES

#### 7.1.1. ACADEMIC PROGRAM COMMITTEE

The committee is responsible for ensuring the quality of the program, qualifying it for academic accreditation, and overseeing continuous improvement.

##### 7.1.1.1. FORMATION OF THE COMMITTEE:

The committee is formed by a decision of the head of the academic department to which the program belongs. The Formation is described as follows:

- Chair of the committee (Program Manager)
- At least three faculty members
- Quality coordinator for the program (administrative staff member and faculty member)

##### 7.1.1.2. ORGANIZATIONAL AFFILIATION:

The Academic Program Committee is organizationally linked to the head of the academic department.

1. Promoting a culture of quality and academic accreditation and building the capacity of program members to work towards quality assurance and academic accreditation.
2. Planning for quality assurance and academic accreditation of the program.
3. Implementing the Quality Management System (QMS) at Qassim University and preparing a procedural guide for the program's quality assurance, including procedures for the subcommittees formed by the program committee, ensuring alignment with the institution's overall quality system.
4. Executing recommendations resulting from the advisory committee meetings.
5. Monitoring the implementation of the program's quality assurance procedures, including but not limited to: program and course specifications, preparing annual reports for the program and courses, conducting self-studies, applying surveys,

calculating performance indicators, and developing the program's operational action plan.

6. Coordinating peer and mock reviews of the program.
7. Submitting accreditation documents, preparing members for external program review visits, and ensuring the program responds to the recommendations from the National Center for Academic Accreditation and Evaluation, in coordination with the Deanship of Development and Quality.
8. Overseeing the continuous development and improvement processes of the program.

#### **7.1.1.3. DUTIES OF THE PROGRAM DIRECTOR (FACULTY MEMBER)**

1. Holding meetings with the program committee at least three times per semester to ensure the activation of the Quality Management System (QMS) and to address all matters related to the development and improvement of the program, ensuring the quality cycle is closed.
2. Supervising the implementation of quality assurance procedures for the program, as assigned to the academic program committee.
3. Overseeing the execution of recommendations that arise from the program advisory committee meetings.
4. Preparing the Action Plan for the program in coordination with the program committee and monitoring its implementation.
5. Ensuring the completion of the program's quality documents and archiving them electronically for approval by the department head, who will then forward them to the Department Council.
6. Providing technical and logistical oversight for peer review, mock visits, and external program review visits, in coordination with the academic program committee.
7. Supervising the nomination of quality ambassadors from the students for the department head.

8. Preparing a comprehensive report on the work of the committees, their recommendations, and the developmental plans at the program level, and submitting it to the Chair of Quality Assurance Unit through the program committee.
9. Performing any other tasks assigned in the field of specialization.

**7.1.1.4. DUTIES OF THE QUALITY COORDINATOR IN THE PROGRAM (FACULTY MEMBER):**

1. Announcing the submission deadline for each course's Binder through an email schedule before the final exams to organize the submission process.
2. Receiving the Binder for each course in the program according to the previously announced deadline and auditing it based on the required files as per the quality management guidelines.
3. Following up with each coordinator if there is a delay in submission or a deficiency in the files.
4. Holding a meeting to discuss recommendations at the beginning of the following semester.
5. Preparing a detailed recommendations file for the program's courses and the outcomes of each recommendation, and submitting it to the program manager.
6. Performing any other tasks assigned in the field of specialization.

**7.1.1.5. DUTIES OF THE QUALITY SECRETARY IN THE PROGRAM (ADMINISTRATIVE STAFF MEMBER):**

1. Attending program committee meetings and recording the minutes as directed by the program manager.
2. Following up on administrative procedures.
3. Facilitating and expediting the work of the program committee.
4. Monitoring the program's email on a daily basis and responding to messages.
5. Reviewing the completion of requirements, tracking any missing requirements, and informing the program manager of the status.
6. Carrying out the electronic archiving of quality documents.

7. Maintaining effective communication with the college's quality coordinator regarding the required quality and accreditation forms.

### 7.1.2. STUDY PLAN COMMITTEE

The Study Plan Committee is responsible for the continuous development and enhancement of the Computer Science program curriculum. Its primary role is to ensure the curriculum remains academically rigorous, industry-relevant, and aligned with accreditation requirements while maintaining complementarity with other committees to avoid overlapping responsibilities.

#### 7.1.2.1. COMMITTEE COMPOSITION

- Head of the Department
- Program Manager (Deputy Chair)
- Faculty Members

#### 7.1.2.2. DUTIES OF THE STUDY PLAN COMMITTEE

1. Conduct periodic reviews of the study plan to ensure its alignment with academic and professional standards.
2. Modify and update course content to reflect advancements in technology and industry needs.
3. Works with the PLOs Measurement and Assessment Committee to analyze assessment results and ensure course content aligns with learning outcomes.
4. Map courses to Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) to ensure students acquire essential knowledge and skills.
5. Align the study plan with the National Qualifications Framework (NQF) and NCAAA accreditation requirements.
6. Collaborates with the Academic Program Committee, which oversees quality assurance, ensuring that changes align with accreditation and quality assurance policies.
7. Evaluate and approve proposals for new courses based on emerging trends and industry feedback.
8. Modify existing courses to ensure effective teaching strategies and appropriate credit hour distribution.

9. Works with the Surveys and KPIs Committee, which collects student, alumni, and employer feedback to identify areas for curriculum enhancement.
10. Ensure that the curriculum remains relevant to labor market demands and prepares students for careers in technology.
11. Maintain industry collaboration for internship placements (CS497 - Summer Training) and capstone projects.
12. Works with the Program Advisory Committee, which provides insights from industry professionals and alumni to ensure graduates meet employer expectations.
13. Ensure the curriculum adheres to national (NCAAA) and international (ABET) accreditation standards.
14. Assist in the preparation of documentation required for program accreditation and quality reviews.
15. Collaborates with the Academic Program Committee, which is responsible for overseeing accreditation requirements and documentation.
16. Maintain a logical sequence of courses to ensure a smooth progression of learning.
17. Ensure a balanced distribution of credit hours across different academic levels.
18. Works with the Examination and Evaluation Committee, which ensures that course assessments align with the planned grade distribution and assessment strategies.
19. Ensure modern teaching methodologies are integrated into the curriculum.
20. Maintain detailed records of curriculum changes, course descriptions, and modifications.
21. Submit periodic reports to the Academic Program Committee for approval.

### 7.1.3. PLOs MEASUREMENT AND ASSESSMENT COMMITTEE

#### 7.1.3.1. COMMITTEE COMPOSITION:

- Chair of the committee
- Program Manager
- Deputy Chair (Faculty Member)
- Course Coordinators (Faculty Member)
- Administrative Quality Coordinator (Secretary)

#### 7.1.3.2. COMMITTEE DUTIES:

1. Review the formulation of the program's learning outcomes and ensure their accuracy.
2. Design/review rubrics for each of the program's learning outcomes (Program Rubrics) and courses (Course Rubrics), including their assessment procedures, and ensure alignment.
3. Identify direct and indirect assessment methods for program learning outcomes based on the program's specifications, verify their appropriateness, and approve adjustments when necessary, such as in cases of updating course specification.
4. Discuss assessment methods and results, and submit recommendations to the academic program committee.
5. Develop an action plan for measuring the program's learning outcomes and identify the courses and levels through which learning outcomes will be measured.
6. Monitor the implementation of the operational and improvement plans for learning outcomes and their assessment.
7. Prepare final reports at the program level on the achievement of learning outcomes, identifying strengths, needs, and development plans, and submit them to the academic program committee.
8. Review, update, and disseminate the assessment models used for evaluation among faculty members.

9. Begin collecting and reviewing course learning outcome assessment forms after the final exams are completed.

#### 7.1.4. SURVEYS AND KPIS COMMITTEE

##### 7.1.4.1. COMMITTEE COMPOSITION:

- Chair of the committee
- Deputy Chair
- Program Director
- At least three faculty members
- Administrative Quality Coordinator (Secretary)

##### 7.1.4.2. COMMITTEE DUTIES:

1. Collect data from the surveys and performance indicators from the previous academic year for the program.
2. Develop an action plan for activating surveys and performance indicators at the program level and monitor its implementation.
3. Prepare benchmarking for performance indicators at the program level.
4. Monitor the response rate for surveys and work to improve it by sharing links with the target groups and using the mechanisms outlined in the activation plan.
5. Collect and analyze the values of the program's performance indicators.
6. Present and discuss the results with the program committee.
7. Prepare necessary reports on surveys and performance indicators at the program level and follow up on the implementation of their improvement plans.
8. Prepare the committee's final reports.
9. Submit the final reports to the Academic Program committee through the program committee.

## 7.1.5. EXAMINATION AND EVALUATION COMMITTEE

### 7.1.5.1. COMMITTEE COMPOSITION

- Chair of the committee
- Program Manager
- Deputy Chair
- At least three experienced faculty members
- Administrative Quality Coordinator (Secretary)

### 7.1.5.2. COMMITTEE DUTIES

1. Develop a plan for reviewing exams and distribute tasks among faculty members.
2. Ensure alignment between the grade distribution plan approved by PLOs Measurement and Assessment Committee and the exam questions.
3. Review exam questions within the educational program and verify their alignment with the targeted learning outcomes.
4. Compile and analyze exam result each semester and propose appropriate recommendations.
5. Review exam results according to the review plan (point 1) and match student grade sheets with the final course grades for all courses before posting the results.
6. Compile results of graduation projects, field training, and courses without final exams each semester, analyze the results, and propose appropriate recommendations.
7. Identify courses with deviations from the normal grade curve, review all assessment methods for those courses, and analyze student results reports, then prepare a report on the reasons for any deviations in the results.
8. Review topics related to exams (such as student absence excuses, grade review requests, and grade appeals) and submit them to the department council.
9. Receive student complaints about exams, review them, and recommend appropriate actions to the department council.

10. Propose necessary training for faculty members on assessment methods, such as a course for question developers.
11. Prepare an annual report on the committee's activities and submit it to the program manager.
12. Meet with course coordinators to discuss the previous semester's results.
13. Prepare a semester report on course results.

## 7.1.6. MAIN COMMITTEE FOR PROGRAM QUALITY ASSURANCE STANDARDS

### 7.1.6.1. COMMITTEE COMPOSITION

- Chair of the committee (Department Head or their delegate)
- Program Manager
- Deputy Chair
- Chairs of the subcommittees for standards
- Administrative Quality Coordinator (Secretary)

### 7.1.6.2. COMMITTEE DUTIES:

1. Lead and organize program accreditation activities.
2. Develop an executive plan with specific timelines to meet accreditation requirements.
3. Provide direct oversight of subcommittees to ensure tasks are completed within specified deadlines.
4. Supervise the implementation and follow-up of action plans submitted by subcommittees.
5. Oversee the training and preparation of academic, technical, and administrative staff for accreditation activities.
6. Supervise the promotion of quality and accreditation culture.
7. Document progress through approved meeting minutes and follow up on action items.
8. Review interim and final achievement reports.
9. Oversee the peer and mock visit and external program review visits, in coordination with the academic program manager.
10. Organize the initial evaluation team visit from the Deanship of Development and Quality.
11. Manage meetings, assign tasks, and communicate with the work team.
12. Oversee the preparation of electronic and physical evidence display rooms to welcome reviewers, in coordination with the program director.

13. Follow up on periodic monitoring reports for accredited programs.
14. Track reports related to conditions placed on accredited programs, if applicable.

#### **7.1.6.3. DUTIES OF SUBCOMMITTEE CHAIRS:**

1. Assess the current status of the program in terms of compliance with each standard.
2. Develop an action plan to meet the standards and ensure the program obtains accreditation.
3. Prepare faculty members and program stakeholders (students, graduates, employers) for the reviewers' visit by conducting workshops to explain the self-study process.
4. Contribute to the preparation of the final version of the self-study by working on the section related to the assigned standard.
5. Address external reviewers' comments after the accreditation visit.
6. Manage meetings, assign tasks, and communicate with the team.
7. Fulfill the requirements of periodic monitoring reports for accredited programs.
8. Meet the requirements for lifting conditions imposed on accredited programs, if applicable.

#### **7.1.6.4. DUTIES OF SUBCOMMITTEE MEMBERS:**

1. Collect evidence based on accreditation standards and their specific criteria.
2. Follow up on the application of program-level surveys and their reports.
3. Collect and report on performance indicators.
4. Contribute to the preparation of the initial version of the self-study by working on the section related to the assigned standard.
5. Address independent reviewers' comments on the self-study.
6. Ensure regular follow-up on the accredited program.
7. Work on meeting the conditions imposed on the accredited program, if any.
8. Prepare monthly and periodic achievement reports.
9. Attend meetings.

#### **7.1.6.5. THE SUB-COMMITTEES OF THE MAIN COMMITTEE FOR PROGRAM QUALITY ASSURANCE STANDARDS:**

- **Standard One Sub-Committee** (Program Management and Quality Assurance)
  - **Committee Composition:**
    - Chair (Program Manager)
    - At least two members
- **Standard Two Sub-Committee** (Teaching and Learning)
  - **Committee Composition:**
    - Chair (Faculty Member)
    - At least two members
- **Standard Three Sub-Committee** (Students)
  - **Committee Composition:**
    - Chair (Faculty Member)
    - At least two members
- **Standard Four Sub-Committee** (Faculty)
  - **Committee Composition:**
    - Chair (Faculty Member)
    - At least two members
- **Standard Five Sub-Committee** (Learning Resources, Facilities, and Equipment)
  - **Committee Composition:**
    - Chair (Faculty Member)
    - At least two members

### 7.1.7. PROGRAM ADVISORY COMMITTEE

The Program Advisory Committee is a specialized scientific body established to support the goals and objectives of the academic program. This committee operates at the program level and is specifically aligned with the program's specialization. It includes a selection of experts and stakeholders from both within and outside the university. The committee's primary role is to enhance the program's outcomes, elevate its reputation within the community, and provide recommendations for its continuous improvement. Additionally, it acts as a vital link between the university and external institutions that benefit from the program's graduates.

At the college level, there is an Advisory Council that covers all the programs within the college. The Program Advisory Committee comprises a smaller number of members compared to the Advisory Council, making it easier to schedule meetings. For minor updates or program improvements, only the Program Advisory Committee is convened. However, for major updates or significant changes, both the Program Advisory Committee and the College Advisory Council are involved to ensure comprehensive input and alignment across the college.

The Program Advisory Committee meets periodically, with its composition reviewed and renewed annually. This structure ensures that the program remains dynamic, relevant, and responsive to the needs of both the academic and professional communities.

#### 7.1.7.1. COMMITTEE COMPOSITION:

- Chair (Department Head)
- Program manager (Committee Secretary)
- Four Faculty members with extensive experience in education, research, and community service (Males and Females)
- Two External stakeholders from employers and the local community
- Two Distinguished alumni who are actively engaged in the Alumni Committee and community and have entered the workforce.
- Two Representatives from the student council

- College Quality Expert
- Administrative Coordinator for the program (Committee Secretary)

#### 7.1.7.2. COMMITTEE DUTIES

1. Actively contribute to identifying the needs of professional institutions and providing advice and suggestions to help develop the program and curriculum to meet labor market needs in Saudi Arabia.
2. Encourage professional institutions in both the public and private sectors to participate in training and educational programs, including short courses, workshops, lectures, and seminars offered by the program.
3. Assist in reviewing the program's mission, goals, and academic performance indicators in light of scientific and technological advancements and labor market demands by providing academic and professional perspectives on education, research, and community service.
4. Review the targeted learning outcomes at the program and course levels, ensuring alignment with the national qualification's framework and labor market needs.
5. Review the program's description and annual reports, offering precise feedback on the curriculum to ensure its relevance and distinctiveness in achieving the program's objectives and outcomes, contributing to the development of continuous improvement plans.
6. Evaluate all program activities, both curricular and extracurricular, in light of academic accreditation standards.
7. Review the program's performance indicators and recommend suitable external benchmarking comparisons.
8. Review the desired characteristics of the program's graduates, ensuring they are reflected in the program's mission and learning outcomes.

## 7.2. SUPPORTING COMMITTEES

### 7.2.1. SCIENTIFIC COMMITTEE

#### 7.2.1.1. COMMITTEE COMPOSITION

- Chair of the committee
- Members

#### 7.2.1.2. DUTIES OF THE COMMITTEE

1. Review promotion requests submitted by department members in accordance with the promotion regulations set by the Deanship of higher Study and Scientific Research to ensure they meet the required criteria.
2. Provide Advising and advice to faculty members seeking promotion.
3. Reviewing Excellence Reward Applications in the Department
4. Review and evaluate the research proposals submitted by postgraduate students to ensure their alignment with the program's academic and research standards.
5. Verify that the research objectives, methodology, and expected outcomes are clearly defined and achievable.
6. Ensure that the proposed research addresses relevant academic, scientific, or societal issues within the discipline.
7. Examine the quality and completeness of the students' manuscripts to ensure they meet the academic and formatting requirements.
8. Check for originality, coherence, and adherence to ethical standards, including proper citation and avoidance of plagiarism.
9. Verify that the student has fulfilled all necessary requirements by the Deanship of higher Study and Scientific Research, before approving the application for discussion.
10. Confirm that all required forms, approvals, and documentation are submitted and properly completed.
11. Ensure that the manuscript is in its final form and ready for defense or discussion.

12. Confirm that the student has adhered to the timeline and any additional requirements specified by the department or program.
13. Prepare a detailed report summarizing the committee's review process, findings, and final decision regarding the proposal or manuscript.
14. Submit the report to the department or relevant administrative body for documentation and further action.
15. Perform any other tasks assigned within the field of specialization.

## 7.2.2. SCIENTIFIC RESEARCH COMMITTEE

### 7.2.2.1. COMMITTEE COMPOSITION

- Chair
- Members
  - One Member: Scientific Research Plagiarism Review Coordinator

### 7.2.2.2. DUTIES OF THE SCIENTIFIC RESEARCH COMMITTEE:

1. Prepare a presentation of the committee's report for the previous academic year.
2. Invite all faculty members in the department to review the committee's report.
3. Compile statistics on the number of completed research projects.
4. Classify published research.
5. Extract comparisons and indicators related to scientific research.
6. Prepare the committee's final report.
7. Develop a plan for the improvement of scientific research.
8. Perform any other tasks assigned within the field of specialization.

### 7.2.2.3. DUTIES OF THE SCIENTIFIC RESEARCH PLAGIARISM COORDINATOR

1. Receive plagiarism review requests for research from department members.
2. Conduct plagiarism checks in accordance with the plagiarism standards and regulations of Qassim University.
3. Provide the researcher with the plagiarism check report within three working days.
4. Perform any other tasks assigned within the field of specialization.

### 7.2.3. ACADEMIC ADVISING COMMITTEE

#### 7.2.3.1. COMMITTEE COMPOSITION

- Chair (Academic Advisor Coordinator within the College's Unit)
- Deputy chair: Academic Advisor Coordinator for Females section.
- Member: Two Academic Struggling Students Coordinators, one for Males and one for Females section.
- Member: Two Academic Outstanding Students Coordinators, one for Males and one for Females section.
- Member: Two Student Club Coordinators

#### 7.2.3.2. DUTIES OF THE ACADEMIC ADVISOR COORDINATOR

1. Prepare the academic advising lists.
2. Distribute new students to academic advisors.
3. Provide the Vice Dean for Student Affairs and the Head of the Academic Advising Unit with the lists of advisors and their assigned students.
4. Ensure that all students are linked to their advisors in the system.
5. Provide the academic advisor with the following advising tools through the Academic Advising Kit:
  - Study plan
  - Course equivalency information (obtained from the Vice Dean for Educational Affairs)
  - Academic procedures calendar
  - Course schedules and reference numbers for each section (obtained from the College's Student Affairs)
6. Monitor the academic advising process in the department and ensure it is conducted properly, reporting any issues to the department head if necessary.
7. Record the academic issues faced by students in the department.
8. Organize workshops for new advisors in the department to train them on academic advising tasks and tools.

9. Prepare for the next semester by requesting lists of graduates, struggling students, and faculty members.
10. Perform any other tasks assigned within the field of specialization.

#### **7.2.3.3. DUTIES OF THE ACADEMIC STRUGGLING COORDINATOR**

1. Meet with students and diagnose the cause of their academic struggles (psychological, social, health-related, academic, or other reasons).
2. Develop a remediation plan and ensure the student adheres to its implementation.
3. Monitor the student's progress after implementing the plan.
4. Identify students eligible for exceptional opportunities and communicate with them to encourage them to apply, while preparing a report on their academic status.
5. Prepare a report on the academic status of students given exceptional opportunities.
6. Compile statistics on struggling students.
7. Perform any other tasks assigned within the field of specialization.

#### **7.2.3.4. DUTIES OF THE ACADEMIC OUTSTANDING STUDENTS COORDINATOR**

1. Identify outstanding students based on their cumulative GPA.
2. Record the achievements of students, including academic and professional certificates, participation in academic or non-academic events, and involvement in sports, cultural, and social activities.
3. Encourage and support outstanding students by gathering feedback from academic advisors, involving them in research projects, encouraging participation in internal and external competitions, and motivating them to attend training courses.
4. Develop a program to honor outstanding and talented students.
5. Supervise the participation of program students in sports, cultural, and social activities.

6. Leverage the high skills and abilities of outstanding students in various areas (helping struggling students understand and succeed in academic courses, assisting in organizing conferences and academic events, holding workshops to showcase their talents and share their experiences).
7. Determine the needs and gifts for recognition and awards.
8. Prepare the committee's annual report.
9. Perform any other tasks assigned within the field of specialization.

#### **7.2.3.5. DUTIES OF THE STUDENT CLUB COORDINATOR**

1. Prepare the semester plan for the student club's activities in the department.
2. Create and update a database for the student club in the department.
3. Implement the approved activities in the plan according to the guidelines set by the Deanship, without introducing new activities.
4. Coordinate with relevant entities within and outside the university regarding the student club's activities.
5. Prepare reports after each student club event, supported by statistics and photos and submit them to the Deanship of Student Affairs using the designated template.
6. Attend and supervise the meetings held by the student club.
7. Supervise the organization of events in an innovative and competitive manner.
8. Perform any other tasks assigned within the field of specialization.

## 7.2.4. INTERNSHIP COMMITTEE

### 7.2.4.1. COMMITTEE COMPOSITION

- Chair of the committee
- Members

### 7.2.4.2. DUTIES OF THE COMMITTEE

1. Provide academic supervisors with training lists that include student information and training locations.
2. Ensure that all students applying for training meet all training requirements.
3. Coordinate with academic supervisors to ensure students are registered and assigned to training sites and address any potential issues.
4. Hold at least two preparatory meetings with students each semester to explain pre-training, during-training, and post-training requirements, and respond to inquiries.
5. Maintain communication with academic supervisors in the department to ensure receipt of student reports at the end of the training period, including reports prepared by students and confidential documents from the site supervisor (surveys, attendance and departure forms, and evaluation questionnaires).
6. Ensure that students are evaluated according to the approved method and that grades are recorded in the academic system on time.
7. Prepare training reports, including periodic reports for each semester, obtain department approval, and submit them to the Internship Committee in the College of Computer.
8. Ensure that the training plan at the training site aligns with the department's plan and the student supervisors' data during the training period, and issue final approval for the training at the site once each student completes all required hours. Finally, send final approval to the Internship Committee at the College of Computer for official submission to training sites.
9. Identify eligible students for registration, along with their training sites and contact information, and provide this information to academic supervisors.

10. Inform students of the need to attend the training site at the beginning of the semester and use the necessary forms to monitor on-site training, such as attendance and departure forms, permission forms, start forms, site supervisor evaluation forms, and required training site-related surveys.
11. Explain the application process to students, including required forms and follow-up mechanisms.
12. Update and adapt forms according to new requirements from the Academic Affairs Office and the Internship Committee at the College of Computer.
13. Coordinate the training process at the department level and communicate with training sites.
14. Communicate with new training sites and ensure they are suitable for the training plan. Provide the training representative with contact information at the relevant site and complete the necessary procedures.
15. Contact training sites as needed, send student information, and attach all relevant student and site supervisor files and forms.
16. Follow up on student acceptance at training sites and inform them of their acceptance or rejection. If rejected, the student must apply to another site until a suitable place is found.
17. Assist in developing and standardizing training regulations at the department level and ensure they are easily accessible.
18. Communicate and collaborate with the department the Internship Committee at the College of Computer, the Academic Affairs Coordinator the Student Affairs Coordinator the Alumni Unit and academic supervisors regarding training matters or as needed.
19. Assist in preparing the annual field training report for the college.
20. Provide field training information to the department and respond to all inquiries.
21. Perform any other tasks related to field training as assigned by the department.

22. Prepare a list of approved field training sites and provide it to students at the beginning of the semester, including training sites, on-site supervisors, and email addresses.
23. Respond to student inquiries about field training.
24. Register the field training course for students accepted for training.
25. Ensure that the Field Training Guide contains all necessary department-related information and update it according to any future recommendations.
26. Perform any other tasks assigned within the field of specialization.

## 7.2.5. ALUMNI COMMITTEE

### 7.2.5.1. COMMITTEE COMPOSITION

- Chair of the committee (Alumni Coordinator).
- Members: two graduates from the program.

### 7.2.5.2. DUTIES OF THE COORDINATOR

1. Review the lists of expected graduates sent by the Deanship of Admission and Registration each semester.
2. Communicate with graduates regarding workshops or training opportunities provided by the college or its partners.
3. Attend alumni-related events as directed.
4. Perform any other tasks assigned within the field of specialization.

## 7.2.6. GRADUATION PROJECTS COMMITTEE

### 7.2.6.1. COMMITTEE COMPOSITION

- Chair of the committee
- FYP coordinator
- Members

### 7.2.6.2. DUTIES OF THE COMMITTEE

1. Track the number of students expected to register for Final Year Project 1 (FYP1) before the start of the semester and ensure the data is as accurate as possible.
2. Communicate with supervisors to request proposed project topics and provide them with information on competitions and contest related to graduation projects, along with any relevant procedures before the semester begins.
3. Provide all supervisors within and outside the department with the Graduation Project Guide and relevant forms, ensuring compliance.
4. Coordinate with companies to guide students at the beginning of the semester on proper research methods and organize relevant lectures by reaching out to companies to request workshops as needed.
5. Promote the use of the plagiarism detection software available on Blackboard and remind students of the importance of avoiding plagiarism.
6. Collect project proposals from faculty members, organize them, and create a schedule for discussions to approve projects. The committee will review and approve the submitted proposals.
7. Present the list of proposed topics and supervisor names to students, providing all relevant contact information and responding to student inquiries.
8. Assign students to project groups with a minimum of 2 and a maximum of 6 students per group, based on the department head's decision, while addressing special cases in coordination with the department head and academic supervisors.
9. Announce the final list of students and supervisors after approval and provide the discussion committees and necessary contact details.

10. Prepare and announce the schedule for FYP 1 presentations for supervisors, examiners and students, ensuring it is suitable for all.
11. Prepare and announce the final presentation schedule for FYP for supervisors, examiners, and students.
12. Follow up with the department head to ensure that faculty members are committed to attending and participating in the presentations.
13. Represent the department in all meetings related to graduation projects or any matters directly related to the Graduation Projects Committee.
14. Respond to all inquiries received by the department related to graduation projects and related topics.
15. Review and proofread all directives and procedures issued by the committee to ensure they are free of errors.
16. Perform any additional tasks assigned by the department related to projects and directly related fields.
17. Hold at least two meetings per semester to document the committee's proceedings, with meeting minutes recorded, as per the provided template.
18. Complete any criteria, requirements, or forms related to the committee's work needed for departmental accreditations, and collaborate with the department's quality committees and all relevant entities within the department and the college to ensure that the submitted forms are accurate and complete.
19. Perform any other tasks assigned within the field of specialization.

## 7.2.7. MEMBERS DEVELOPMENT AND ACHIEVEMENTS COMMITTEE

### 7.2.7.1. COMMITTEE COMPOSITION

- Chair of the committee (Coordinator within the Training Unit)
- Members
- Administration member (Secretary)

### 7.2.7.2. DUTIES OF THE COORDINATOR

1. Track the available training resources within the department.
2. Identify the training needs of the department's faculty members, including the TA and Lecturers.
3. Prepare a schedule of courses and workshops based on the identified needs.
4. Disseminate announcements of workshops and courses to the faculty.
5. Record faculty achievements, including local and international awards and patents.
6. Track the number of faculty members benefiting from courses and workshops offered by the department.
7. Evaluate courses and workshops offered by the department within the participants.
8. Deliver Attendance Certification for participants (Secretary).
9. Track the number of faculty members benefiting from courses and workshops offered by the university.
10. Record the number of faculty members who have conducted courses and workshops within the department (Trainers).
11. Deliver Attendance Certification for Trainers (Secretary).
12. Prepare the annual report.
13. Continuously update the database on faculty achievements.
14. Record faculty promotions.
15. Track faculty members who have completed professional training, such as CPR, first aid, safety, and dealing with students with special needs.

16. Perform any other tasks assigned within the field of specialization.

## 7.2.8. HIGHER EDUCATION COMMITTEE

### 7.2.8.1. COMMITTEE COMPOSITION

- Chair of the committee (Higher Education Coordinator within the College's Committee)
- Member

### 7.2.8.2. DUTIES OF THE COMMITTEE

1. Conduct periodic meetings with postgraduate students to follow up on their academic progress, address their concerns, and provide guidance.
2. Review and evaluate applications for postgraduate programs to ensure they meet the department's admission criteria.
3. Oversee the implementation of departmental policies related to postgraduate studies, including thesis and project guidelines.
4. Evaluate and approve research proposals, theses, and projects to ensure academic rigor and alignment with program objectives.
5. Provide academic advice to postgraduate students regarding research direction, project selection, and other academic matters.
6. Monitor the progress of postgraduate students, ensuring they meet milestones and deadlines established by the department.
7. Facilitate discussions and workshops to promote high-quality research and innovation among postgraduate students.
8. Assist the department head by handling assigned tasks related to postgraduate studies and ensuring smooth operations.
9. Perform any other tasks assigned within the field of specialization

## 7.2.9. READINESS ASSESSMENT COMMITTEE

### 7.2.9.1. COMMITTEE COMPOSITION

- Chair of the committee
- Members

### 7.2.9.2. DUTIES OF THE COMMITTEE

1. Receive the readiness Assessment guide for graduates of higher education institutions and the Assessment application schedule for the current academic year.
2. Form a readiness Assessment committee and hold a meeting to discuss the improvement plan based on the previous Assessment report.
3. Organize an orientation meeting for faculty members about the readiness Assessment.
4. Identify or confirm the list of students provided by the Deanship of Academic Affairs.
5. Conduct a workshop to inform expected graduates about the importance of the readiness Assessment.
6. Create a suitable mechanism to encourage student attendance, such as offering attendance certificates and financial incentives.
7. Notify training institutions of the Assessment date and coordinate with them to facilitate student attendance.
8. Coordinate with field training supervisors and graduation project supervisors to ensure student attendance at the Assessment.
9. Organize workshops to review specialized courses and link them to relevant professional standards.
10. Prepare a link to access all materials related to the courses.
11. Implement the necessary preparations for the Assessment.
12. Inform faculty members about the Assessment date, time, and the reserved labs, ensuring alternative spaces are available for classes or labs.

13. Address students' inquiries.
14. Direct the E-Learning Unit, Computer Center Unit, and the Labs and Classroom Committee head in the college to provide support before and during the Assessments.
15. Track student attendance during the program and submit attendance sheets to the program directors to calculate participation rates.
16. Prepare the committee's final report.
17. Perform any other tasks assigned within the field of specialization.

## 7.2.10. COMMUNITY SERVICE COORDINATOR

### 7.2.10.1. ORGANIZATIONAL AFFILIATION

The coordinator is affiliated with the College's Community Service Unit.

### 7.2.10.2. DUTIES OF THE COORDINATOR

1. Develop an annual plan for activities and programs aimed at serving the community.
2. Publish the community service activities plan for the first semester (for faculty members and students).
3. Follow up with faculty members and encourage their participation in community service activities.
4. Motivate students to participate in community service.
5. Receive, review, and document the community service forms.
6. Record the number of students participating in community service.
7. Supervise the organization and maintenance of files and records related to departmental events, ensuring all necessary information is included.
8. Prepare and publish community service announcements, ensuring they reach all concerned individuals.
9. Contribute to the department's annual report, specifically regarding the committee's activities, achievements, and challenges.
10. Develop a plan for improving community service activities and submit it to the department head.
11. Assist in completing any criteria, requirements, or forms related to the committee's work, especially those required for college accreditations.
12. Compile data on faculty members' participation in evaluating competitions, reviewing research, and contributing to book and journal publications.
13. Perform any other tasks assigned within the field of specialization.

## 7.2.11.E-CONTENT COORDINATOR

### 7.2.11.1. ORGANIZATIONAL AFFILIATION

The coordinator is affiliated with the College's Communication and Media Unit.

### 7.2.11.2. DUTIES OF THE COORDINATOR

1. Obtain the necessary content to update the department's website.
2. Ensure the accuracy of the content to be uploaded and verify that it complies with the established regulations and guidelines.
3. Monitor and regularly update the website content across all sections.
4. Provide relevant entities with periodic reports on the updates implemented.
5. Regularly update the guidelines for publishing content on the website and announce them to all stakeholders to ensure compliance.
6. Ensure that the content uploaded to the department's website is accurate and adheres to the relevant rules and guidelines.
7. Perform any other tasks assigned within the field of specialization.

## 7.2.12. SCHOLARSHIP COORDINATOR

### 7.2.12.1. ORGANIZATIONAL AFFILIATION

The coordinator is affiliated with the College's Scholarship and Lecturers Unit.

### 7.2.12.2. DUTIES OF THE COORDINATOR

1. Maintain regular communication with scholarship students and monitor their academic progress.
2. Track the number of scholarship students expected to complete their scholarships and return to work next semester, in order to anticipate teaching needs for the upcoming semester.
3. Communicate with the Graduate Studies Department to send decisions regarding scholarship students.
4. Notify scholarship students about the end of their scholarship period.
5. Record the number of scholarship students in each specialization at the end of the academic year.
6. Review the cases of candidates applying for domestic and international scholarships and joint supervision programs.
7. Verify that all documents submitted by scholarship students meet the required standards.
8. Present scholarship applications to the department council.
9. Update the scholarship student database after any changes.
10. Review scholarship requests submitted by students (scholarship extensions, scholarship upgrades, online courses, etc.) and present them to the department council.
11. Ensure all necessary documents are complete for any transaction.
12. Review cases of scholarship students applying for promotions (from teaching assistant to lecturer, or from lecturer to assistant professor) and ensure all required documents are in order.
13. Perform any other tasks assigned within the field of specialization.

## 7.2.13. EQUIVALENCY COORDINATOR

### 7.2.13.1. ORGANIZATIONAL AFFILIATION

The Coordinator is affiliated with the College's Equivalency Committee.

### 7.2.13.2. DUTIES OF THE COORDINATOR

1. Publish the procedure for submitting course equivalency requests.
2. Ensure access to the latest approved version of the curriculum and course descriptions.
3. Review the submitted course equivalency requests along with the attached course descriptions for the requested equivalency.
4. Complete the designated form to decide on the course equivalency request.
5. Perform any other tasks assigned within the field of specialization.

## 7.2.14. STUDENT AFFAIRS COORDINATOR

### 7.2.14.1. ORGANIZATIONAL AFFILIATION

The coordinator is affiliated with the College's Student Affairs Unit.

### 7.2.14.2. DUTIES OF THE COORDINATOR

1. Provide the department with student information as needed.
2. Nominate students for competitions and events when the department receives nomination requests.
3. Process requests for course withdrawal and conduct case studies on the students' situations, submitting the results to the department.
4. Conduct case studies for students requesting re-enrollment and submit them to the department.
5. Organizing visits for students from other departments or universities.
6. Providing academic advice and guidance to transfer and visiting students.
7. Receive final exam absence excuses, verify the validity of the excuses according to the acceptable excuses policy, conduct a case study, and submit it to the department.
8. Handle course withdrawal requests from students who submit them manually due to valid reasons preventing electronic submission.
9. Process semester withdrawal or postponement requests from students who submit them manually due to valid reasons preventing electronic submission.
10. Review transfer requests submitted to the department.
11. Coordinate with the social worker to monitor students with special psychological or social circumstances.
12. Close sections, inform students, and communicate with them to find alternative sections or adjust their schedules based on available options.
13. Perform any other tasks assigned within the field of specialization.

## 7.2.15. EDUCATIONAL AFFAIRS COORDINATOR

### 7.2.15.1. ORGANIZATIONAL AFFILIATION

The coordinator is affiliated with the College's Time Tables Unit.

### 7.2.15.2. DUTIES OF THE COORDINATOR

1. Prepare the midterm exam schedule for required courses in the college.
2. Monitor registration and manage the opening and/or closing of sections.
3. Supervise and participate in updating faculty and department schedules after the opening and closing of sections.
4. Supervise and participate in updating schedules for adjunct faculty after the opening and closing of their sections.
5. Coordinate with course coordinators to schedule midterm exams for non-shared courses.
6. Collaborate with course coordinators to prepare the midterm exam schedule for shared courses.
7. Prepare the schedule for final lab exams and ensure no conflicts with final exams for university-required courses.
8. Collect faculty preferences for courses to teach in the next semester.
9. Prepare the department's program needs and send them to scheduling units in the college and department.
10. Review and update the needs of other departments and colleges if necessary.
11. Assign courses to faculty members.
12. Coordinate with educational affairs coordinators in other departments to assign shared courses to faculty from other departments in case of incomplete teaching loads.
13. Communicate with the Time Tables unit to prepare and update course schedules and lab allocations.
14. Monitor the work of the department's scheduling unit.
15. Collaborate with educational affairs coordinators in other departments to prepare the final exam schedule to avoid conflicts.

16. Supervise and coordinate with educational affairs coordinators in other departments to assign shared courses to their faculty if applicable.
17. Review department and faculty schedules.
18. Prepare the coordination file for the department's program courses.
19. Identify the needs of adjunct faculty and collaborate with the adjunct unit to find qualified part-time faculty and conduct interviews.
20. Monitor student enrollment numbers after early registration to manage section openings or closures.
21. Update faculty schedules (including part-time faculty) based on early registration updates.
22. Open or close sections in coordination with the department's student affairs coordinator.
23. Coordinate with the department's scheduling coordinator to address changes.
24. Coordinate and distribute faculty schedules in collaboration with the scheduling coordinators of other departments.
25. Respond to faculty inquiries.
26. Address inquiries from newly joined faculty members.
27. Resolve issues related to faculty educational affairs.
28. Perform any other tasks assigned within the field of specialization

## 7.2.16. ACADEMIC SCHEDULING COORDINATOR

### 7.2.16.1. ORGANIZATIONAL AFFILIATION

The committee is affiliated with the College's Time Tables Unit.

### 7.2.16.2. DUTIES OF ACADEMIC SCHEDULING COORDINATOR

1. Collaborate and communicate with the Educational Affairs Coordinator to manage the opening and closing of sections and update schedules.
2. Work with the Educational Affairs Coordinator in the department to assess the need for the number of sections.
3. Prepare the department schedules (section schedule, faculty schedule, room schedule) and adhere to the committee's timeline.
4. Coordinate with academic scheduling coordinators in other academic departments within the College of Computer and the shared course coordinator to manage the schedules for Computer Science courses in other departments and other Colleges.
5. Review the entry of schedules into the Banner system.
6. Participate in preparing a comprehensive report on schedules, highlighting current issues, and suggesting improvements as deemed appropriate by the unit.
7. Collaborate and communicate with the department head and the Educational Affairs Coordinator regarding class schedules.
8. Perform any other tasks assigned within the field of specialization.

## 7.2.17. LABS AND TECHNICAL SUPPORT COORDINATOR

### 7.2.17.1. ORGANIZATIONAL AFFILIATION

The committee is affiliated with the College's Labs and Classroom Committee.

### 7.2.17.2. DUTIES OF THE COORDINATOR

1. Supervise the specialized laboratories in the department, review the required specifications, and ensure compliance before signing off on receipt.
2. Establish safety guidelines for the secure use of laboratories, distribute them to all department members, ensure they are displayed in each lab, and make sure all relevant parties are informed.
3. Conduct inspection rounds in the department's labs throughout the semester to monitor their condition, prevent damage, theft, or misuse of equipment, and regularly submit reports to the College's Vice Dean for Student Affairs.
4. Prepare the labs for final practical exams.
5. Distribute a general satisfaction survey for the labs to faculty members and students in the Computer Science department.
6. Complete any criteria, requirements, or forms related to the unit's work that are necessary for accreditation, and collaborate with the College's Quality Assurance Unit and all internal and external entities to ensure the submitted forms are accurate and complete.
7. Continuously review with the College's committee tasks and procedures used for ISO certification, and collaborate with the quality team in this regard.
8. Regularly update the Laboratories guide, ensuring it contains all necessary information and making revisions based on new developments.
9. Participate in preparing the college's annual report regarding the college's committee work, achievements, and challenges faced, etc.
10. Coordinate with the Labs and Classroom Committee regarding the installation of software for new courses.
11. Perform any other tasks assigned within the field of specialization.

## 7.2.18. EVENTS AND ACTIVITIES COORDINATOR

### 7.2.18.1. ORGANIZATIONAL AFFILIATION

The committee is affiliated with the College's Events and Activities Committee.

### 7.2.18.2. DUTIES OF THE COORDINATOR

1. Work closely with the Events and Activities Unit to coordinate the department's participation in college-wide events, ensuring alignment with the college's vision and objectives.
2. Organize and oversee departmental events, including workshops, student activities, competitions, and exhibitions.
3. Ensure events are planned to engage students and faculty and enhance the academic and extracurricular experience.
4. Plan and manage the department's involvement in scientific conferences, seminars, and other academic forums.
5. Collaborate with faculty members to develop agendas, secure speakers, and promote these events to maximize participation and impact.
6. Collaborate with the Alumni Coordinator to plan and execute events tailored for the program's alumni.
7. Facilitate networking opportunities, reunions, and professional development activities that foster alumni engagement with the department and current students.
8. Work with the Academic Advising Committee to organize events and workshops focused on academic advising.
9. Support initiatives that guide students in course selection, career planning, and academic success strategies.
10. Facilitate activities that strengthen the department's connection with the local community, such as outreach programs, volunteer events, and partnerships with external organizations.
11. Coordinate with the college and department to secure resources and venues required for events.

12. Ensure the availability of technical equipment, promotional materials, and other logistics to guarantee successful execution.
13. Actively involve students in the planning and execution of events to promote leadership skills and collaboration.
14. Encourage participation in scientific and academic activities both within and outside the university.
15. Maintain records of all events, including attendance, outcomes, and feedback, to evaluate their success and propose improvements for future activities.
16. Prepare detailed reports for the department and college leadership.
17. Identify and implement innovative ideas for events that showcase the department's achievements and foster a culture of academic excellence and innovation.
18. Perform any other tasks assigned within the field of specialization.

## 8. PROCEDURAL GUIDES

### 8.1. PROCEDURAL GUIDE FOR THE ACADEMIC PROGRAM COMMITTEE

1. Develop and implement a comprehensive plan for the program's quality assurance and accreditation, and get approval from the department.
2. Promote the culture of quality through workshops covering topics such as academic advising, e-learning, and reviewing course descriptions.
3. Request a summary of course recommendations from the Quality Coordinator and hold a program meeting to discuss and approve them.
4. Discuss the requirements and updates related to quality assurance as needed.
5. Create a developmental plan to enhance the program's quality and performance.
6. Ensure follow-up on the implementation of improvement and development plans based on performance indicators and survey results.
7. Keep track of and update the main books and resources for the program.
8. Present the committee's proposals and recommendations to the Department council for approval and initiate the implementation of approved suggestions.
9. Collaborate with the Members Development and Achievements Committee to offer professional development opportunities to faculty and staff to enhance their knowledge and skills in quality assurance and accreditation.
10. Promote the culture of quality by organizing several orientation workshops focused on the evaluation process, in collaboration with the Examination Evaluation Committee.
11. Hold several workshops focused on the evaluation process in collaboration with the Examination Evaluation Committee.
  - Request the program outcomes evaluation from the Evaluation Committee.
  - Request course evaluations from the Quality Coordinator.
  - Compile activities related to community service within the program.

- Request the comprehensive indicators report from the Survey Committee.

12. Gather and review the performance indicators related to the committee's work.

## 8.2. PROCEDURAL GUIDE FOR THE STUDY PLAN COMMITTEE

1. Develop an annual executive plan for the committee and obtain approval from the department Council.
2. Conduct periodic reviews of the study plan to ensure alignment with academic, industry, and accreditation standards.
3. Evaluate the study plan against emerging trends in technology and computing.
4. Modify and update course content to reflect technological advancements and industry needs.
5. Align courses with Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs).
6. Ensure that the curriculum structure remains academically rigorous and logically sequenced.
7. Work with the PLOs Measurement and Assessment Committee to analyze assessment results and ensure alignment with learning outcomes.
8. Collaborate with the Surveys and KPIs Committee to integrate student, alumni, and employer feedback into curriculum decisions.
9. Coordinate with the Program Advisory Committee to incorporate insights from industry professionals and ensure program relevance.
10. Consult the Examinations and Evaluation Committee to align assessments with course objectives and planned grade distribution.
11. Ensure quality assurance compliance with the Academic Program Committee, which oversees accreditation documentation and reporting.
12. Evaluate and approve proposals for new courses based on academic and industry recommendations.

13. Modify existing courses to ensure effective teaching strategies and an appropriate credit hour distribution.
14. Maintain a balanced distribution of credit hours across different academic levels.
15. Ensure compliance with national (NCAAA) and international (ABET) accreditation requirements.
16. Ensure the curriculum is aligned with the National Qualifications Framework (NQF).
17. Assist in preparing necessary documentation for program accreditation.
18. Maintain industry collaboration for internship placements (CS497 - Summer Training).
19. Ensure that capstone projects are well-integrated within the study plan and meet program objectives.
20. Maintain detailed records of curriculum modifications, course descriptions, and study plan updates.
21. Submit periodic reports on curriculum changes and enhancements to the Academic Program Committee for approval.
22. Conduct regular committee meetings to review progress and discuss required modifications.
23. Document meeting minutes and submit them for official records.
24. Ensure that all recommended changes are approved by the Department Council before implementation.
25. Follow up on the execution of approved curriculum changes in coordination with faculty members.

### 8.3. PROCEDURAL GUIDE FOR THE PROGRAM LEARNING OUTCOMES ASSESSMENT COMMITTEE

1. Develop the executive plan for the tasks of the Program Learning Outcomes Assessment Committee for each academic year.
2. Review various assessment methods and provide recommendations to the Program Committee.
3. Hold meetings with course coordinators to discuss the results from the previous semester and their recommendations, and start implementing them according to the designated schedule.
4. Establish a plan to measure the program's learning outcomes, identifying the courses and levels where outcomes will be assessed.
5. Regularly review, update, and distribute the assessment templates used to evaluate learning outcomes to all program members.
6. Create rubrics for assessing program learning outcomes and course learning outcomes, ensuring they are appropriate and relevant.
7. Begin receiving and reviewing the learning outcomes assessment forms for courses after the final exams.
8. Assign tasks to committee members for reviewing course evaluation files and prepare a final report on the evaluation of each learning outcome for the program using the designated templates.
9. Develop final reports on the program's learning outcomes, highlighting strengths, areas for improvement, and development plans, and submit them to the Academic Program Committee.
10. Follow up on the implementation of operational and improvement plans related to learning outcomes and their assessment.
11. Hold committee meetings and document the minutes.
12. The committee chair or a designated member will attend meetings held by the program/department head to follow up on ongoing work.



## 8.4. PROCEDURAL GUIDE FOR THE SURVEY AND PERFORMANCE INDICATORS COMMITTEE

1. Develop and Approve the Annual Committee Plan: The committee begins by drafting a detailed plan outlining its goals and activities for the upcoming year. Once completed, the plan should be presented to the Academic Program Committee for review and official approval.
2. Collect Survey Results: The following surveys are detailed in the Quality Management System Manual, the committee is responsible to share them with the stakeholders
  - a. PO\_SU\_01: Student Evaluation of Program Quality and Services (1)
  - b. PO\_SU\_02: Student Evaluation of Program Quality and Services (2)
  - c. PO\_PRO\_01: Faculty Evaluation of Program Quality (1).
  - d. PO\_PRO\_02: Faculty Evaluation of Program Quality (2).
  - e. PO\_EMPO: Employer Evaluation of Program Quality and Graduate Competence.
  - f. PO\_GRAD: Graduate Evaluation of Program Quality.
  - g. PO\_STAFF: Staff Evaluation of Program Quality and Services.
  - h. PO\_INT\_STU: International Student Evaluation of Program Quality and Services.
  - i. PO\_SPN\_STU: Evaluation of Program Services for Students with Special Needs.
  - j. PO\_FTR\_STU: Field Experience Evaluation (For Students)
  - k. PO\_FTR\_SUP: Field Experience Evaluation (For Supervisors)
  - l. COC\_COM\_SERV: A survey to assess community needs and preferences for training courses.
  - m. DEP\_ TRAININGS: Faculty Training Needs Assessment within the Program.
  - n. DEP\_ TRAININGS\_EVA: Faculty Training Evaluation within the Program.

- o. DEP\_RESEARCH: Faculty Research Priorities Assessment.
    - p. PROG\_EMPO: Employer Feedback for Program Development.
    - q. PROG\_GRAD\_EMPLO: Graduate Employment Status Survey.
3. Collect Performance Indicator Data:
  - a. New student lists, comprehensive reports, graduate lists, department statistics, and the number of students in the program are collected from the college's student affairs office.
  - b. Data on students who attended professional certification courses and their pass rates are collected from the college's data unit.
  - c. Research data (number of publications and citations) is collected from the department's research committee.
  - d. Faculty numbers and academic ranks are provided by the department.
4. Develop a Plan for Activating Surveys: Review the current plan and update it if necessary to improve participation in the surveys, focusing on strategies to achieve high response rates.
5. Present the Activation Plan to the Academic Program Committee: Formally present the revised survey activation plan to the Program Committee for review and discussion to ensure all stakeholders understand the strategies for collecting the necessary survey data.
6. Calculate Performance Indicators:
  - a. Calculation formulas are provided by the Deanship of Quality Assurance and Accreditation using the [Guide](#).
  - b. Maintain records of these indicators for performance evaluation purposes.
  - c. Submit the collected performance indicators to the program manager for review.
7. Analyze Surveys and Write Reports for Stakeholders:
  - a. Analyze each survey to identify the program's strengths, areas for improvement, and priorities for future development.

- b. Based on the analysis, generate reports for various stakeholders with recommendations to enhance the program's effectiveness.
8. Benchmark Performance Indicators at the Program Level:
  - a. Collaborate with the program manager to obtain performance indicators from similar programs.
  - b. Benchmarking allows for comparing the program's performance with similar programs and identifying areas for improvement.
9. Analyze the Program's Performance Indicator Values:
  - a. Similar to the survey analysis, the committee reviews each performance indicator to identify strengths, weaknesses, and areas that need improvement.
  - b. Based on this analysis, the committee provides recommendations to improve the program's performance across different metrics.
10. Present and Discuss Results with the Program Committee:
  - a. Present the comprehensive analysis of survey results and performance indicator calculations to the Program Committee.
  - b. This presentation facilitates discussions on actionable steps to improve the program's quality based on collected data and recommendations.
11. Activate the Surveys:
  - a. After implementing the approved plan, the committee officially launches the scheduled surveys. This includes encouraging active participation from stakeholders such as students, faculty, graduates, and employers.
12. Monitor Survey Response Rates:
  - a. The committee closely monitors response rates for each survey during the data collection period.
  - b. This allows the committee to identify underperforming surveys with low responses and implement additional strategies to increase participation if necessary.
13. Attend Committee Meetings:

- a. Ensure that the committee is represented at department and college meetings held by program managers or department heads.
- b. The committee chair or a designated member must attend these meetings.

14. Prepare the Annual Committee Report:

- a. Prepare an annual report summarizing the committee's activities and achievements.
- b. Submit the report to the program director for approval and administrative endorsement.

15. Submit Final Reports to the Program Committee for review, then the Department Council and College Council for approve.

## 8.5. PROCEDURAL GUIDE FOR THE EXAMINATIONS AND EVALUATION COMMITTEE

1. Develop the executive plan for the tasks of the Examination and Evaluation Committee for each academic year.
2. Hold meetings with course coordinators to discuss the results from the previous semester and their recommendations in the course reports, ensuring the recommendations are implemented according to the set timeline.
3. Draft a plan for reviewing exams and distribute the tasks among department members.
4. Ensure the exam questions align with the grading scale approved by the Program Learning Outcomes Assessment Committee for the program.
5. Meet with course coordinators to prepare exams and agree on the standards for exam questions, including the general format of the exam.
6. Distribute the necessary templates to coordinators and instructors for recording exam minutes and reviewing exam drafts.
7. Review exam questions within the academic program and ensure they are aligned with the targeted learning outcomes.
8. Complete the review of exams and after the department head has signed off, proceed with printing the exams.
9. Collect the course results and variance analysis forms after results have been announced.
10. Review exam results according to the review plan, and check student grades for all courses before announcing the final results. Analyze the results of final projects, field training, and courses without final exams each semester, and propose appropriate recommendations.
11. Handle topics related to absences (excused absences), regrading requests, and grade appeals, and escalate them to the department council.
12. Receive student complaints regarding exams study them and recommend appropriate actions, which are then submitted to the department council.

13. Identify courses with deviations from the standard grade distribution and review all assessment methods for those courses. Discuss the student performance analysis in the course report and prepare a report on the causes of grade deviations.
14. Analyze the results of exams each semester and propose appropriate recommendations.
15. Calculate the following based on exam results for all program courses:
  - The number of failing students.
  - Prepare a list of students failing up to six courses in one semester. Share exam results with academic advisors to follow up with struggling students and identify the causes of their difficulties.
  - Task coordinators with preparing reports explaining the reasons for failure in courses with a failure rate exceeding 20%.
  - Instruct coordinators to develop a plan to address the issues based on the committee's decision.
16. Calculate Performance Indicators:
  - Percentage of courses where the results deviate from the normal distribution.
17. Average failure rate in program courses.
  - Percentage of courses in the program with a failure rate exceeding 20%.
  - Percentage of students failing one or more courses out of the total number of students at the same level, and the overall percentage for all cohorts.
  - Percentage of completed committee tasks (target: 100%).
18. Prepare the Quarterly Exam Results Report: Compile a quarterly report on exam results.
19. Prepare the Annual Committee Report: Draft the annual report for the committee and submit it to the Program Committee.
20. Document Committee Meetings: Hold committee meetings and document the minutes.

21. Attend Program Meetings: The committee chair or a representative should attend follow-up meetings held by the program or department head to monitor ongoing work.

## 8.6. PROCEDURAL GUIDE FOR THE MAIN COMMITTEE FOR PROGRAM QUALITY ASSURANCE STANDARDS

1. Prepare an executive plan with a defined timeline to complete accreditation requirements.
2. Assess the current status of the program's compliance with each standard by holding meetings with subcommittee members to discuss and assess the requirements of each standard.
3. Develop an action plan to meet the standards, ensuring the program achieves accreditation.
4. Collect evidence in light of the accreditation standards and specific criteria by setting a clear plan and ensuring the evidence is up-to-date and follows a unified numbering system.
5. Contribute to the preparation of the final version of the self-study by working on the section related to the assigned standard.
6. Address the feedback from independent reviewers on the self-study.
7. Fulfill the requirements of the periodic follow-up reports for accredited programs and monitor their progress.
8. Directly oversee the subcommittees to ensure that required tasks are completed on time, monitor their submitted action plans, assign tasks, and communicate with the team, documenting progress in approved meeting minutes and following up on them.
9. Supervise the training and preparation of academic, technical, and administrative staff on academic accreditation activities by organizing workshops.
10. Prepare faculty members and program beneficiaries (students, graduates, employers) for reviewer visits by holding workshops to introduce the self-study.
11. Follow up on conditional approval reports, if applicable, for accredited programs.
12. Oversee the peer review and mock visit, as well as external review visits for the program, in coordination with the academic program manager.
13. Arrange the initial evaluation visit by the Deanship of Development and Quality.

14. Supervise the preparation of evidence rooms both electronically and in print to welcome reviewers in coordination with the program manager.
15. Address the feedback from external reviewers after the accreditation visit.
16. Meet the requirements for conditional approval reports, if applicable, and ensure periodic follow-up for accredited programs.
17. Prepare monthly and periodic achievement reports.
18. The committee chair must attend follow-up meetings on the work of the committees, which are held by program managers and to which the chair is invited.
19. Collect the performance indicator values relevant to the committee.
20. Write the annual achievement report for the committee, submit it to the program manager, and obtain department approval.

## 8.7. PROCEDURAL GUIDE FOR THE PROGRAM ADVISORY BOARD COMMITTEE

1. The committee is formed by the head of the department at the beginning of each academic year after contacting the committee members and obtaining their approval for membership or the renewal of their membership.
2. The formation is presented to the department council and the college council.
3. Meetings of the committee are scheduled for no less than three meetings during the academic year.
4. The department informs committee members of the meeting date at least 10 working days in advance and sends the member the latest update of the study plan for the program and the program description, along with any other files if necessary, such as course specifications.
5. The meeting will be held either in person or online for a duration of no less than one hour. During this time, there will be a presentation by the program manager, followed by a discussion on the developments of the plan, proposed amendments, and other updates.
6. The head of the department writes the minutes of the meeting and submits them to the program committee for discussion and implementation of the contents.
7. The report of the advisory committee is written by the head of the department in collaboration with the program manager, and it highlights what has been accomplished considering the committee's observations.
8. Members are honored with certificates of thanks and appreciation.

## 8.8. PROCEDURAL GUIDE FOR THE QUALITY COORDINATOR

1. Create the committee's annual executive plan and obtain approval from the department.
2. Organize a meeting to present and discuss the recommendations from course reports for each program based on the previous semester's reports.
3. Send an email to announce the deadlines for submitting course materials, based on the college's quality assurance schedule, before final exams to streamline the collection process.
4. Collect the course materials for each program according to the announced schedule and review them against the required files set by the Quality Assurance Unit. Organize the materials in a dedicated drive for each program.
5. Follow up with coordinators who are late or have missing files. Use an online file to notify recipients about the status of their submissions (complete or incomplete), highlighting the required documents, and communicate with them through official email and the department's WhatsApp group.
6. Prepare a detailed file with the recommendations and outcomes for each program based on the course reports, creating separate files for each program in the department.
7. Organize a meeting to review the recommendations from the previous semester's course reports for each program.
8. The committee chair or a representative must attend follow-up meetings on committee work, which are held by program/department heads.
9. Gather the performance indicator values relevant to the committee (if any).
10. Submit the performance indicator values (if applicable) to the program manager for forwarding to the Survey and Performance Indicators Committee.
11. Draft the committee's annual achievement report and submit it to the program manager for approval by the department.

## 8.9. PROCEDURAL GUIDE FOR THE SECRETARY OF THE DEPARTMENT COUNCIL

1. Follow up on directives from the department head regarding incoming and outgoing correspondence, in coordination with the department secretary.
2. Coordinate with the department head on topics to be presented at each council meeting and organize the agenda accordingly.
3. Prepare the council's meeting agenda, including the invitation for the meeting, and obtain the department head's approval before sending it to members well in advance of the session.
4. Set up the session electronically with all topics and attachments through the "[Majalis](#)" system. For more information on setting up and managing sessions, refer to the [guide](#).
5. Monitor the council meeting, record decisions, and provide any previous data or information needed by the council during the meeting.
6. Draft the minutes of the council meeting and have them approved by the department head.
7. Ensure that meeting rooms are reserved and prepared in coordination with the department secretary, according to the scheduled meeting times.
8. Receive requests from faculty members concerning promotions, conference attendance, training programs, scholarships, etc., and verify that all conditions and requirements are met.

### **General Guidelines for Council Documentation:**

1. Topics must be written clearly and accurately, free of spelling mistakes.
2. Follow the sequence of topics and numbering as outlined in the agenda.
3. Use the full name of the member whose topic is being discussed.
4. When referencing a previous council or letter, include its number and date.

5. The discussion of the topic should be documented in the main text, while recommendations should be clear, concise, and complete, outlining the decision without further discussion.
6. Decisions in the recommendations should indicate whether approval was unanimous or by majority.
7. Cite the relevant regulation supporting the recommendation.
8. Submit the council minutes with all required signatures in both paper and electronic (PDF) format.
9. Attach supporting documents with clear titles and signatures in both paper and electronic (PDF) format.

## 8.10. PROCEDURAL GUIDE FOR THE READINESS ASSESSMENT

### COMMITTEE

1. Developing the committee's annual operational plan and obtaining approval from the department.
2. Implementing the improvement plan for readiness Assessment.
3. Identifying proposed improvements at the program level assessing them, and submitting them to the program manager and the Examination Assessments and Evaluation Committee.
4. Identifying academic support needs for students from learning resources or support sessions and submitting them to the head of the department.
5. Communicating with the program manager to hold an advising meeting for faculty members to explain the improvement plan and academic needs to support student outcomes in the Assessment.
6. Preparing a schedule for providing educational resources and support sessions for students and identifying members responsible.
7. Disseminating announcements of educational resources and support sessions directed to students.
8. Compiling a list of students who will take the Assessment or verifying the list sent from the Academic Affairs Deanship.
9. Organizing a workshop to inform students about the importance of readiness Assessment.
10. Coordinating with the department to establish a suitable mechanism to motivate students to attend the Assessment, such as attendance certificates and financial incentives.
11. Informing students of the Assessment date, number of questions and Assessment duration.
12. Informing training institutions of the Assessment date and coordinating with them to facilitate student attendance, in coordination with training coordinators.

13. Communicating with the Examination and Evaluation Committee to reserve laboratories and student lists according to the designated facilities for the Assessment.
14. Informing the department of the Assessment date time and reserved laboratories to arrange alternative rooms for lectures or labs.
15. Responding to students' inquiries regarding standard Assessment and excuses.
16. Communicating with E-Learning Unit, Computer Center Unit, and the Labs and Classroom Committee head in the college to provide support and assistance before and during the Assessments.
17. Recording students' attendance in the Assessment and providing attendance sheets to program directors to calculate participation rates.
18. Preparing an improvement plan based on the results of student performance.
19. Attending meetings by the committee chair or a designated member for follow-up meetings held by program directors/departments.
20. Collecting performance indicators values specific to the committee (if applicable).
21. Submitting performance indicators values for the programs assigned to the committee (if applicable) to the program director for further submission to the department's surveys and performance indicators committee.
22. Writing the annual achievement report for the committee and submitting it to the program manager for approval by the department

## 8.11. PROCEDURAL GUIDE FOR THE SCHOLARSHIP COORDINATOR

1. Development and approval of the annual executive plan by the department.
2. When a scholarship recipient receives acceptance for scholarship and applies, the coordinator, who acts as the academic advisor for the recipient, studies the applicant's case and ensures their fulfillment of all relevant requirements for each type of scholarship (foreign scholarship, joint supervision, internal scholarship). The recipient is then requested to prepare all necessary documents according to the dean's templates.
3. Once the recipient prepares the documents, it is ensured that all required documents are complete. The coordinator then presents the case along with attachments to the department council.
4. During the scholarship period, the recipient may submit certain requests, such as:
  - a. Requesting extension: If the recipient wishes to extend their scholarship, the academic advisor writes a recommendation letter based on the letter received from the main supervisor regarding the recipient's progress in research and the need for extension. The academic advisor submits the recommendation letter, provided by the recipient, to the embassy in the case of a foreign scholarship and to the department along with extension requirements.
  - b. Termination of scholarship without obtaining the degree or wishing to study online courses: The coordinator guides the recipient to complete the necessary paperwork for each case.
5. Upon obtaining a master's degree during the scholarship and desiring to upgrade the scholarship for a Ph.D., the recipient applies, and the coordinator guides them to fulfill the requirements for presentation to the department council.
6. Estimation of the number of expected scholarship recipients to complete their scholarships and start work the following semester to anticipate the educational needs for the upcoming semester.

7. Communication with the Graduate Studies Agency to send decisions regarding scholarship recipients.
8. Updating the database of scholarship recipients after each change by updating the recipient's status, which explains the recipient's progress from the beginning of the scholarship until its completion with obtaining the degree.
9. Collecting performance indicators' values specific to the committee (if available).
10. Uploading the performance indicators' values of the programs responsible for collecting them to the program director for forwarding to the Department's Surveys and Performance Indicators Committee (if available).
11. Writing the committee's annual achievement report and submitting it to the program director for approval by the department.

## 8.12. PROCEDURAL GUIDE OF THE MEMBERS DEVELOPMENT AND ACHIEVEMENTS COORDINATOR

1. Develop the annual executive plan for the committee get it approved by the department.
2. Compile the training potentials within the department by sending a survey to identify those willing and capable of conducting training among the department's staff.
3. Identify the training needs of the faculty members in the department by sending a survey to assess the training needs of the faculty members in the department, including the TAs and Lecturers.
4. Prepare the schedule of courses and workshops according to the identified needs.
5. Announce the workshops and courses to the faculty members by sending an email to the department for announce and encourage members to attend.
6. Compile members promotions by updating the members' achievements database.
7. Compile members who have obtained professional courses in CPR, first aid, safety and security dealing with special needs students and update the members' achievements database.
8. Document members' achievements including local and international awards, patents, and update the members' achievements database.
9. Record the number of members benefiting from courses and workshops provided by the department and update the members' achievements database.
10. Record the number of members benefiting from courses and workshops provided by the university and update the members' achievements database.
11. Record the number of members who have conducted courses and workshops within the department and update the members' achievements database.
12. Attend the committee's follow-up meetings by the chair or her designated representative from the committee members held by the program manager/department.
13. Collect the committee's performance indicators values. (if available).

14. Submit the collected program's performance indicators values collected by the committee (if available) to the program manager to pass it to the Surveys and Performance Indicators Committee in the department.
15. Write the committee's annual achievement report and submit it to the program manager and get it approved by the department.

## 8.13. PROCEDURAL GUIDE FOR THE EDUCATIONAL AFFAIRS

### COORDINATOR

1. Prepare the annual executive plan and get it approved by the department.
2. At the beginning of the semester, monitor the opening and closing of class sections.
3. Track updates to faculty members' schedules during the first two weeks of each semester.
4. Monitor the need for part-time members (adjunct faculty) with the adjunct faculty unit in the department.
5. Coordinate with the Student Affairs Coordinator to review the class section capacity and the need to open or close sections at the start of the semester and within the first two weeks.
6. Request reports for the upcoming semester from the college's registration office.
7. Prepare the academic needs for the upcoming semester for each level and each course (active and inactive).
8. Verify the program plan to ensure consistency with the curriculum.
9. Collaborate with academic affairs coordinators in different departments to assess the needs for shared courses.
10. Collaborate with the Head of the Department and Vice Dean of Academic affairs to assess the needs for external courses taught to other colleges within the university.
11. Ensure consistency with the class section openings from the previous semester, particularly for elective courses.
12. Activate and distribute the course preference form for the upcoming semester.
13. Prepare and verify the teaching load distribution for faculty members for the next semester with the department head.
14. Estimate the need for adjunct faculty for the upcoming semester, if necessary.
15. Interview adjunct faculty candidates with the department head to ensure their qualifications by observing their teaching demonstrations.

16. Attend work sessions (typically two or three) with educational affairs coordinators and the head of the college's Time tables unit to prepare exam schedules for the upcoming semester.
17. Ensure exams are scheduled appropriately concerning the distribution of student levels.
18. Ensure exam scheduling aligns with the seating capacity of the college's halls.
19. Ensure that courses with a large number of sections are scheduled for the first week of exams (or at the start of the second exam week, at the latest).
20. Ensure elective course exams for each program are scheduled in a way that allows students to choose courses without conflicting dates.
21. Review the course schedules for sections before submitting them for Banner entry.
22. Coordinate with the educational affairs coordinators in other departments to assign shared courses to faculty members from other departments if their teaching loads are not full.
23. Review faculty members' schedules before distributing them.
24. Work on the midterm exam schedule and follow up on it.
25. Respond to all inquiries directed to the department and forwarded to the coordinator concerning educational matters.
26. Address issues related to the teaching staff's educational affairs.
27. Attend follow-up meetings organized by the program and/or department heads.
28. Write the annual achievement report and submit it to the program head for department approval.

## 8.14. PROCEDURAL GUIDE FOR THE STUDENT AFFAIR

### COORDINATOR

1. Preparation of the department's annual executive plan and its approval by the department.
2. Identification and resolution of registration problems at the beginning of the semester - in collaboration with the college registration office and the academic advising coordinator.
  - Closure of sections with low enrollment numbers after contacting and exploring alternatives for students in other available sections or courses.
  - Submission of requests to open new sections for courses with high demand, especially if these courses will affect the graduation of some students.
  - Submission of requests to add sections for regular students and those who were unable to register electronically for various reasons (end of registration, full sections, college or department holds preventing registration), provided that the requested sections have available seats and do not conflict with the student's academic or final schedule. Priority in this regard is given to graduating students. If the requested sections belong to other departments, approval must be obtained from them for registration.
3. In collaboration with the Academic Struggling Students Coordinator the situations of probationary and Struggling students and what courses they can register for considering regulations regarding credit hours and course priorities.
4. Follow-up with the registration office about registering students in sections of other colleges for university requirements courses.
5. Follow-up with the registration office, graduation projects coordinator and internship coordinator to register graduating students. Follow-up with academic advisors to address their students' academic problems by providing necessary advising and counseling.

6. Processing requests for course disengagement and conducting a case study for students' situations, then submitting the study to the department. This is done by disseminating a link to department students to submit requests for registering courses related to each other. These requests are not considered unless the student is in their final semester. "Relatedness" means registering a course along with its prerequisite as shown in the program plan. If the department and college councils agree to disengage, requests for registering the agreed-upon courses are sent to the registration office. Students must be informed of the need to attend lectures in the required courses from the first week until the decision is made because approval is subject to the student's commitment to attendance.
7. Conducting a case study for students applying for re-registration based on their academic status and submitting it to the department. The study includes the courses already passed in the current plan, at which level, and how many semesters are left for graduation.
8. Providing the department with information about students when needed by utilizing the comprehensive report for example: outstanding students with certain minimum GPA, graduating students, academically struggling students with GPA below a certain threshold, etc.
9. Nominating students for competitions and events for which the department receives nomination requests. A link is sent to all department students to list those interested in participating in the events or competitions needing nominations unless specific categories with particular conditions are required. In case of specific conditions, the comprehensive report is used, and students meeting the criteria are contacted to inquire about their willingness to participate and their data are then submitted to the department.
10. Handling requests for dropping courses for students who submit paper-based requests due to reasons preventing electronic submission. For example, if the number of credit hours after dropping the course will be less than the minimum allowed or if the student has exhausted all permissible course drop opportunities

- as mentioned on the university's admission and registration deanship's webpage.
- The application is submitted by filling out the drop request form and sending it to the department's email with a letter or report explaining the reason for the request.
11. Handling requests for apologies or postponements for the semester submitted by students via paper due to reasons preventing electronic submission, especially if the allowed number has been exhausted. The difference between apology and postponement for the student should be clarified so that they are well informed. The student submits an apology or postponement form for the semester along with a letter or report explaining the reason for the request.
  12. Monitoring students with special psychological and social conditions in coordination with the social and psychological specialist office, and contacting their instructors in case of students' academic delays due to these conditions.
  13. Collecting performance indicators values for the committee (if applicable).
  14. Submitting performance indicators values for the programs assigned to the committee (if applicable) to the program manager for further submission to the department's surveys and performance indicators committee.
  15. Writing the annual achievement report for the committee and submitting it to the program director for approval by the department.

## 8.15. PROCEDURAL GUIDE FOR THE ACADEMIC ADVISING

### COORDINATOR

1. Develop the annual executive plan for the Academic Advising Committee and obtain approval from the department.
2. Distribute new students among academic advisors, identify those facing challenges, and connect them with the department's academic faculty, with assistance from the committee members utilizing comprehensive report files provided by student registration affairs.
3. Ensure all students are linked with their advisors in the system in collaboration with student registration affairs.
4. Provide the Dean of Student Affairs and the head of the Academic advising Unit with lists of advisors and their students after confirming their linkage, ensuring no students are left unlinked.
5. Allocate suitable locations for advising (advising platform) at each department, providing publications about academic advising and any departmental announcements through the department's secretary.
6. Equip academic advisors with the necessary advising tools through the Academic advising Kit announced by the department and the academic advising coordinator.
7. Monitor the academic advising process within the department by the academic advising coordinator, ensuring its proper implementation, and submit a report to the department head upon observing any shortcomings.
8. Conduct workshops for new academic advisors in the department to train them on academic advising tasks and tools under the supervision of the academic advising coordinator.
9. Attending meetings by the committee chair or a designated member for follow-up meetings held by heads of programs/departments.
10. Collect performance indicators for the committee.
11. Write the committee's annual accomplishment report submit it to the program director and obtain approval from the department.

## 8.16. PROCEDURAL GUIDE FOR THE ACADEMIC STRUGGLING COORDINATOR

1. Contribute on the development and approval of the Academic Advising committee's annual executive plan by the department
2. Meeting with the student and fill out the academic difficulty management form. Offer the option of a program transfer if the student is within the first two years of the specialization. If agreed, complete the transfer form and submit it to the department.
3. If the student does not agree to the transfer, he must adhere to the proposed plan and sign a declaration of unwillingness to transfer.
4. For students beyond the second year, propose an appropriate plan considering the student's situation. Coordinate with the Student Affair Coordinator to resolve any issues the student faces during course registration.
5. Contact students who have exceeded the basic study period to inform them of the need to submit an online request for an exceptional opportunity within the specified period and explain how to submit the request.
6. Guide the student in filling out a paper request for the exceptional opportunity if they encounter issues with the online submission.
7. Prepare a report detailing the academic status of each student and submit it to the department.
8. Prepare a case study report for students applying for the fifth exceptional opportunity and submit it to the department.
9. Monitor the academic improvement of the student. If there is no improvement, arrange a meeting at the beginning of the next semester.
10. Collect performance indicators related to managing academic difficulties, including statistics on the total number of struggling students, graduates, dropouts, discontinuations, transfers, and current struggling students. Calculate the percentage decrease in academic difficulties and the percentage of struggling

students in the program, then submit these figures to the program manager and the committee coordinator at the college level.

11. Write in the Academic Advising Committee annual report, the achievement for managing academic difficulties and submit the report to the program manager for departmental approval.

## 8.17. PROCEDURAL GUIDE FOR THE OUTSTANDING STUDENTS

### COORDINATOR

1. Contribute on the development and approval of the Academic Advising committee's annual executive plan by the department.
2. Listing outstanding students based on cumulative GPA.
3. Preparation of achievement and skills inventory models for outstanding students in the Computer Science Program.
4. Inventory of achievements and skills of outstanding students in the Computer Science Program from academic and professional certificates, and academic or non-academic contributions.
5. Holding meetings with students to discuss ideas, proposals, service initiatives, and cooperative efforts, and anything that enriches knowledge for other students.
6. Utilizing the competencies and high capabilities of outstanding students in various fields (such as assisting struggling students in understanding and achieving various academic courses, assisting in organizing departmental conferences and scientific meetings conducting workshops to introduce their talents and transfer experiences).
7. Elevating ideas and proposals discussed with students to the head of the Department.
8. Presenting the results of meeting recommendations with the department to the students, including ideas and proposals approved, such as starting courses and workshops by students, and postponing some proposals until they are studied for the required procedures and time for approval, and then implementation.
9. Generalizing the mechanism of participation in holding workshops for students and specifying a timeframe for receiving contributions from students.
10. Listing e-mails of students who wish to hold workshops for students in the College of Computer.
11. Communicating with the nominated student to hold a workshop explaining all the details regarding the workshop, such as the workshop title, summary of the

- workshop content, date and time of the workshop, and the workshop venue (in-person or online), for approval.
12. Contacting the Innovation Center to coordinate in-person workshop activities.
  13. Disseminating workshop advertisements for students through the department and the Innovation Center.
  14. Activating the participation of committee students in designing attractive workshop advertisements for students to register for the workshop.
  15. Listing the participating student in conducting the workshop for attending students and recording their attendance, including student-specific data and their affiliated program.
  16. Supervising students' participation in sports, cultural, and social activities.
  17. Directing event and initiative announcements received from the department to committee students, targeting outstanding students according to specific criteria.
  18. Disseminating the registration link for committee students to register nominated students to join the event, those who meet the event's criteria and conditions.
  19. Listing committee students who have contributions in activating the committee's tasks and planning for their recognition.
  20. Attending meetings by the committee chair or a designated member for follow-up meetings held by the directors of programs /departments.
  21. Collecting performance indicators' values specific to the committee (if available).
  22. Contribute in writing the Academic Advising committee's annual achievement report and submitting it to the program manager for approval by the department.

## 8.18. PROCEDURAL GUIDE FOR THE STUDENT CLUB

### COORDINATOR

1. Supervise the preparation of the annual plan for student club activities.
2. Establish a database for the college's student club containing the names of the club president, vice president, members, and their email addresses.
3. Execute approved activities according to the regulations set by the deanship and avoid introducing new activities without authorization.
4. Coordinate with relevant authorities within and outside the university regarding the college's student club activities.
5. Collect and review monthly reports or reports after each club activity, supported by statistics and photos according to their specific template, and submit them to the Student Affairs Deanship.
6. Attend and supervise meetings held by the student club and meetings organized by the Student Life Agency at the Student Affairs Deanship.
7. Receive the budget allocated to the college's student club at the beginning of the calendar year, ensure proper expenditure, and verify invoices according to regulations and guidelines.
8. Act as a liaison between club members and the Student Life Agency.
9. Ensure that events are executed innovatively and competitively.
10. Review advertisements for club activities and obtain approval from the Student Affairs Deputy Dean before publication.
11. Nominate outstanding members and submit their names to the Student Life Agency for recognition at the final activities' ceremony hosted by the Student Affairs Deanship.
12. Attending meetings by the committee chair or a designated member for follow-up meetings held by program managers/departments.
13. Gather performance indicators specific to the committee.
14. Write the committee's annual achievement report and submit it to the program director for approval by the department.

## 8.19. PROCEDURAL GUIDE FOR THE SCIENTIFIC RESEARCH COMMITTEE

1. Develop the annual executive plan for the committee and obtain departmental approval.
2. Present the committee's report on the previous year, including achieved and targeted indicators, at the beginning of the academic year.
3. Compile research data (publications and citations) for the previous academic year in Excel files for each faculty member, including the number of published researches, citations during the previous academic year, Google Scholar profile link, and Scopus profile link. Then, send them to the members for verification, calculate the total number of published research and citations for all department members.
4. Extract information from shared research by faculty members, including the following: (published research link, DOI, journal name, journal link, journal ranking (Q1, Q2, Q3, or Q4), names of participating researchers from the department), and save it in each faculty member's Excel file.
5. Compile the research areas for each research added to each member's Excel file.
6. Send Excel file links to members and request reviews and updates if necessary.
7. Compile research data for each faculty member engaged in scientific research for the current academic year and update the database accordingly. This is done by sending the database link via email to each member individually.
8. List department members' research aimed at serving the community.
9. Compile the total research output for each faculty member to honor those who excel in research.
10. Compile faculty members' research achievements, identify areas of research excellence, establish a database, and share it with the college's research center to find opportunities for research collaboration and attract external funding to support outstanding research.

11. Attending meetings by the committee chair or a designated member for follow-up meetings held by program directors/departments.
12. Gather performance indicators' values specific to the committee.
13. Submit performance indicators' values collected by the committee for programs to the program director for forwarding to the Department's Surveys and Performance Indicators Committee.
14. Write the committee's annual achievement report and submit it to the program director for approval by the department.

## 8.20. THE PROCEDURAL GUIDE FOR THE SCIENTIFIC RESEARCH PLAGIARISM REVIEW COORDINATOR

1. Contribute on the development of the annual execution plan for the Scientific Research committee and get it approved by the department.
2. Receive plagiarism check requests from members through the official e-mail.
3. Ensure that the research to be checked is formatted according to the requirements of the journal in which it is to be published.
4. Ensure that one of the researchers belongs to the Department of Computer Sciences.
5. Conduct the plagiarism check using the Authenticate program approved by the university to detect plagiarism and determine its percentage by applying the regulations approved by the Qassim University.
6. The researcher has the right to amend the research and recheck it only twice.
7. Provide the researcher with the plagiarism check report within a maximum of three working days.
8. During the summer vacation, appoint an administrative member to carry out the coordinator's work during this period.
9. Collect performance indicator values related to the committee (if any).
10. Submit the performance indicator values for programs assigned to the committee (if any) to the program manager to pass on to the Surveys and Performance Indicators Committee in the department.
11. Contribute on writing the annual achievement report for the committee and submit it to the program manager and get it approved by the department.

## 8.21. THE PROCEDURAL GUIDE FOR THE EQUIVALENCY

### COORDINATOR

1. Create the annual execution plan for coordinating equivalencies and get it approved by the department.
2. When a student submits a request for equivalency for one or more courses, the following procedures should be followed:
  - A. Ensure that the student attaches the approved descriptions of the courses from outside the university that they wish to equate with program courses.
  - B. Study the equivalency request to determine which program courses can be equated, ensuring their correct alignment with the student's academic level.
  - C. Extract the number of theoretical and practical contact hours for the external course and compare them with the contact hours for the corresponding course in the program.
  - D. If the contact hours for the external course are less than those for the corresponding program course, the equivalency request is rejected.
  - E. If the previous condition is met, study the learning outcomes and topics of the external course and compare them with those of the corresponding program course. If the matching percentage is less than 70%, the request is rejected.
  - F. If the request meets all previous conditions and the student has already studied the external course and received a grade of "C" or lower, the request is rejected.
  - G. If the request meets all conditions, it is approved.
  - H. Fill out the equivalency form, including the student's information and details for each course requested for equivalency.
  - I. The form must be approved by the equivalency coordinator in the department and the head of the equivalency committee in the college.

- J. The equivalency request must be decided within seven working days from the date of submission.
3. Collect performance indicator values related to equivalency coordination (if any).
4. Write the annual achievement report for coordinating equivalencies and submit it to the program manager and get it approved by the department.

## 8.22. PROCEDURAL GUIDE FOR COMMUNITY SERVICE

### COORDINATOR

#### 1. Annual Planning:

- Create a comprehensive plan for community service activities and programs annually.
- Publish the community service plan for each semester.
- Distribute the approved community service model from the Community Service Unit to members, guiding them to complete it with the necessary data and attach supporting evidence.

#### 2. Data Management:

- Review the completed forms submitted by members and get them approved by the department's community service coordinator.
- Record the data of members, including name, ID number, department, program, and details of the community service provided (type, subject, number of hours, and period).
- Send the approved form by the coordinator to the department for stamping and final approval.
- Submit the finalized form and data to the Community Service Unit for review and inclusion in the unit's database and register it on the Volunteer Work Platform (<https://nvg.gov.sa/>).
- Follow up with the Community Service Unit to ensure all community service activities are registered on the platform.

#### 3. Tracking Participants:

- Track the number of students participating in community service activities.

#### 4. Reporting:

- Collect all necessary data regarding community service activities carried out throughout the year.

- Provide a comprehensive summary of all community service activities, including the number of participants (members and students), types of activities, achievements, and beneficiaries.
- Provide insights on the effectiveness of community service initiatives, identifying strengths and weaknesses.
- Propose recommendations to improve future community service efforts.
- Develop a plan for enhancing community service activities and submit it to the department head.

5. Annual Report Preparation:

- Participate in preparing the department's annual report, highlighting the committee's work and achievements.
- Participate in preparing the annual College Journal “Pixels”, and include all the achievements related to the Department

6. Ongoing Tasks:

- Conduct regular follow-ups with faculty members to encourage their participation in community service activities.
- Encourage students to participate in community service initiatives.
- Receive, review, and document forms related to community service activities.

## 8.23. PROCEDURAL GUIDE FOR THE E-CONTENT COORDINATOR

1. Develop an annual executive plan and get it approved by the department.
2. At the beginning of each academic year, collect the necessary content for updating the department's website in both Arabic and English, such as information on faculty members, department programs, and study plans.
3. Collect content that is not tied to specific timelines, such as news and events, to be updated in both Arabic and English.
4. Verify that all content intended for upload to the department's website is accurate and adheres to the applicable regulations and guidelines.
5. Regularly check the uploaded content across all sections of the website and update it if any errors are found or if any changes occur.
6. Periodically review and update the guidelines for publishing electronic content and announce them to ensure compliance during content publication.
7. Submit regular reports to the relevant authorities detailing the updates made to the website.
8. The coordinator must attend committee meetings, organized by program managers or department heads, to review the progress.
9. Gather relevant performance indicators (if applicable).
10. Forward the collected performance indicators for the programs (if applicable) to the program manager for submission to the Surveys and Performance Indicators Committee.
11. Write the committee's annual achievement report and submit it to the program manager for approval by the department.

## 8.24. PROCEDURAL GUIDE FOR THE ACADEMIC SCHEDULING

### COORDINATOR

1. Contribute in Developing and Approving the College's committee Annual Plan:  
The committee begins by creating a detailed plan outlining its goals and activities for the upcoming year. This plan specifies the objectives and methods for achieving them.
2. Manage Course Sections:
  - a. Collaborate with the Student Affairs Coordinator to track the opening and closing of course sections.
  - b. Adjust and update course schedules in the system.
  - c. Effectively communicate with the Student Affairs Coordinator to ensure smooth student registration as requested.
3. Monitor and Allocate Teaching Loads for Faculty Members:
  - a. Plan for the upcoming semester by determining the number of sections required for each level and course (active and inactive) in coordination with Academic Affairs.
  - b. Ensure continuity of course offerings from the previous semester, particularly for elective courses.
  - c. Obtain the teaching load distribution for faculty members from the Vice Dean of Academic Affairs and the department head.
  - d. Maintain communication with other departments to optimize the distribution of teaching loads for faculty members.
4. Develop the Schedule:
  - a. Add new instructors (if necessary).
  - b. Add new course sections (if necessary).
  - c. Create comprehensive schedules for departments (levels, courses, faculty members, rooms), based on department needs and faculty teaching loads.
  - d. Verify that the program schedule aligns with the curriculum.
  - e. Remove unused open sections.

- f. Utilize effective scheduling tools to streamline the process.
  - g. Ensure compliance with the college and registration office's scheduling rules during lesson distribution.
5. Coordinate Between Departments:
  - a. Collaborate with other departments within the college and coordinators of shared courses.
  - b. Monitor and share information about CS course schedules in other colleges.
  - c. Facilitate interdepartmental cooperation for a unified scheduling system.
6. Attend Committee Meetings:
  - a. Ensure the committee is represented at department and college-level meetings held by program directors or department heads.
  - b. The committee chair or a designated member must attend these meetings.
7. Prepare the Annual Committee Report:
  - a. Contribute in preparing an annual report summarizing the committee's activities and achievements.
  - b. Submit the report to the vice dean for approval and administrative endorsement.

## 8.25. PROCEDURAL GUIDE FOR THE LABS AND TECHNICAL SUPPORT COMMITTEE

1. Developing the annual executive plan by the committee chair and obtaining approval from the department.
2. Coordinating with the Labs and Classrooms unit at the beginning of the semester regarding loading and installing required software for new courses in the department.
3. Supervising specialized laboratories in the department and managing requests for installing new software and equipment.
4. Collaborating with the Labs and Classrooms unit to discuss and establish cooperative guidelines for safe laboratory use, including safety procedures. Then, distributing these protocols to department members and ensuring strict compliance with the specified safety measures.
5. Monitoring the condition of laboratories in the department and protecting equipment from potential damage or theft.
6. Conducting regular inspections of all computer devices in department laboratories by the Labs and Classrooms unit (technical team), which inspects computer devices and reports technical issues. A copy of the ticket numbers is sent to the laboratory coordinator to ensure that all systems are functioning properly and students face no difficulties.
7. Completing standards or forms required by the accreditation unit for the laboratory committee's task.
8. Gathering basic requirements to be completed before final practical exams, including tasks such as software installation and file deletion, and submitting them to the committee chair and the CS team leader.
9. Attending the committee meeting to discuss the development plan.
10. Participating in preparing the annual report for the Labs and Classrooms unit, documenting achievements, and identifying challenges.

11. Attending meetings by the committee chair or a designated member for follow-up meetings held by program directors/departments.
12. Collecting performance indicators specific to the committee.
13. Writing the committee's annual achievement report and submitting it to the program manager for department approval.

## 8.26. PROCEDURAL GUIDE FOR THE INTERNSHIP COMMITTEE

1. Preparation of the annual executive plan for the committee and its approval by the department.
2. Fulfillment of any criteria, requirements, or forms related to field training required by the college accreditations.
3. Preparation and updating of department-specific forms and contribution to unifying and updating the forms used across the college as necessary.
4. Collaboration and communication with the Internship Unit, the department, the educational affairs coordinator, the academic advisors, the graduate's unit, and partnership management regarding cooperative training.
5. Responding to inquiries received by the department and the college's Internship Unit related to cooperative training and related topics.
6. Representation of the department and the college in meetings related to Internship that directly involve the committee.
7. Attendance of the committee chairperson or a delegated member at follow-up meetings of the committees, which are convened by the program/department directors and are called for by the committee chairperson.
8. Collection of performance indicators specific to the committee (if available).
9. Submission of performance indicator values assigned to the committee (if available) to the program manager for forwarding to the Surveys and Performance Indicators Committee at the department.
10. Preparation of periodic and annual reports for Internship, approving it by the department, and submitting it to the Internship Unit.
11. Preparation of the annual achievement report for the committee, submission to the program manager, and approval by the department.

## 8.27. PROCEDURAL GUIDE FOR THE ALUMNI COORDINATOR

1. Develop the annual executive plan for the committee and get it approved by the department.
2. Review the lists of expected graduates sent by the Deanship of Admission and Registration each semester.
3. Compile the workshops and training opportunities sent to the students.
4. Attend meetings by the committee chair or a representative from the committee members for follow-up meetings held by program directors/department.
5. Collect the performance indicator values related to the committee (if any).
6. Submit the performance indicator values for the programs the committee collects (if any) to the program director for forwarding to the department's Survey and Performance Indicators Committee.
7. Write the annual achievement report for the committee and submit it to the program manger for department approval.

## 8.28. THE PROCEDURAL GUIDE FOR THE SCIENTIFIC COMMITTEE

1. Develop the annual execution plan for the committee and get it approved by the department.
2. Procedural Guide for Promotion
  - a. Receive promotion requests in the department by sending a request to the committee via the designated promotions email to study the file of the member applying for promotion in the department before submitting the request to the department and college council.
  - b. The committee reviews the submitted promotion request in accordance with the university's rules and regulations.
  - c. Review the file of the member applying for promotion and ensure that all required documents are attached and arranged correctly.
  - d. Communicate with the member applying for promotion and provide advice if the file is missing any documents or needs any modifications.
  - e. Suggest names of reviewers by the head of the department, as the head of the department is a member of the committee.
  - f. Submit the file to the department council after it has been reviewed by the
  - g. Track promotions by updating the member promotions database.
  - h. Suggest names of reviewers by committee members and update the proposed reviewer's database.
  - i. Provide advice to any member who wishes to apply for promotion and has
  - j. Determine the dates for receiving promotion requests in the department and the closing dates.
3. Procedural Guide for Excellence rewards
  - a. Compile requests submitted to the department's head from the Faculty via their account on the university's electronic services portal.
  - b. Ensure that the same research has not been previously submitted in past periods.
  - c. Verify the journal's classification based on the average JIF value.

- d. Confirm the academic degree of the applicant at the time of research publication.
  - e. Audit the entered data against the Clarivate Web of Science database and the journal.
  - f. Ensure that all submitted documents by the member are complete.
  - g. Verify receipt of the complete published research.
  - h. Gather all supporting documents for other practical outcomes (required proof and evidence for verification, details of the granting entity, grant document, the applicant's Google Scholar link).
  - i. Forward complete and eligible requests to the department council.
4. Procedural Guide for Postgraduate Thesis
- a. Review and evaluate the research proposals submitted by postgraduate students to ensure their alignment with the program's academic and research standards.
  - b. Verify that the research objectives, methodology, and expected outcomes are clearly defined and achievable.
  - c. Ensure that the proposed research addresses relevant academic, scientific, or societal issues within the discipline.
  - d. Examine the quality and completeness of the students' manuscripts to ensure they meet the academic and formatting requirements.
  - e. Check for originality, coherence, and adherence to ethical standards, including proper citation and avoidance of plagiarism.
  - f. Verify that the student has fulfilled all necessary requirements by the Deanship of higher Study and Scientific Research, before approving the application for discussion.
  - g. Confirm that all required forms, approvals, and documentation are submitted and properly completed.
  - h. Ensure that the manuscript is in its final form and ready for defense or discussion.

- i. Confirm that the student has adhered to the timeline and any additional requirements specified by the department or program.
5. Attend meetings by the head of the committee or their representative from the committee members for follow-up meetings held by program/department
6. Collect performance indicator values related to the committee (if any).
7. Submit the performance indicator values for programs assigned to the committee (if any) to the program manager to pass on to the Surveys and Performance Indicators Committee.
8. Write the annual achievement report for the committee and submit it to the program manager and get it approved by the department.

## 8.29. PROCEDURAL GUIDE FOR THE GRADUATION PROJECTS

### COMMITTEE

1. Develop and approve the committee's annual executive plan by the department.
2. Compile the expected number of males and females' students to register for Final Year Project Phase 1 before the start of the semester, ensuring the accuracy of the count. In the seventh week, a registration form is disseminated to students interested in registering for Graduation Project 1 for the upcoming semester. The announcement includes a form for students interested in registering as a group, along with the requirements for registration. Registration ends in the tenth week, followed by sorting and compiling the forms into groups on a single list after verifying each student's status, especially regarding the completed credit hours (not less than 100). The Projects Coordinator sends the list of students interested in registering to the Student Affairs Office, who then automatically register the students. At the beginning of the new semester, the registration list is received from the Student Affairs Office, reviewed, and allowed for modifications until the end of the first week, with the final list announced to the students by the end of that week.
3. Communicate with supervisors to request proposed topics and provide them with information regarding competitions and events related to graduation projects before the start of the semester. This is done by sending an email with all the details to the approved supervisors' list.
4. Provide all supervisors, both internal and external, with the graduation projects guide and related forms, ensuring their compliance. This is done at the beginning of each semester by sending an email with all the details to the approved supervisors' list.
5. Standardize the templates used for project presentations, discussion schedules, reports, etc., and remind coordinators and supervisors to adhere to them. The Committee Chair periodically reviews the templates at the beginning of each semester and then sends an email containing all the project-related templates.

6. Coordinate with companies to guide students at the beginning of the semester on proper research methods and to organize relevant lectures or workshops. This is done by studying recommendations from graduation project supervisors in this regard.
7. Activate the use of the plagiarism detection program available on Blackboard and remind students of the importance of avoiding plagiarism. This is done by requesting the submission of the plagiarism report from Blackboard, and no project exceeding 20% similarity is accepted.
8. Compile project proposals submitted by faculty members, organize them, and arrange the necessary meetings for discussion and approval. The Committee Chair sends a link to compile project proposals, which are then reviewed by committee members. After necessary decisions are made, supervisors are informed of the required actions.
9. Present a list of proposed topics and supervisors' names to the students, along with all relevant contact information for communication with supervisors and addressing students' inquiries. Accepted proposals are announced, and groups can negotiate with supervisors within a specified period before automatic reservation opens. Automatic reservation is opened, and the timing is announced to students one day in advance to ensure their readiness. Booking is done on a first-come, first-served basis, and if there are any topics not selected at all, they are randomly distributed to groups that have not booked or have booked all the topics selected by other groups.
10. Registering students in groups, with each group consisting of not less than 2 and no more than 6 students, subject to the decision of the department chair, with special cases studied and resolved in coordination with the department chair and academic supervisors. The department may determine the appropriate number of students in each group in exceptional cases.

11. Announcing the final lists of students' and supervisors' names after approval and verification, along with the necessary details for discussion committees and communication.
12. Creating the discussion schedule for Phase 1 (FYP1 Presentation) and announcing it to supervisors and students, ensuring its suitability for everyone. The Committee Coordinator sends it to the Committee Chair and the department, then disseminated to members and students.
13. Receiving all project requirements and necessary forms, including evaluation forms for students by the coordinator, and delivering them to supervisors and examiners, each as appropriate.
14. Creating the final discussion schedule for Phase 2 (FYP2 Presentations) and announcing it to supervisors, examiners, and students. An email with all the details is sent out.
15. Following up with the department chair to encourage faculty members' participation and attendance in the discussions on the day of the presentation.
16. Representing the department in all meetings related to graduation projects or other relevant matters directly related to the Graduation Projects Committee.
17. Responding to all inquiries received by the department regarding graduation projects and related topics.
18. Reviewing and proofreading all directives and procedures issued by the committee, ensuring they are free of errors.
19. Conducting committee meetings at least four times during the semester and documenting the minutes according to the attached template. The purpose of each meeting is specified and documented in a signed minute by all committee members.
20. Filling out any criteria, requirements, or forms related to the committee's work required by the department and collaborating with the department's quality committees and all relevant parties within the department and college in this regard, ensuring that the submitted forms are accurate and complete with all data.

21. Continuously updating the Graduation Projects Guide and ensuring that it contains all necessary data, updating it according to any developments.
22. Undertaking any other tasks assigned by the department in projects and directly related areas.
23. Attending meetings by the committee chair or a designated member for follow-up meetings held by program directors/departments.
24. Collecting performance indicators specific to the committee (if any).
25. Submitting the performance indicators of the programs collected by the committee (if available) to the program manager for forwarding to the department's Surveys and Performance Indicators Committee.
26. Writing the annual achievement report of the committee and submitting it to the program manager for approval by the department.

### 8.30. PROCEDURAL GUIDE FOR THE HIGHER EDUCATION COMMITTEE

1. Develop and approve the committee's annual executive plan by the department.
2. Schedule and conduct regular meetings with postgraduate students to monitor their academic progress, address concerns, and provide guidance.
3. Review and evaluate postgraduate applications to ensure they meet departmental admission criteria, including academic qualifications and required documents.
4. Ensure the effective implementation of departmental policies related to postgraduate studies, including thesis, dissertation, and project guidelines.
5. Evaluate and approve research proposals, theses, and projects to maintain academic rigor and alignment with program objectives.
6. Provide academic advice to postgraduate students regarding research direction, topic selection, methodology, and other academic matters.
7. Monitor the progress of postgraduate students to ensure they meet milestones and deadlines set by the department.
8. Organize and facilitate research workshops, seminars, and discussions to promote innovation and collaboration among postgraduate students.
9. Encourage student participation in conferences and research competitions to enhance their academic and professional development.
10. Assist the department head with tasks related to postgraduate studies, such as compiling reports and addressing specific issues.
11. Perform additional tasks or responsibilities assigned within the committee's scope of specialization.
12. Prepare periodic reports on committee activities, including admissions, student progress, and research outcomes.
13. Provide recommendations and feedback to the department head and faculty to improve postgraduate education and research quality.
14. Attending meetings by the committee chair or a designated member for follow-up meetings held by program directors/departments.

15. Collecting performance indicators specific to the committee (if any).
16. Submitting the performance indicators of the programs collected by the committee (if available) to the program manager for forwarding to the department's Surveys and Performance Indicators Committee.
17. Writing the annual achievement report of the committee and submitting it to the program manager for approval by the department.

### 8.31. PROCEDURAL GUIDE FOR THE EVENTS AND ACTIVITIES COORDINATOR

1. Contribute on the development and approval the Events and Activities Unit's annual executive plan.
2. Collaborate with the Events and Activities Unit to coordinate the department's participation in college-wide events, ensuring alignment with the college's vision and objectives.
3. Plan, organize, and oversee departmental events, including workshops, student activities, competitions, and exhibitions, to engage students and faculty.
4. Coordinate the department's involvement in scientific conferences, seminars, and other academic forums by collaborating with faculty members to develop agendas, secure speakers, and promote the events.
5. Work with the Alumni Coordinator to plan and execute alumni-specific events such as networking opportunities, reunions, and professional development activities to foster alumni engagement with the department and current students.
6. Collaborate with the Academic Advising Committee to organize events and workshops focused on academic advising, supporting initiatives that guide students in course selection, career planning, and academic success strategies.
7. Facilitate activities that enhance the department's connection with the local community through outreach programs, volunteer events, and partnerships with external organizations.
8. Secure resources and venues in collaboration with the college and department to ensure smooth execution of events.
9. Manage the availability of technical equipment, promotional materials, and other logistics to guarantee successful event implementation.
10. Actively involve students in the planning and execution of events, promoting leadership skills and collaborative efforts.
11. Encourage student participation in scientific and academic activities both within and outside the university.

12. Maintain comprehensive records of all events, including attendance, outcomes, and feedback, to evaluate their success and suggest improvements for future events.
13. Prepare detailed reports summarizing event performance for the department and college leadership.
14. Identify and implement innovative event ideas that showcase the department's achievements and foster a culture of academic excellence and innovation.
15. Perform any additional tasks assigned within the field of specialization to support departmental objectives.
16. Collecting performance indicators specific to the committee (if any).
17. Submitting the performance indicators of the programs collected by the committee (if available) to the program manager for forwarding to the department's Surveys and Performance Indicators Committee.

## 9. REFERENCES:

- [1] Qassim University, Deanship of Development and Quality, Faculty handbook, [[link](#)]
- [2] Qassim University, Deanship of Development and Quality, Employee handbook [[link](#)]
- [3] Princess Nourah University, College of Computer and information, Bachelor of Information Technology, Organizational and Procedural Guide for Administrative Tasks in the Information Technology Department [[link](#)]

