

# EE Department

## Department Committees

### Detailed Operational Plan 2015/16 (based on the Strategic Plan 2015-19)

#### 1. Committees & Coordinators

Committee		Responsibilities	Coordinator
Academic Accreditation Committee	(AAC)	<ul style="list-style-type: none"><li>○ Supervising the quality process in the department</li><li>○ Preparing the EE program for Accreditation</li></ul>	Dr. Abdullah Almuhaishin
Assessment and Evaluation Committee	(AEC)	<ul style="list-style-type: none"><li>○ Provide feedback based on collected and analyzed data to improve the effectiveness of the EE program.</li><li>○ Create Database</li><li>○ Collects and analyze data</li></ul>	Dr. Abdel Rahman Al-Qawasmi
Bridging Program	(BP)	<ul style="list-style-type: none"><li>○ Administration of the bridging program</li></ul>	Dr. Ahmed Galal Abo-Khalil
Department Service Committee	(DSC)	<ul style="list-style-type: none"><li>○ Department Annual Report</li><li>○ Supporting Department activities</li><li>○ Administrative Communication</li><li>○ Archiving and organizing</li></ul>	Dr. Yazeed Qasaymeh
Engineering Practice Committee	(EPC)	<ul style="list-style-type: none"><li>○ Supervise the summer training seminar and reports.</li></ul>	Dr. Fathi Khallel
Examination Committee	(EC)	<ul style="list-style-type: none"><li>○ To organize the examination work</li></ul>	Dr. Yazeed Qasaymeh
Graduate Program Committee	(GPC)	<ul style="list-style-type: none"><li>○ Establishing and Developing Graduate Programs</li></ul>	Dr. Praveen
Interviewing Committee	(IC)	<ul style="list-style-type: none"><li>○ Reviewing Applicant's documentation.</li></ul>	Dr. Abdullah Almuhaishin

<b>Lab Developments Committee</b>	(LDC)	<ul style="list-style-type: none"> <li>○ Developing EE labs.</li> <li>○ Operation, Maintenance and Safety of Labs</li> </ul>	Dr. Siva Murugan
<b>Quality Committee</b>	(QC)	<ul style="list-style-type: none"> <li>○ Dissemination of quality culture.</li> <li>○ Improving academic performance in accordance with Faculty and University strategic plans.</li> <li>○ Supporting the EE program to achieve national (NCAAA) and international program accreditation.</li> </ul>	Dr. Abdullah Al-Ahmadi
<b>Research Committee</b>	(RC)	<ul style="list-style-type: none"> <li>○ To enhance the educational activities and to support the researchers.</li> </ul>	Dr. Siva Murugan
<b>Scheduling Program Committee</b>	(SPC)	<ul style="list-style-type: none"> <li>○ Planning Course Scheduling</li> <li>○ Major Exams Coordination</li> </ul>	Dr. Ahmed Galal Abo-Khalil
<b>Senior Design Committee</b>	(SDC)	<ul style="list-style-type: none"> <li>○ Coordinator for all senior project activities</li> </ul>	Dr. Ahmad Bilal
<b>Strategic Planning Committee</b>	(SPC)	<ul style="list-style-type: none"> <li>○ Proposing a strategic plan for the department.</li> <li>○ Proposing operational plans for the strategic plan.</li> <li>○ To provide direction and counsel to the EE department.</li> </ul>	Dr. Abdullah Almuhausen
<b>Teaching Quality Assurance Committee</b>	(TQAC)	<ul style="list-style-type: none"> <li>○ To provide a comprehensive framework for the enhancement and evaluation of the teaching, learning quality and assessment process in the EE department</li> </ul>	Dr. El Manaa Barhoumi
<b>Undergraduate Coordination Committee</b>	(UCC)	<ul style="list-style-type: none"> <li>○ Academic Advising</li> <li>○ Monitoring undergraduate student progress</li> <li>○ Undergraduate student petitions</li> </ul>	Dr. Ahmed Galal Abo-Khalil
<b>Undergraduate Program Committee</b>	(UPC)	<ul style="list-style-type: none"> <li>○ Supervising all aspects of program development and delivery.</li> <li>○ Development of undergraduate programs and structure.</li> </ul>	Dr. Abdel Rahman Al-Qawasmi
<b>Undergraduate Research &amp; Assistance Committee</b>	(URC)	<ul style="list-style-type: none"> <li>○ Support student research in elective courses, senior design and micro projects.</li> <li>○ Induction, seminars and training courses for student</li> </ul>	Dr. Praveen
<b>Web Administration Committee</b>	(WAC)	<ul style="list-style-type: none"> <li>○ Administration of EE websites and virtual server.</li> <li>○ Encourage faculty website development for learning.</li> </ul>	Eng. Hussam Habibeh

## 2. Detailed Operational Plan

### Academic Accreditation Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Discussion of the mission by board of advisors	FS	SS	Discussion of the mission by board of advisors.	Feedback by board of advisors about the mission.
	Set an external benchmark	FS	SS	Defined external benchmark	All KPIs of the program have external benchmark
2	Preparing a quality work supervision plan	W1 1st Semester	W8 1st semester	Percentage of Completing the plan	100%
	Organizing meetings with EE committees	W9 1st Semester	W14 2nd Semester	Number of meetings to number of committees	1:1
	Cooperation with QC to write the SSR	W1 1st Semester	W14 2nd Semester	Percentage of achievement d of SSR	100%

### Assessment and Evaluation Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Assessment and evaluation of all reports and surveys	1st Semester	End of year	Overall assessment and evaluation on academic programs	All reports, surveys are assessed and evaluated.
2	Analyzing Annual Program Report	W4	W6	Assessment, Analysis and Recommend	Annual Program Report Assessment, Analysis and recommendation.

3	Analyzing Course Experience	W6	W7	Assessment, Analysis and Recommend	Course Experience Assessment, Analysis and recommendation.
4	Analyzing Program Surveys	W7	W8	Assessment, Analysis and Recommend	Program surveys Assessment, Analysis and recommendation.

### Department Service Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Inform faculty members about regulations and guidelines	W1 FS	W1 SS	Number of presentations about regulations for faculty members	One presentation every semester
	Inform students about regulations and guidelines	W1 FS	W1 SS	Distribution of Hard copy version of regulations sent to students. Student Meeting event with faculty members and HOD	A booklet of regulation for each new student. A hard copy “one page” of most important regulations for all EE students
2	Collecting addresses of work and make a communication with graduates	W1FS	W1SS	Number of graduates	Communicate with 30% of graduates.
3	Investigate projects that support community W1 W6	W1FS	W6FS	Number of projects to serve the community	Two projects or activities to serve the community
4	Contact Alumni	<b>W0FS</b>	<b>W14FS</b>	Feedback from alumni	Communicate with more than 10 Alumni

## Engineering Practice Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	A workshop “Engineering Practice importance and Regulations 1+2”	W3 FS	W3 SS	Number of students attended and results of questionnaire	100%
2	Make announcement for all students to submit their progress, final and technical reports	3 <sup>rd</sup> week of first semester	5 <sup>th</sup> week FS	Percentage of submitted final and technical reports within the specified time	100%
3	Check the signatures and stamps in all students report beside the level of their technical report	6 <sup>th</sup> week FS	7 <sup>th</sup> week FS	Percentage of checked reports	100%
4	Make a list of the required action from the students to accept their documents	7 <sup>th</sup> week FS	7 <sup>th</sup> week FS	Prepared list	100%
5	Receiving and completing the students documents	8 <sup>th</sup> week FS	8 <sup>th</sup> week FS		
6	Forming the oral presentation committee	10 <sup>th</sup> week FS	-		
7	The examiners check the quality of training in the companies and the level of practical training that each student obtained	1 <sup>4th</sup> week FS	-		
8	Orientation (new students)	3 <sup>rd</sup> week of second semester	-		
9	Registration (new students)	5 <sup>th</sup> week SS	-		
10	Contacting the companies (new students)	6 <sup>th</sup> week SS	-		
11	Completing the training forms (new students)	Week 10 to 14 SS	-		

### Graduate Program Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Proposing a graduate program	W1 1st Semester	W8 2nd Semester	Number of Master Degree Programs	A proposed Master Degree Program

### Interviewing Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Studying more applicants	W1/FS	W15/SS	Number of enrolled students each semester.	Increase of 13% each year to reach 65% increase by the end of the 2019.
2	documentation	W1 SS	W14SS	Percentage of associate and professors	40%

### Lab Developments Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Participating of technician in special programs to enhance their practical performance	W1/FS	W1/SS	Performance of technicians by the end of each semester	100% of technicians are trained for the labs and are able to support TA.
	Creating a procedure to organize work of technicians and to define their main responsibilities	W1/FS	W1/FS	Performance of technicians by the end of each semester	

2	Creating data base for each lab	W1/FS	W1/SS	Students Course Surveys feedback	3 out of 4
	Organizing a presentation “ <b>Development of EE Labs</b> ”	W6/FS	W6/SS	Percentage of Labs Developed	40%
3	<b>Reviewing lab experiment manual to be sure that its matched with course syllabi</b>	<b>W1</b>	<b>W4</b>	<b>Updated version of experiments manual</b>	
4	<b>Preparing a list with any required equipment's for lab upgrading</b>	<b>W5</b>	<b>W10</b>		
	<b>Lab readiness report</b>	<b>W1</b>	<b>W1</b>	<b>Lab readiness report</b>	
5	<b>Hanging lab time table</b>	<b>W1</b>	<b>W1</b>		
6	<b>signing Lab safety and regulation from students</b>	<b>W1</b>	<b>W1</b>		
7	<b>Instructors and TA’s work closely with technicians in all experiments</b>	<b>W1</b>	<b>W16</b>	Technicians support to lab’s courses	

## Quality Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Writing Ethical Code	W2 SS	-	A percentage of A written ethical code document.	100%
	Analyzing course Experience and program surveys	W12 FS W12 SS	-	Ratio of developed and reviewed report to the total number of reports in the program.	80%
	Analyzing Annual Program and biannual course Reports and Writing feedback with suggestions	W17/SS	-		
2	Preparing a brochure or short handbook including main quality information needed for faculty members	W1-W14 First Semester		Percentage of completion of the course file	Two educational presentations each semester.
	Organizing A lecture “Why we need to be accredited?”	W8 First semester		percentage of instructors satisfied with lecture (A survey can be used for this purpose)	
	Request to publish the rules and regulation on the EE website	W8 First Semester		Statistical Report	
3	Organizing special meetings to analyze the internal feedback and writing a report and suggest action plan	W1 FS	W14 FS	A positive feedback from external reviewer that the EE programs are ready for NCAAA/ABET accreditation.	Achieve accreditation.
4	Writing SSR for 2015/16.	W1 SS	W17 SS	Percentage of Written SSR	Written SSR
5	Writing a quality time table for following the quality work in the department weekly	W0	W2	Completing the time table	100%
6	Making biannual meeting with committees coordinators to share information and determining quality work and needs of QC	One time every semester		Percentage of quality work achieved through the cooperation with other committees	90%



7	Encouraging committees to prepare their Annual report based on quality standards and rules	W10 FS W10 SS		The consistency of the reports with the standards and	
8	Update and completing the consistency matrices	4\10\2015- 29\10\2015		Percentage of completed forms	100%
9	<b>Compete the annual reports for 2 academic years</b>	<b>Week 2</b>		<b>Approval of Department Council</b>	

### Research Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Preparing proposal	W1FS	W14FS	Percentage of prepared proposal	100%
2	Organizing workshop <b>“How to write a good paper”.</b>	W8 FS		Ratio of faculty to publications	1:2
3	Organizing a workshop <b>“Important steps to be funded”</b>	W4 SS		Ratio of faculty members participated in conferences to the total number of faculty	1:5
4	Cooperate with AEC to establish database	FS	SS	Number of funded projects	1:2 funded research
5	Providing instructors with information about national and international research centers	W5 FS		percentage of research projects intended to solve society problems Number of papers published about solving society problems	
6	Organizing a visit to industrial or social place	During FS		percentage of research projects intended to	10% of projects

	to be familiar with their needs			solve society problems Number of papers published about solving society problems	consider communities' need.
7	Preparing a proposal for organizing a conferences	During FS			10% of projects consider communities' need.
8	Organizing a lecture to supervisors about "community needs"	W2 FS			consider communities' need.

### Senior Design Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Workshop on report writing	W5 FS	W6 FS	Number of students participated in the workshop	100%
		W5 SS	W6 SS	Percentage of the plagiarism in scientific work	Maximum 30% in each work
	Workshop "Understanding the senior design process"	W1 FS	W2 FS	Number of students attended	100%
2	Senior Design proposals for next semester accepted by SD committee will be presented in front of department council for approval	W10	-	Approval of qualified SD projects	100%
	Checking the plagiarism in the final reports of students	W14	-	Checking plagiarism	100%

	Organizing the final presentation with the supervisor and examiners	W15	W15	Date and time of the presentations	100%
3	<b>An action plan of the Senior Design Committee</b>	<b>16/08/2015</b>	<b>20/08/2015</b>		
4	Encourage supervisors and student in SD and micro-projects to consider community needs.	W9	W11	<b>Number of proposals for community needs</b>	
5	<b>Senior Design committee will evaluate the Proposed Senior Design projects</b>	<b>18/10/2015</b>	<b>22/10/2015</b>		
6	<b>Senior Design proposals accepted by SD committee will be presented in front of department council for approval</b>	<b>25/10/2015</b>	<b>29/10/2015</b>		
7	<b>Checking the plagiarism in the final reports of students</b>	<b>29/11/2015</b>	<b>03/12/2015</b>		
8	<b>Organizing the final presentation with the supervisor and examiners</b>	<b>06/12/2015</b>	<b>10/12/2015</b>		

### Strategic Planning Committee

N	Initiatives	Activities	Implementation Period		Performance Indicators	Target
			From	to		
1	Establishing Assessment and Evaluation Committee	Determining objectives, tasks and members	W1 FS	-	The percentage of achievements of operational plan	100%
2	Establishing Examination Committee					100%
3	Establishing Graduate Program Committee					100%
	Establishing Assessment and Evaluation Committee					

4	Preparing Strategic and operational Plans for 2015-2019	Analyzing and studying University and college operational plans			The percentage of achievements of strategic and operational plan	100
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### Teaching Quality Assurance Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	A workshop “ Teaching strategies and their effect on the performance of graduates”	W1/FS	W4/FS	The pass percentage	Increase of the student who completed the program up to 84% by 2019
	Following and encouraging the progress of using D2L system	WO/FS	WO/SS	Ratio of E-learning Courses and Number of instructors	1:1
2	Checking samples of assessment methods used by instructors using early prepared form	W8, W14 and W17 FS	W8, W14 and W17 SS	Result of evaluation form (out of 5)	4 out of 5
3	Organizing training courses for teaching, assessment and evaluation.	W9/FS	W11/SS	Number of training courses and number of instructors participated in these courses	One training course for every instructor
4	Following and encouraging the progress of using D2L system	WO/FS	WO/SS	Ratio of E-learning Courses and Number of instructors	Biannual Report

## Undergraduate Coordination Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	- A presentation about engineering ethics” <u>How to be a professional engineer!</u> -	W7/FS	W8/FS	Percentage of students understood the engineering ethics	100%
	- A workshop “ <b>The importance of Engineering Ethics for your students</b> “	W7/SS	W8/SS	Number of unethical cases during Academic Year	0%
	Induction Day for the new students	W2/FS W2/SS	- -	Number of students attended the Induction day	100%
2	Writing a program to support unsurpassed students	W1/FS	W3/FS	Completing the program	100%
3	Collecting data from instructors about unsurpassed students for support and solving their problems	W8/FS	W8/SS	Ratio of number of unsurpassed students : number of students that improved their performance	1:1
4	Jalajil substation visit	W4/FS	W5/FS	Percentage of students from levels 8,9 and 10 attended the visiting + percentage of satisfaction	60% + 4 out of 5
	STC Visit	W11/FS	W12/FS	Percentage of students from levels 8,9 and 10 attended the visiting + percentage of satisfaction	60% + 4 out of 5
	Workshop about “ <b>A preparation for Interviews and writing a CV</b> ”	W11/SS	W12/SS	Result of questionnaire (%)	80%
	Meeting with all EE students	W10/FS	W10/SS	Percentage of attended students	100%
5	Workshop on Academic Advising “ <b>The</b>	W4/FS	W5/FS	Percentage of attended students	100%

	<b>importance of Academic Advising”</b>				
	Supervising and following up the academic advising process in the first week	W1/FS	W1/SS	Number of students met their advisors	70%
	Preparing advising brochures and announcements for students, Inform students about regulations and guidelines and Proposing a template and appealing procedure	W1/FS	W1/SS	A percentage completed appealing procedure with needed from and templates	100%
<b>6</b>	Organize an orientation day about the program and tracks.	W5 FS	W5 SS	Number of enrolled students	Increase of 3% each year to reach 18% increase by the end of the 2019.
<b>7</b>	Organizing students training courses for students based on their needs	FS to SS		Number of training and workshops.	- Organize at least five training and workshops each semester. - Organize at least two visits to the industry each semester.
<b>8</b>	<b>Follow-up the add/drop process and schedule conflicts</b>	<b>1<sup>st</sup> week of each semester</b>	<b>Mid of 2<sup>nd</sup> week</b>	<b>Number of petitions and conflicts</b>	
<b>9</b>	<b>Completing the tracks registration process for the remaining students</b>	<b>1<sup>st</sup> week of each</b>	<b>End of the 1<sup>st</sup></b>	-	

		semester	week		
10	<b>Tour in the building Talks about courses, labs , timetable etc.</b>	<b>First day in the second week</b>	-	<b>Questionnaire</b>	
11	Inform students about regulations and guidelines	<b>W2</b>	<b>W3</b>	<ul style="list-style-type: none"> <li>○ Student Meeting event with faculty members and HOD</li> <li>○ Distribution of Hard copy version of regulations sent to students.</li> </ul>	
12	Propose a template and complain procedure	<b>W0</b>	<b>W1</b>	Published template and procedure for student's complaints	
13	<b>Open talk and discussion between HOD and EE students</b>	<b>Tuesday of 4<sup>th</sup> week (1 hour)</b>	--	<b>Students attendance</b>	
14	<b>Collect the data about the number of students in each level, track, number of faculty members and preparing the first draft of the timetable</b>	<b>7<sup>th</sup> week</b>	<b>8<sup>th</sup> week</b>	<b>Questionnaire</b>	
15	<b>Completing the tracks registration process for the students of level 7</b>	<b>13<sup>th</sup> week of each semester</b>	<b>End of the 13<sup>th</sup> week</b>	-	

## Undergraduate Program Committee

N	Initiatives	Activities	Implementation Period		Performance Indicators	Target
			From	to		
1	Improving the EE program to meet high standards	Improving the EE curriculum based previous UPC annual report	W0/FS	W13/FS	Number of graduates continuous their postgraduate studies	10%
		A workshop “ <b>The technical aspects of the EE curriculum</b> ”	W5/SS	W6/SS	Number of graduates found a job in the first year of graduation	90%
		Analyzing and studying feedback reports (2014/2015)	W14/FS W14/SS	- -	Percentage of completing	100%
2	Improving the EE curriculum	Reviewing curriculum internally and externally.	W1/FS	W1/SS	Ratio of developed and reviewed courses to the total number of courses in the program.	80%



## Undergraduate Research & Assistance Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Establishing EE club or (incubator) or an innovation group to support students to start their own projects.	First Semester	-	Number of Projects	1:1
	Support participations of students in conferences Mainly (The seventh students conference organized by MOHE)	Ending of Second Semester	-	Number of participated students	20%
2	Organizing a meeting with students and show explain them the importance of research in their life	W8 FS	-	Number of students attended the meeting	- On site survey results about attendance, satisfaction (70%) - 20% at least
	Following the students research progress in the departments	W12 SS	-	Number of published students research	
3	To review micro-projects and to recommend for improvement	W7 FS W7 SS	- -	Number of micro-projects	50% of courses have micro-projects.
4	Exhibition of Micro-Projects	W3 FS	W4 FS	Number of exhibitions or events for Senior Design and Micro-projects.	One event each semester.
5	<b>Announce a competition for best Micro-project</b>	<b>W1</b>	<b>W3</b>		

6	To review micro-projects and to recommend for improvement	Beginning of First semester	End of Second semester		
7	To encourage the faculty members to propose more short-term training programs, this can be offered parallel and supporting to their courses.	Beginning of First semester	End of Second semester		

### Web Administration Committee

N	Activities	Implementation Period		Performance Indicators	Target
		From	to		
1	Reconstruction of EE website A/E	16/8/2015	16/9/2015	Percentage of completing website update	100%
	Administration and Updating EE website A/E	1/10/2015	1/5/2016		
2	Installing, building developing, and maintaining the EE department virtual server	1/10/2015	1/5/2016	Developed of department virtual server	100%
3	Setting up new PC labs ,virtual Servers Installation of engineering applications software Packages	1/10/2015	1/5/2016	Percentage of Installation and Operation committee Report	100%
4	Make regulations and guidelines available on website.	W1 FS	W2FS	Percentage of available regulation and guidelines	100%
5	D2L training workshops ,implementation of EE faculty D2L system in their courses	1/10/2015	1/5/2016	EE Faculty D2L system Report	
6	Setting up new Pc labs ,virtual Servers Installation of engineering applications software Packages	1/10/2015	1/5/2016	Installation and Operation committee Report	
7	Uploading Regulation and Procedures	16/8/2015	22/8/2015	Number of uploaded Regulations and guidelines	