Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
Collage of Science in Zulfi
Department of Computer Science & Information

College of Science

جامعة المجمعة
Majmaah University

CSI Program Action Plan Table   (Department)

1435-1436 H

List what actions have been taken to improve the program (based on previous CR, surveys, independent opinion, or course evaluation).

Recommendation	Intended Action Points and Process	Start Date	Completion Date	Person Responsible
1. Revision of the basic knowledge related to programming and mathematics at the start of the semester.	Two weeks revision of Programming and Mathematics courses should be conducted. This includes Programming 1, Programming 2, Visual Programming, Data Structure and all Mathematics Courses.	The first two weeks of the second term 1436 H	The beginning of the third week of the second term 1436	Related Courses' Staff
2. Review of the previous lecture at the beginning of each lecture.	Pursuing the faculty during the department meeting to adopt this action.	during the first dept. meeting of the second term 1436 H	the end of second term 1436 H	Program coordinator
3. Develop cognitive skills for programming courses.	Initiating competition among students, which include some cognitive skills such as programming, analytical and mathematical intelligence.	After the first midterm exam 1436 H	Before the second midterm exam 1436 H	Competition coordinator
4. Improve Communication skills.	• Forming working groups and creating effective workshops in each course. • Assigning the students to prepare at least two presentations in each course. • Increase the number of student trips to at least two per year.	The beginning of the second semester 1436 H	Before the final exam 1436 H	faculty and trip coordinator
5. Improve the quality of the Exam contents.	Arranging quality exam workshop for all faculty members	After the second midterm exam 1436 H	Before the final exam 1436 H	Exam evaluation committee

Recommendation	Intended Action Points and Process	Start Date	Completion Date	Person Responsible
6. Improve the Graduation projects such that it should contain modern technological aspects related to society.	• Preparing a list of proposals for graduation projects related to society and discussing it during the department meetings to approve the best. • The students can choose a proposal that satisfies their tendencies and abilities from this list.	at the beginning of the second term	during the second term 1436 H	Project coordinator
7. Pursuing the students to attend their lectures on time.	• Explaining the importance of attending a full lecture. • Building the concept of punctuality	at the beginning of the second term	during the second term 1436 H	Course Staff
8. Improving the lab outcomes.	• Assigning a teaching assistant to the lab course. • Providing the mandatory licensed software to the students. • Establishing a training protocols with famous software providers like ORACLE and CISCO	at the beginning of the next term	at the end of the next term 1437 H	Department
9. Ensure that all courses codes follow the approved plan	Report of all changes should be prepared and shared with faculty.	at the beginning of the second term	The end of second term 1436 H	Planning and Decisions Committee

10. **Bridging the gap between labor market and the courses.**	• **Providing the students with more practical implementation and case studies to cover that gap.** • **Link graduation projects with labor market.** • **Selection of graduation projects so keep pace with developments in the labor market.** • **Field training for students.** • **Taking employers opinion on the development of courses.** • **Establishment of Cisco Lab (Cisco Academy) at the department and conducting CCNA training courses .** • **Establishment of embedded systems lab and conducting Embedded Systems.** • **Establishment of advanced digital logic systems lab and conducting Advanced Logic Design training courses.** • **Establishment of cooperation protocols to benefit from the academic services provided by Microsoft and Oracle, and conducting training courses related to software systems and database management systems.**	**at the beginning of the second term**	**at the end of the next term 1437 H**	**Department**
11. **Information related to the scientific research equipment and facilities should be circulated to faculty and students in the program.**	Contact the authorities to obtain information	**at the beginning of each semester**	**during the second term 1436 H**	Head of department
12. The establishment of specialized labs such Cloud, robotics and BigData labs	• **Preparing a feasibility report** • **Approval from the Dean**	**at the beginning of the second term**	**during the second term 1436 H**	Head of department

Time Table for Action Plan of

Computer Science and Information Department

From 4/1436 To 1/1437

N	Action Plan	4/1436H				5/1436H				6/1436H				7/1436H				8/1436H				10/1436H				11/1436H				12/1436H				1/1437H			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Two weeks revision of Programming and Mathematics courses should be conducted. This includes Programming 1, Programming 2, Visual Programming, Data Structure and all Mathematics Courses.	▓	▓	▓																																	
2	Pursuing the faculty during the department meeting to adopt this action.						▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓																
3	Initiating competition among students, which include some cognitive skills such as programming, analytical and mathematical intelligence.									▓	▓	▓																									
4	• Forming working groups and creating effective workshops in each course. • Assigning the students to prepare at least two presentations in each course. • Increase the number of student trips to at least two per year.	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓																				
5	Arranging quality exam workshop for all faculty members													▓	▓	▓	▓																				
6	• Preparing a list of proposals for graduation projects related to	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓																				

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	- Establishment of Cisco Lab (Cisco Academy) at the department and conducting CCNA training courses . - Establishment of embedded systems lab and conducting Embedded Systems. - Establishment of advanced digital logic systems lab and conducting Advanced Logic Design training courses. - Establishment of cooperation protocols to benefit from the academic services provided by Microsoft and Oracle, and conducting training courses related to software systems and database management systems.	
11	Contact the authorities to obtain information	
12	- Preparing a feasibility report - Approval from the Dean	

CSI Program Action Plan Table (College)

1435-1436 H

List what actions have been taken to improve the program (based on previous CR, surveys, independent opinion, or course evaluation).

Recommendation	Intended Action Points and Process	Start Date	Completion Date	Person Responsible
1. Improve programming, communication, mathematical, English language and analytical skills of the students.	Arranging additional concerned crash courses	at the beginning of the second term	Before the final exam 1436 H	College training unit
2. Ensure that all courses codes follow the approved plan	Approve course codes report of the department	at the beginning of the second term	the end of second term 1436 H	Vice Deanship for Student Affairs
3. Clarify the vision, mission, goals and objectives for staff, students and other stakeholders, and make them familiar with any changes occur.	Preparing and distributing brochures, arranging workshops, and communicate via the official website and other means. Encourage all students and staff to effectively participate annually job fairs.	at the beginning of the second term	the end of second term 1436 H	Graduate Unit
4. Ensure the effective participation of staff in Quality improvement.	Declare the strategic improvement plan to all staff members. Organizing staff members into quality assurance improvement	at the beginning of the second term	the end of second term 1436 H	Vice dean of Quality Assurance

	groups. **Afford quality assurance educational workshops to staff members.** **Enthusiast staff members to participate in quality improvement plans assurance educational workshops for all staff members.**			
5. **Standards should be regularly evaluated by independent third parties.**	**Professional communication with Deanship of Quality Assurance to follow the new quality regulations.** **Build the strategic plan according to the report of benchmark.**	**at the beginning of the second term**	**the end of second term 1436 H**	**Dean of faculty**
6. **Upgrade the department equipments and labs as and when required.**	**Upgrade Lab's equipment according to the latest strategic plan of peer international departments.**	**at the beginning of the second term**	**the end of second term 1436 H**	**Dean of faculty**
7. **A balance in the number of teaching staff should be considered among specialized groups in the department.**	**Determine the specialties needs before recruitment.** **Allowing faculty members to attend international conferences to present their research.**	**at the beginning of the second term**	**the end of second term 1436 H**	**Dean of faculty**
8. **Number of Demonstrators should be increased**	**Determine the appropriate number of demonstrators needed.**	**at the beginning of the second term**	**the end of second term 1436 H**	**Dean of faculty**
9. **Both the students and the staff-members should be familiar with the Appeal and grievance procedures.**	**Organize Forums and workshops for students and staff**	**at the beginning of the second term**	**the end of second term 1436 H**	**Dean of faculty**
10. **Provide the department with the latest version of equipment needed to fulfill the objectives of the program**	**Provide the Administration with the equipment requirements.**	**at the beginning of the second term**	**at the end of the next term 1437 H**	**Dean of faculty**

11. Provide effective support to the staff members and students	The technical support from the university should be available to staff members and students. The competent authority should be provided with the feedback on the performance for improving their services.	at the beginning of the second term	the end of second term 1436 H	Dean of faculty
12. The Computer Science and Information Program should improve communication between the Program mission and its surrounding community.	To have an effective alumni program.	at the beginning of the second term	the end of second term 1436 H	Dean of faculty
13. The Computer Science and Information Program should organize educational and training programs for the community	To work clearly with the local society of the city to determine the needs of the community.	at the beginning of the second term	the end of second term 1436 H	Dean of faculty
14. Recruiting qualified supporting staff	Establishment of a committee which is responsible to look into the recruitment policies and to ensure the recruitment of relevant and competent staff	at the beginning of the second term	the end of second term 1436 H	Dean of faculty
15. Enhancing the safety and security facilities at the department.	Ensuring the availability of First Aid at the University's facilities. Security is augmented by the presence of security staff round the clock	at the beginning of the second term	the end of second term 1436 H	Dean of faculty

Time Table for Action Plan of

Computer Science and Information Department

From 4/1436 To 1/1437

N	Action Plan	4/1436H				5/1436H				6/1436H				7/1436H				8/1436H				10/1436H				11/1436H				12/1436H				1/1437H			
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1	Arranging additional concerned crash courses	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦																				
2	Approve course codes report of the department	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦																
3	Preparing and distributing brochures, arranging workshops, and communicate via the official website and other means. Encourage all students and staff to effectively participate annually job fairs.	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦																
4	Declare the strategic improvement plan to all staff members. Organizing staff members into quality assurance improvement groups. Afford quality assurance educational workshops to staff members. Enthusiast staff members to participate in quality improvement	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦																

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