كلية الهندسة
College of Engineering

جامعة المجمعة
Majmaah University

College of Engineering

Quality Vice-Deanship

Annual Report

Period: 2016-2017 Academic Year

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Introduction:

Quality Vice-Deanship in the college of engineering concerns about enhancement and development of the quality and to make it a part of all members' daily life. In order to achieve our goals and objectives, an operational plan is set to help in organizing the quality work. The annual report is written based on the operational plan which approved based on different resources such SWOT analysis, initiatives and activities of units in the Vice-deanship of quality and development.

The annual report has been prepared by the Vice-Deanship of Quality and Development and has been approved by the Dean of college of engineering Dr. Abdullah Al Abdulkarim.

Vision:

To be known as a center of quality in the University's academic systems through enhancement of student and staff satisfaction and to accredit all Programs nationally and internationally.

Mission:

To develop and implement quality strategies those support the achievement of Goals and objectives for supporting quality works in college of Engineering.

Objectives:

1. Organizing, developing and implementing the quality work in the college of engineering
2. To prepare all programs to be accredited nationally and internationally

Responsibilities:

1. To develop and organize the quality work in the College
2. Supervision and supporting academic programs to achieve their goals and initiatives
3. Archiving and documentation of the quality process
4. Enhancement the quality skills of college staff
5. Monitoring the quality assurance process in the college of engineering.

Quality Structure

Units and committees members and Responsibilities:

Quality Steering Committee (QSC)

Members:

1. Dr. Abdullah Almuhaisen (Coordinator)
2. Dr. Abdel-Rahman Al-Qawasmi (Member)
3. Dr. Sameh Mohammad (Member)
4. Dr. Praveen Komari (Member)
5. Dr. Syed Abbas (Member)
6. Dr. Muhammad Zubair (Member)
7. Dr. Yahya AlJahmani (Member)
8. Engr. Hussam Habibeh (Member)

Responsibilities:

1. Steering all quality issues in the college
2. Recommending quality plans and programs
3. Supervising all activities in the quality office

Academic Accreditation Unit (AAU)

Members:

1. Dr. Abdel-Rahman Al-Qawasmi (Coordinator)
2. Dr. Sayed Abbas (Member)
3. Dr. Waqar Khan (Secretary)

Responsibilities:

1. Steering academic programs for academic accreditation
2. Supervising the implementation of quality standards in all academic programs
3. Organize and documentation of quality work in the college

4. Quality Reports

Quality Assurance Unit (QAU)

Members:

1. Dr. Sayed Abbas (Coordinator)

2. Dr. Chandra Mouli (Member)

3. Dr. Muhammad Zubair (Member)

4. Engr Zia ur Rahman (Member)

Responsibilities:

1. Monitor the quality of services provided by the college

2. Develop methods for improving college's performance.

3. Assessment and evaluation

4. Feedback and recommendation

Development and Training Unit (DTU)

Members:

1. Dr. Praveen R.P (Coordinator)

2. Dr. Muhammad Kashif (Member)

3. Engr. Hussam Habibeh (Member)

4. Dr. Yahya Al Jahmany (Secretary)

Responsibilities:

1. Ensure that there is a strategic plan for the college

2. Improving Web site.

3. Identify the training needs for faculty members and employees in the college.

4. Prepare the training plans and quality educational support for the college with the support of Quality and skills development deanship.

5. Encourage faculty members to participate in the training programs offered by the university. Promote quality culture.

Documentation and Archiving Unit (DAU)

Members:

1. Engr. Hussam Habibeh (Coordinator)

2. Eng. Muhammad Othman (Member)

3. Engr. Zia Ur Rahman (Member)

4. Eng. Muhammad Humran (Member)

5. Eng. Nasser Alturki (Member)

Responsibilities:

1. Identification of required data

2. Data Collection

3. Data processing and preparation with statistical analysis

4. Archiving and database management

5. Unifying documents and forms in the college of engineering

Assessment and Evaluation Unit (AEU)

Members:

1. Dr. Sameh Mohammed (Coordinator)

2. Dr. Abdullah AlAhmadi (Member)

3. Dr. Yousef Akoor (Member)

4. Dr. Nadeem Khan (Member)

Responsibilities:

1. Assessing, evaluating and analyzing all the quality data in college

2. Developing automatic assessment and evaluation programs

Occupational and Environmental Health Unit (OEHU)

Members:

1. Dr. Yahya AlJahmani (Coordinator)

2. Dr. El Manna Barhoumi (Member)

3. Dr. Tariq Albagory (Member)

Responsibilities:

1. Evaluating the Labs conditions based on the University Department of Occupational and Environmental Health

2. Meeting the OHSAS 18001 standards

3. Distribution of Occupational and Environmental Health culture in the college

Academic Accreditation Unit (AAU)

Mission:

To enhance the quality of academic programs through their national and international accreditation

Objectives:

1. Supervising and steering the academic programs preparation for academic accreditation

2. Technical and consulting support for academic programs ready for accreditation.

Tasks:

1. Steering academic programs for academic accreditation

2. Supervising the implementation of quality standards in all academic programs

3. Organize and documentation of quality work in the college

4. Quality Reports

Quality Assurance Unit (QAU)

Mission

To create and activate a robust quality assurance system for all the components of the educational system in the College of Engineering at Majmah University and provide continuing assistance to various engineering programs of the college aiming to be accredited by 2016.

Objectives

The main objective is to apply quality assurance standards in all areas and in its academic programs in accordance with the national and global standards, taking into consideration the mission of the College; consequently, qualifying the College to be accredited as a locally and regionally recognized educational institution.

i. Other objectives include:

1. Development and implementation of an effective evaluation system for the students, the courses and educational programs, and approving a self-evaluation system for all the programs.

2. Improvement of the current curricula for undergraduate programs in all departments of the College.

3. Increase the quality awareness and culture among all the college members using continuous enhancement and total quality assurance via creating a common language for the concept of quality assurance.

4. Design and application of the appropriate model for performance evaluation which integrates all the components of the higher education system and complies with the national, regional and international standards.

5. Review all the quality documents including (Course File, Course Specifications, Course syllabi, Course report, Program specifications, Program annual reports,....etc)

6. Assessment of all questionnaires (staff, students, graduates, labor market, etc) and data to help in building good improvement plans for all the engineering programs.

7. Document all elements of the learning process.

8. Ensure the involvement of all stakeholders in all stages of the educational process.

9. Cooperate with the other units, enters, committees, and organizations, at the national and regional levels aiming to attain accreditation.

Tasks

1. Monitor the quality of services provided by the college
2. Develop methods for improving college's performance.
3. Assessment and evaluation
4. Feedback and recommendation

Development and Training Unit (DTU)

Mission:

To equip faculty with the necessary skills required to meet the Quality requirements for National and International Accreditation and to develop the website of the College of Engineering to International Standard.

Objectives:

To encourage and support faculty to participate in the workshops and presentations scheduled with the support of Quality and Skills Development Deanship.

To continuously monitor and update the website of College of Engineering to meet International Standards.

Main Tasks:

1. To identify and support the Quality training needs of the Faculty with the support of Quality and Skills Development Deanship.
2. To improve the website of the College of Engineering to International Standards.
3. To ensure that there is a strategic plan for the College of Engineering.

Documentation and Archiving Unit (DAU)

Mission:

Support and organize all documents for College, departments, units and committee.

Objectives:

The main objective of the DAU is the Archiving all document for engineering college prepare and facilitate process for all document. The other important objectives are:

1- Unifying all college forms with general purposes

2- To have well organized and archived data as software and hardware

Tasks:

1. Identification of required data
2. Data Collection
3. Data processing and preparation with statistical analysis
4. Archiving and database management
5. Unifying documents and forms in the college of engineering
   Recording all activities in the college

Assessment and Evaluation Unit (AEU)

Mission:

To contribute in improving the quality in the college of Engineering

Objectives:

1– To improve the quality work based on providing the college with desired assessment and evaluation results and analysis

2– To develop and automate the assessments and evaluation procedures

Main Tasks:

1– Assessing, evaluating and analyzing all the quality data in the college

2– Developing automatic assessment and evaluation programs

Occupational and Environmental Health Unit (OEHU)

Mission:

To achieve a high standard of safety and professional health quality that will lead to better education, research and community service.

Objectives:

1. The promotion of a culture of safety and professional health among faculty members

2. The support of various departments at the college, in order to raise the level of safety and health at their labs

3. The protection of the environment on the college of Engineering.

Main Tasks:

1. Evaluating the Labs conditions based on the University Department of Occupational and Environmental Health

2. Meeting the OHSAS 18001 standards

3. Distribution of Occupational and Environmental Health culture in the college

Administrative orders of forming Units and committees:

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار إداري رقم (٥)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاماً وسعياً نحو تنظيم العمل في الكلية يقرر ما يلي:

أولا: تشكيل لجنة القيادة والتوجيه لشؤون الجودة للعام الأكاديمي ١٤٢٧/١٤٢٨هـ.

١. د. عبدالله المحيسن رئيساً
٢. د. عبدالرحمن القواسمي عضواً
٢. د. سامح احمد عضواً
٤. د. سيد عباس عضواً
٥. د. محمد زبير عضواً
٦. م. يحيى الجهماني عضواً
٧. م. حسام حبيبة أميناً

ثانيا: تتبع اللجنة لسعادة عميد الكلية وتقدم تقريرها له.

Administrative Order (5)

According to the conferred authority given to the dean by the regulations of the university , and in order to organize the work in the college.

First: The Quality Steering Committee is formed for the academic year 2016/2017 as follows:

1. Dr. Abdullah Almuhaisen (Coordinator)
2. Dr. Abdel-Rahman Al-Qawasmi (Member)
3. Dr. Sameh Mohammad (Member)
4. Dr. Praveen Komari (Member)
5. Dr. Sayed Abbas (Member)
6. Dr. Mohammad Zobair (Member)
7. Eng Yahia AlJahmani (Member)
8. Eng. Hussam Habibeh (Secretary)

Responsibilities:
1. Steering all quality issues in the college
2. Recommending quality plans and programs
3. Supervising all activities in the quality office

Second:

The committee must report to the dean of the college.

عميد الكلية

د. عبد الله عبد المحسن العبد الكريم

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

المملكة العربية السعودية
وزارة التعليـم العـالـي
جـامـعـة المجمـعـة
كـليـة الهـنـدسـة

جامعة المجمعة
Majmaah University

قرار اداري رقم (٦)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية يقرر ما يلي:

أولا: تشكيل وحدة الاعتماد الأكاديمي للعام الأكاديمي ١٤٢٧/١٤٣٨هـ

١. د. عبد الرحمن القواسمي   منسقاً
٢. د. سيد عباس   عضواً
٣. د. وقار خان   عضواً
٤. م. محمد حمران   أميناً

ثانيا: تتبع الوحدة لسعادة وكيل الكلية للجودة والتطوير وتقدم تقريرها له

Administrative Order (6)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college.

First: The **Academic Accreditation Unit** is formed for the academic year 2016/2017 as follows:

1. Dr. Abdel-Rahman Al-Qawasmi (Coordinator)
2. Dr. Sayed Abbas   (Member)
3. Dr. Waqar Khan   (Member)
4. Eng. Mohammad Humran   (Secretary)

Responsibilities:

1. Steering academic programs for academic accreditation
2. Supervising the implementation of quality standards in all academic programs
3. Organize and documentation of quality work in the college
4. Quality Reports

Second:

The committee must report to the Vice dean for Developing and Quality.

عميد الكلية

د. عبد الله عبد المحسن العبد الكريم

الرقم: ٧/٨٨/ع   التاريخ: ١ / ١ / ٨ ١٤٣هـ   المرفقات: لايوجد

المجمعة ١١٩٥٢ ص.ب ٦٦ هاتف: ٠٦٤٠٤٢٥٠٢ فاكس: ٠٦٤٣١١٥٣٤ – ١٢٣٨ البريد الإلكتروني: ce@mu.edu.sa
Majmaah 11952 P.O.Box 66. Tel : 0096664042502 Fax: 0096664311534-1238 Email : ce@mu.edu.sa

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Kingdom of Saudi Arabia
Ministry of High Education
Majmaah University

كلية الهندسة
College of Engineering

جامعة المجمعة
Majmaah University

الرقم: ٦٣/٧٤١١ التاريخ: ١٤٣٨/٠٢/٠٢ عدد المرفقات: *

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

جامعة المجمعة
Majmaah University

قرار اداري رقم (٧)

إن عميد الكلية وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية يقرر ما يلي:

أولا: تشكيل وحدة ضمان الجودة للعام الأكاديمي ١٤٣٨/١٤٢٧

١. د. سيد عباس	منسقاً
٢. د. شاندرا مولي	عضواً
٣. د. محمد زبير	عضواً
٤. م. ضياء الرحمن	أميناً

ثانيا: تتبع الوحدة لوكيل الكلية للجودة والتطوير وتقدم تقريرها له.

Administrative Order (7)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college.

First: The **Quality Assurance Unit** is formed for the academic year 2016/2017 as follows:

1. Dr. Sayed Abbas   (Coordinator)
2. Dr. C. Mouli   (Member)
3. Dr. Mohammad Zobair   (Member)
4. Eng. Zia Ulrahman   (Secretary)

Responsibilities:

1. Monitor the quality of services provided by the college
2. Develop methods for improving college's performance.
3. Assessment and evaluation
4. Feedback and recommendation

Second:

The unit must report to the Vice Dean for Developing and Quality.

عميد كلية الهندسة

د. عبد الله عبد المحسن العبد الكريم

الرقم: ٨/٢٨/٢   التاريخ: ١ / ١ / ٨ ١٤٣هـ   المرفقات: بروست

College of Engineering
كلية الهندسة

جامعة المجمعة
Majmaah University

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار اداري رقم (٨)

إن عميد الكلية :

وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية يقرر ما يلي:

أولا : تشكيل وحدة التدريب للعام الأكاديمي ١٤٢٧/١٤٣٨

١.	د. برافين أربي	منسقاً
٢.	م. يحيى الجهماني	أميناً
٣.	م. محمد كاشف الدين	عضواً
٤.	م. حسام حبيبة	عضواً

ثانيا : تتبع الوحدة لوكيل الكلية للجودة والتطوير وتقدم تقريرها له.

Administrative Order (8)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college.

First: Training Unit is formed for the academic year 2016/2017 as follows:

1. Dr. Praveen R.P — (Coordinator)
2. Eng. Yahya Al Jahmany — (Secretary)
3. Dr. Muhammad Kashif — (Member)
4. Eng. Hussam Habibeh — (Member)

Responsibilities:

1. Ensure that there is a strategic plan for the college
2. Improving Web site.
3. Identify the training needs for faculty members and employees in the college.
4. Prepare the training plans and quality educational support for the college with the support of Quality and skills development deanship.
5. Encourage faculty members to participate in the training programs offered by the university.
6. Promote quality culture.

Second:

The committee must report to the vice dean for developing and quality.

عميد كلية الهندسة

د. عبد الله عبد المحسن العبد الكريم

المرفقات: ـــــــ   التاريخ: ١ / ٢ / ١٤٣٨هـ   الرقم: ٩/٢٨/ @

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

جامعة المجمعة
Majmaah University

قرار اداري رقم (٩)

إن عميد الكلية

وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية يقرر ما يلي:

أولا: تشكيل لجنة الارشفة والتوثيق للعام الأكاديمي ١٤٢٧\١٤٢٨

١.	م . حسام حبيبة	منسقاً
٢.	م. محمد عثمان	أميناً
٣.	م. ضياء الرحمن	عضواً
٤.	م. محمد حمران خان	عضواً
٥.	أ. ناصر التركي	عضواً

ثانيا: تتبع الوحدة لسعادة وكيل الكلية للجودة والتطوير وتقدم تقريرها له

Administrative Order (9)

According to the conferred authority given to the dean by the regulations of the university , and in order to organize the work in the college.

First: The **Documentation and Archiving Committee** is formed for the academic year 2016/2017 as follows:

1. Eng. Hussam Habibeh   (Coordinator)
2. Eng. Mohammad Othman   (Secretary)
3. Eng. Zia UlRahman   (Member)
4. Eng. Muhammad Humran   (Member)
5. Mr. Nasser Alturki   (Member)

Responsibilities:

1. Identification of required data
2. Data Collection
3. Data processing and preparation with statistical analysis
4. Archiving and database management
5. Unifying documents and forms in the college of engineering

Second:

The committee must report to the vice dean for developing and quality .

عميد كلية الهندسة

د. عبد الله عبد المحسن الجبر الكريم

الرقم: ٦٣/٧٨/١٠ التاريخ: ١ / ١ / ١٤٣٨ هـ المرفقات: مبروك

Kingdom of Saudi Arabia
Ministry of High Education
Majmaah University

كلية الهندسة
College of Engineering

جامعة المجمعة
Majmaah University

الرقم: ٦٣/٧٤١١   التاريخ: ١٤٣٨/٠٢/٠٢   عدد المرفقات: * ‫

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

جامعة المجمعة
Majmaah University

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية الهندسة

قرار اداري رقم (١٠)

إن عميد الكلية

وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية يقرر ما يلي:

أولا: تشكيل وحدة القياس والتقويم للعام الأكاديمي ١٤٣٧/١٤٣٨

١. د. سامع أحمد   منسقاً
٢. د. عبد الله الأحمدي   عضواً
٣. د. يوسف العكور   عضواً
٤. د. محمد نديم خان   أميناً

ثانيا: تتبع الوحدة لوكيل الكلية للجودة والتطوير وتقدم تقريرها له

Administrative Order (10)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college.

First: The **Assessment and Evaluation Unit** is formed for the academic year 2016/2017 as follows:

Members:

1. Dr. Sameh Ahamed   (Coordinator)
2. Dr. Abdullah AlAhmadi   (Member)
3. Dr. Yousef Akour   (Member)
4. Dr. Nadeem khan   (Secretary)

Responsibilities:

1- Assessing, evaluating and analyzing all the quality data in the college
2- Developing automatic assessment and evaluation programs

Second:

The committee must report to the vice dean for developing and quality.

عميد كلية الهندسة

د. عبد الله عبد المحسن العبد الكريم

الرقم: ١١/٣٨/   التاريخ: ١ / ١ / ١٤٣ هـ   المرفقات: برف‫ـ

المجمعة ١٩٥٢ ص.ب ٦٦ هاتف: ٠٦٤٠٤٢٥٠٢، فاكس: ٠٦٤٣١١٥٣٤ – ١٢٣٨ البريد الإلكتروني: ce@mu.edu.sa
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Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Engineering

بسم الله الرحمن الرحيم

جامعة المجمعة
Majmaah University

المملكة العربية السعودية
وزارة التعليم العـــالـــي
جــامــعــة المجمعــة
كــلــيـة الهــنــدســة

قرار اداري رقم (١١)

إن عميد الكلية

وبناء على الصلاحيات المخولة له نظاما وسعيا نحو تنظيم العمل في الكلية يقرر ما يلي:

أولا: تشكيل وحدة الصحة المهنية والبيئية للعام الأكاديمي ١٤٣٧/١٤٣٨

١.	م. يحيى الجهماني	رئيساً
٢.	د. المانع برهومي	أميناً
٢.	د. طارق الباجوري	عضواً

ثانيا: تتبع الوحدة لسعادة وكيل الكلية للجودة والتطوير وتقدم تقريرها له

Administrative Order (11)

According to the conferred authority given to the dean by the regulations of the university, and in order to organize the work in the college.

First: The **Occupational and Environmental Health Unit** is formed for the academic year 2016/2017 as follows:

Members:

1- Eng. Yahia AlJahmani   (Coordinator)
2- Dr. ElManee Barhoumi   (Secretary)
3- Dr. Tareq Albagory   (Member)

Responsibilities

1- Evaluating the Labs conditions based on the University Department of Occupational and Environmental Health
2- Meeting the OHSAS 18001 standards
3- Distribution of Occupational and Environmental Health culture in the college

Second:

The unit must report to the vice dean for developing and quality.

عميد كلية الهندسة

د. عبد الله عبد المحسن العبد الكريم

College of Engineering

Initiatives and Performance Indicators:

General Initiatives, Performance indicators and responsibilities for the vice-deanship of quality and skills development based on the operational plan of the college of engineering.
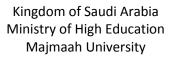
Goal	Sub Goal	Initiative	Activity	Performance Indicators	Actual	Target	Semester 1		Semester 2		The entity responsible
							Week From	Week To	Week From	Week To	
Goal (1): Building of competition capabilities of students according to the market needs and knowledge society	Sub-Goals (5): Diversifying the sources of learning	Developing strategies and teaching methods	Displaying Schedule of Quality Review and Evaluation System	Satisfaction level of quality units' performance in the college			1	2	1	2	Quality Assurance Unit/VD of Quality and Development
		Development of students' evaluation system	Monitoring the reports of Task Completion of each Committee	Satisfaction rate of leaders and faculty members about quality system			13	14	13	14	Assessment and Evaluation Unit/VD of Quality and Development
		Development of faculty members' skills in the areas of measurement and evaluation	Workshop on "The importance of CLO Vs SLO "	Level of students' satisfaction with teaching strategies, learning and assessment.			11	12			Assessment and Evaluation Unit/VD of Quality and Development
			Workshop on "How to prepare a good Exam"	Level of students' satisfaction with teaching strategies, learning and assessment.					10	11	Assessment and Evaluation Unit/VD of Quality and Development
Goal (2): Upgrading the skills and capabilities of	Sub-Goals (2): Improvement of the professional	The sustainability of professional development for	Workshop on "Preparing Course Specifications and Course Reports"	Percentage of faculty members participated in professional development activities over the			10	11			Quality Assurance Unit/VD of Quality and Development

academic and administrative staff	development system for faculty members	faculty members		past year							
			Workshop on "Better understanding of CLO's and SLO's"	Percentage of faculty members participated in professional development activities over the past year					7	8	Quality Assurance Unit/VD of Quality and Development
			To Encourage Faculty by e-mail to participate in the training courses offered by the Deanship of Quality and Development	Percentage of faculty members participated in professional development activities over the past year			1	10	1	10	Training Unit/VD of Quality and Development
			Workshop by Training Unit/VD of Quality and Development	Percentage of faculty members participated in professional development activities over the past year					4	5	Training Unit/VD of Quality and Development
		Reviewing and raising evaluation and development plans of academic programs at the college	Displaying Schedule of Quality Review and Evaluation System	Satisfaction level of quality units' performance in the college			1	2	1	2	Quality Assurance Unit/VD of Quality and Development
Goal 5: - Meet the quality requirements and preparing for institutional and program accreditations	Sub-Goals (1): Development of quality Assurance system in accordance with a Systematic Model	Activation of committees of quality academic programs	Monitoring the reports of Task Completion of each Committee	Satisfaction rate of leaders and faculty members about quality system			13	14	13	14	Quality Assurance Unit/VD of Quality and development
		Activating authentication system	Continue establishing, rearranging equipping, DAU center	The effectiveness of Archiving center in saving documents and evidence and the way of their documenting and organizing			4	14			Documentation and Archiving Unit/VD of Quality and Development Affairs
			Documents, forms, regulations, quality files and data collecting,	The effectiveness of Archiving center in saving documents and evidence and the way of their			4	15	1	15	

			indexing, and archiving	documenting and organizing					
		Periodic evaluation of academic programs of the college	Periodic Internal Review of Quality work of all the Programs	Number of academic programs that accredited by ABET		3	4	3	4	Quality Assurance Unit/VD of Quality and Development
		Quality Assurance of the reports and specifications of programs and courses	Periodical review of the reports and specifications	Percentage of courses that evaluated by students during the year		3	4	3	4	Quality Assurance Unit/VD of Quality and Development
		Quality Assurance of learning outcomes for academic programs	Examine the Programs' and courses Reports on SLOs and CLOs based on Direct and Indirect assessments	Number of academic programs that accredited by ABET		2	3	2	3	Quality Assurance Unit/VD of Quality and development
	Sub-Goals (2): Preparing educational programs for accreditation	Activation of the independent evaluation of academic programs	Writing a proposal for independent evaluation of Engineering programs	Number of academic programs that accredited by ABET				2	4	Academic Accreditation Unit/VD of Quality and Development
			Evaluate all engineering programs independently	Number of academic programs that accredited by ABET				12	14	
		Activation of the advisory boards of all educational programs	Providing the quality vice-deanship with minutes of meeting	Percentage of advisory boards activation for academic programs		14	15	14	15	Scientific Programs
		Performance Indicators measurement and benchmarking for Academic Programs	KPIs and benchmarking					10	12	Training Unit/VD of Quality and Development
		Quality assurance of courses File	Check consistencies with approved course portfolio	Number of academic programs that accredited by ABET		1	2	-	-	Quality Assurance Unit/VD of Quality and development
			Internal Review	Number of academic programs that accredited by ABET		3	4	3	4	
		To be accredited by ABET	Preparing Programs for accreditation (Writing	Number of academic programs that accredited by ABET		0	8			Academic Accreditation Unit/VD of Quality and

			PSSRs)								Development
			Submitting the PSSRs to the quality vice deanship	Number of academic programs that accredited by ABET		7	8				
			Registration for ABET accreditation	Number of academic programs that accredited by ABET		7	8				
			Reviewing PSSRs by internal, national and international reviewers.	Number of academic programs that accredited by ABET		8	9				
			Submitting PSSRs for Accreditation	Number of academic programs that accredited by ABET		8	9				
			Preparing final SSRs to be submitted to ABERT before 1\7\2016	Number of academic programs that accredited by ABET				14	15		
			Submitting PSSRs for Accreditation	Number of academic programs that accredited by ABET				15	16		
	Sub-Goals (3): Distribution of quality institutional education for University members	Preparation and implementation of training programs, workshops and seminars in the field of quality and academic accreditation	Preparing a list of the available training courses and workshops in the University	Percentage of faculty members that trained in quality areas				2	4		Training Unit/VD of Quality and Development
			Workshop on "Preparing ABET PSSR for Accreditation"	Percentage of faculty members that trained in quality areas		13	14				Academic Accreditation Unit/VD of Quality and Development
			Presentation on "The preparations to be made for the on-site visit of ABET Accreditation team"	Percentage of faculty members that trained in quality areas				5	6		Academic Accreditation Unit/VD of Quality and Development

		Preparation for the University Director Excellence Award	Studying the director excellence award requirements	Rate of faculty members that participated in quality events and activities in the college			7	8			VD of Quality and Development
			Forming a committee for nomination	Rate of faculty members that participated in quality events and activities in the college			11	12			

The main KPIs of Quality Vice-Deanship approved by College of Engineering:

S	KPI	Responsibility
1	Percentage of faculty members participated in professional development activities over the past year	DTU
2	Rate of faculty members that received training in modern teaching strategies that enhances teaching and learning.	DTU
3	Satisfaction rate of leaders and faculty members about quality system	QAU
4	Satisfaction level of beneficiaries - students, graduates, employers and employment parties for a quality took system	QAU
5	Percentage of programs and units that are being internally and externally benchmarked in quality activities.	QAU
6	Satisfaction level of quality units' performance in the college	QAU
7	The effectiveness of Quality Center in saving documents and evidence and the way of their documenting and organizing	DAU
8	The effectiveness of improvements plans	QAU
9	Percentage of courses that evaluated by students during the year	QAU
10	Number of academic programs that accredited by ABET	AAU
11	Percentage of advisory boards activation for academic programs	AAU
12	Percentage of faculty members that trained in quality areas	DTU
13	Rate of faculty members that participated in quality events and activities in the college	DTU

Programs nominated for ABET accreditation:

Program	Program Coordinator	Responsible Person
Electrical Engineering	Dr. Abdullah Al-Muhaisen	Dr. Abdel-Rahman Al-Qawasmi
Civil Engineering	Dr. Abdullah Alshehri	Dr. Sameh Mohammed
Mechanical Engineering	Dr. Abdulaziz Alkolaibi	Dr. Chandra Mouli

Important Dates: (2015-2018)

N	Item	Date	Responsibility
1	Preparing programs for accreditation	from 1st of November 2015 to 1st of September 2016	Department
2	Submitting the Preliminary Self-Study Report (readiness report) to the quality office for reviewing	1st of September 2016	Department
3	Correcting and modifications of the Preliminary Self-Study Report based on	From 15th of September to 25th of September 2016	Department

	reviewer comments			
3	Submit a Preliminary Self-Study Report	By November 1 (2016)	HoDs
4	Submit your Request for Evaluation based on the ABET recommendations	By January 31 (2017)	Program Coordinator
5	Complete and submit your Self-Study Report	by July 1 (2017)	Responsible person
6	The On-Site Visit	September – December (2017)	Department
7	Due Process and the Accreditation Decision	By August 31 (2018)	ABET reviewing committee

Units Tasks Status:

The following table showing the completed tasks by each committee based on the approved operational plan (See the approved operational plan). There number of added tasks during the implementation period.

Quality Steering Committee

1. Tasks from Quality Deanship Operational Plan:

No	Activities	Implementation Period		Performance Indicators	Responsibility		Achievements
		From	to		Basic	Support	
1	Preparing for the university Director Excellence award	FS/W1	FS/W6	1, 12, 13	QSC	Deanship	Delayed till we receive the request from the Quality Deanship with the Forms

2. Task performed during the Meeting

No	Tasks/Activities	Implementation Period		Performance Indicators	Responsibility		Achievements
		From	to		Basic	Support	
1	Approving some forms such as time table, Syllabus,…	FS/W2	FS/W3	10	VDAA		100%
2	Code of ethics for both students and faculty members	FS/W3	FS/W4	10	VDQD		100%

3	Training for faculty members	FS/W3	FS/W4	10	DTU		100%
4	Labs procedures	FS/W3	FS/W4	10	O&EHU		
5	College website reconstruction and rearrangement	FS/W3	SS/W14	8, 5	DAU		85-90%
6	Strategic plan of the college of engineering quality and development vice deanship operational plan	FS/W4	FS/W6	10	QAU		100%
7	Internal review process	SS/W2	SS/W4	10	QAU		100%
8	Quality Assurance – Distribution of Quality Culture	SS/W3	SS/W6	10	QAU	DAU	100%
9	Updating website	SS/W4	SS/W5	10	DAU		100%
10	Upload the CS	SS/W6	SS/W7	10	QAU		100%
11	Uploading and updating the CSs on the college website	SS/W6	SS/W7	10	DAU		100%
12	Send the updated Matrix	SS/W6	SS/W7	10	QAU		100%
13	Program study plan and the quality assurance information that a student must know, and the rights of the students	SS/W8	SS/W9	10	QAU	DAU	100%

Academic Accreditation Unit

1. Tasks from Quality Deanship Operational Plan:

Sr	Task	Unit	Support	From	to	KPI	Achieved
1	Checking the percentage of ABET SSR completion	AAU	Departments	FS/W2	FS/W3	6	100 %
2	Second Report for ABET accreditation	AAU	QAU	FS/W3	FS/W4	4, 9	100 %
3	Approving Engineering Coding Ethics	AAU	DQSD	FS/W3	FS/W5	7	100 %

2. Tasks from College Operational Plan:

Initiative	Activity	Performance Indicators	Actual	Targe	Semester 1		Semester 2		Achievements
					Week	Week	Week	Week	
					From	To	From	To	

				t					
Activation of the independent evaluation of academic programs	Writing a proposal for independent evaluation of Engineering programs	Number of academic programs that accredited by ABET	0	3			2	4	
	Evaluate all engineering programs independently	Number of academic programs that accredited by ABET	0	3			12	14	
To be accredited by ABET	Preparing Programs for accreditation (Writing PSSRs)	– Number of academic programs that accredited by ABET	0	3	0	8			100 %
	Submitting the PSSRs to the quality vice deanship	– Number of academic programs that accredited by ABET	0	3	7	8			100 %
	Registration for ABET accreditation	– Number of academic programs that accredited by ABET	0	3	7	8			100 %
	Reviewing PSSRs by internal, national and international reviewers.	– Number of academic programs that accredited by ABET	0	3	8	9			100 %
	Submitting PSSRs for Accreditation	– Number of academic programs that accredited by ABET	0	3	8	9			100 %
	Preparing final SSRs to be submitted to ABERT before 1\7\2016	– Number of academic programs that accredited by ABET	0	3			14	15	Under process
	Submitting PSSRs for Accreditation	– Number of academic programs that accredited by ABET	0	3			15	16	Too early
Preparation and implementation of training programs, workshops and seminars in the field of quality and	Workshop on "Preparing ABET PSSR for Accreditation"	Percentage of faculty members that trained in quality areas			13	14			100 %
	Presentation on "The preparations	Percentage of faculty members that trained in					5	6	100 %

academic accreditation	to be made for the on-site visit of ABET Accreditation team"	quality areas						

Quality Assurance Unit

1. Tasks from Quality Deanship Operational Plan:

Sr	Task	Unit	Support	From	to	KPI	Target
1	Reviewing the annual reports (Program and courses) for the previous year for all Academic Programs (with report)	QAU		FS/W1	FS/W2	1, 2, 12, 13	100 %
2	Reviewing program and course specifications (with report)	QAU		FS/W2	FS/W3	6	100 %
3	Reviewing Quality structure, committee and unit in the college and programs (Names, members, ...)	QAU		FS/W5	FS/W6		100 %
4	Annual internal review process (with report) for all the departments	QAU	AAU	FS/W6	FS/W8	6	100 %
5	Reviewing the assessment and evaluation process in for all programs (with reports)	QAU		FS/W10	FS/W12	7	100 %
6	Senior Design Aspects	QAU	AAU	FS/W10	FS/W12	11	100 %
7	Reviewing the publications and website data for the college and programs (with report)	QAU		FS/W12	FS/W14	1, 12, 13	100 %
8	Following the board advisors meetings	QAU	DQSD	SS/W4	SS/W12		100 %
9	Evaluation of course file (Portfolio)	QAU	All Academic Programs	SS/W7	SS/W9	1, 12, 13	Under process
10	Independent evaluation of academic programs	QAU	QDSD	SS/W14	SS/W16	8	Under process

2. Tasks from College Operational Plan:

Initiative	Activity	Performance Indicators	Actual	Target	Semester 1		Semester 2		Achievements
					Week	Week	Week	Week	
					From	To	From	To	
Developing strategies and teaching methods	Displaying Schedule of Quality Review and Evaluation	Satisfaction level of quality units' performance in the college			1	2	1	2	100 %

Objective	Activity	Indicator							
	System								
The sustainability of professional development for faculty members	Workshop on "Preparing Course and Specifications "Course Reports	Percentage of faculty members participated professional in development activities over the past year			10	11			100 %
	Workshop on "Better understanding of CLO's and SLO's"	Percentage of faculty members participated professional in development activities over the past year					7	8	100 %
Reviewing and raising evaluation and development plans of academic programs at the college	Displaying Schedule of Quality Review and Evaluation System	Satisfaction level of quality units' performance in the college			1	2	1	2	100 %
Activation of committees of quality academic programs	Monitoring the reports of Task Completion of each Committee	Satisfaction rate of leaders and faculty members about quality system			13	14	13	14	50 %
Periodic evaluation of academic programs of the college	Periodic Internal Review of Quality work of all the Programs	Number of academic programs that accredited by ABET			3	4	3	4	50 %
Quality Assurance of the reports and specifications of programs and courses	Periodical review of the reports and specifications	Percentage of courses that evaluated by students during the year			3	4	3	4	50 %
Quality Assurance of learning outcomes for academic programs	Examine the Programs' and courses Reports on SLOs and CLOs based on Direct and Indirect assessments	Number of academic programs that accredited by ABET			2	3	2	3	50 %
Activation of the advisory boards of all educational programs	Providing the quality vice-deanship with minutes of meeting	Percentage of advisory boards activation for academic programs	3	3	14	15	14	15	100 %

| Quality assurance of courses File | Check consistencies with approved course portfolio | Number of academic programs that accredited by ABET | | | 1 | 2 | – | – | Under process |
| | Internal Review | Number of academic programs that accredited by ABET | | | 3 | 4 | 3 | 4 | 50 % |

Development & Training Unit

1. Tasks from Quality Deanship Operational Plan:

Sr	Task	Unit	Support	From	to	KPI	Achieved
1	To follow up with the Strategic Planning Committee at the college level.	DTU	DTU	FS/W1	FS/W10		Removed from the operational plan of the committee
2	Review the website of College of Engineering with its contents	DTU	DTU	FS/W1	FS/W3	6	100 %
3	Updating the website with the approved data for all the departments.	DTU	DAU	FS/W1	FS/W5	10	85 %
4	To follow up the Quality Training Programs been offered by the Quality Deanship	DTU		FS/W1	FS/W2		100 %
5	A workshop presentation or training course related to QAU	DTU	QAU	FS/W3	FS/W4	7	100 %
6	A workshop, presentation or training course related to AEU	DTU	QAU	FS/W5	FS/W6	1, 12, 13	100 %
7	A workshop, presentation or training course related to AAU	DTU	AAU	FS/W7	FS/W8	10	100 %
8	A workshop, presentation or training course related to DTU	DTU	DTU	SS/W4	SS/W5		Due to the shortage of time so as to include other training programs important for ABET accreditation, the DTU circulated an interactive video on how to register for the training courses offered by quality deanship and the details of the courses to faculty by e-mail.

| 9 | A workshop, presentation or training course related to QAU | DTU | QAU | SS/W 7 | SS/W8 | 1, 12, 13 | 100 % |

2. Tasks from College Operational Plan:

Initiative	Activity	Performance Indicators	Actual	Target	Semester 1		Semester 2		Achievements
					Week	Week	Week	Week	
					From	To	From	To	
The sustainability of professional development for faculty members	To Encourage Faculty by e-mail to participate in the training courses offered by the Deanship of Quality and Development	Percentage of faculty members participated in professional development activities over the past year			1	10	1	10	100 %
	Workshop by Training Unit/VD of Quality and Development	Percentage of faculty members participated in professional development activities over the past year					4	5	100 %
Performance Indicators measurement and benchmarking for Academic Programs	KPIs and benchmarking						10	12	100 %
Preparation and implementation of training programs, workshops and seminars in the field of quality and academic accreditation	Preparing a list of the available training courses and workshops in the University	Percentage of faculty members that trained in quality areas					2	4	100 %

Documentation & Achieving Unit (DAU)

1. Tasks from Quality Deanship Operational Plan:

Sr	Task	Unit	Support	From	to	KPI	Achievements
1	Collecting Program and Course Annual	DAU	HOD	FS/W0	FS/W0	7	100 %

	reports for all departments						
2	Updating Archiving Room	DAU	CoE	FS/W1	FS/W3	7	100 %
3	Collecting Forms and regulation	DAU		FS/W4	FS/W14	7	95 %
4	Coding Forms and regulation	DAU		FS/W5	FS/W14	7	95 %
5	Reconstruction and Rearrangement and Website	DAU		FS/W6	FS/W15	7	60 %
6	Organizing the documentation for each program	DAU		FS/W3	FS/W14	7	85 %
7	Updating Website	DAU		FS/W1	SS/W15	7	80 %

2. Tasks from College Operational Plan:

Initiative	Activity	Performance Indicators	Actual	Target	Semester 1		Semester 2		Achievements
					Week	Week	Week	Week	
					From	To	From	To	
Activating authentication system	Continue establishing, rearranging equipping, DAU center	The effectiveness of Archiving center in saving documents and evidence and the way of their documenting and organizing	50%	100%	4	14			50 %
	Documents, forms, regulations, quality files and data collecting, indexing, and archiving	The effectiveness of Archiving center in saving documents and evidence and the way of their documenting and organizing	30%	85%	4	15	1	15	30 %

Assessment and Evaluation Unit (AEU)

1. Tasks from Quality Deanship Operational Plan

Sr	Task	Unit	Support	From	to	KPI	Achievements
1	Course score Summary Analysis	AEU	Program Coordinators	FS/W0	FS/W1	4	100 %
2	Assessment graduates and students questionnaires	AEU	CoE	FS/W0	FS/W0	6	Completed. 37-2 in progress
3	Assessment students questionnaires for courses	AEU		FS/W0	FS/W0	6	80 % 37-2 in progress

4	Assessment and evaluation of faculty survey	AEU	AEU	SS/W14	SS/W15	6	80 % 2016/17-II in progress
5	Assessment and evaluation of student Experience survey	AEU		SS/W14	SS/W15	6	100 %
6	Assessment and evaluation of student Program survey	AEU		SS/W14	SS/W15	6	100 %
7	KPIs measurements and evaluation	AEU	All Academic Programs	SS/W15	SS/W16	5, 9	80 % Evaluation of 26 out of 33

2. Tasks from College Operational Plan:

Initiative	Activity	Performance Indicators	Actual	Target	Semester 1		Semester 2		Achievements
					Week	Week	Week	Week	
					From	To	From	To	
Development of students' evaluation system	Monitoring the reports of Task Completion of each Committee	Satisfaction rate of leaders and faculty members about quality system	100	100	13	14	13	14	Completed
Development of faculty members' skills in the areas of measurement and evaluation	Workshop on "The importance of CLO Vs "SLO"	Level of students' satisfaction with teaching strategies, learning and .assessment			11	12			Completed
	Workshop on "How to prepare a good Exam"	Level of students' satisfaction with teaching strategies, learning and assessment.					10	11	Completed

Occupational & Environmental Health Unit

1. Tasks from Quality Deanship Operational Plan

Sr	Task	Unit	Support	From	to	KPI	Target
1	Lab conditions in EC from the OHSAS 18001 point of view	OEHU	Secretary	FS/W6	FS/W8	6	100 %

Kingdom of Saudi Arabia
Ministry of High Education
Majmaah University

كلية الهندسة
College of Engineering

جامعة المجمعة
Majmaah University

2	Lab conditions in EC from the OHSAS 18001 point of view	OEHU	Secretary	SS/W6	SS/W8	6	100 %

Recommendations:

Academic Accreditation Unit (AAU)

1- To complete the programs accreditation process.

2- Preparing the programs portfolios for on-site visit

3- Makin a presentation about the ABET on-site-visit

4- Preparing CoE-Mock Visit

Quality Assurance Unit (QAU)

a. Department of Civil Engineering

i. The Department should convene at least one Board of Advisor's meeting at the end of each semester in a routine.

ii. Quality Committees' progress report should be provided at the end of each semester

b. Department of Mechanical and Industrial Engineering

i. Quality Committees' progress report should be provided at the end of each semester.

Documentation & Achieving Unit (DAU)

1– Carry on working on software packages supplying

2– Supplying and setup up of application servers and Installing CE labs software

3– Coordinate with IT to work, improve, and update the CE website

Occupational & Environmental Health Unit (OEHU)

1- All forms used at the unit should be coded as per college coding scheme.

2- All maintenance procedure should be documented.

Action Plan:

No	Activities	Implementation Period		Performance Indicators	Responsibility		Remarks
		From	to		Basic	Support	
1.	Preparing for the university Director Excellence award	FS/W1	FS/W6	1, 12, 13	QSC	Deanship	

Academic Accreditation Unit (AAU)

Sr	Task	Implementation		KPI	Unit	Support	Remarks
		From	to				
1	Submitting the final SSR	1-6-17	1-7-17	Number of academic programs that accredited by ABET	Programs	AAU	
2	Making a presentation about ABET on-site visit	10-9-17	15-9-17	Number of academic programs that accredited by ABET	AAU	DTU	
3	Preparing CoE-Mock Visit	1-9-17	7-9-17	Number of academic programs that accredited by ABET	AAU	VD Q &D	
4	Writing an Operational for Preparing Programs for NCAAA accreditation	1-10-17	15-10-17	Number of academic programs that accredited by NCAAA	AAU	VD Q &D	

Quality Assurance Unit (QAU)

S. No.	Activities	Implementation Period		Performance Indicator	Responsibility		Remarks
		From	To		Basic	Support	
1	Review of all Course Specifications of current semester of all the Programs	W1	W2	Percent of Correct Course Specifications	QAU	Programs	
2	Quality Assurance of all Course Reports of previous semester of all the Programs	W2	W3	Percent of Course Reports citing CLOs attainments, implementation of previous action plans and proposal of new action plan	QAU	Programs	
3	Activation of quality structure/ committees/ units	W2	W3	Number of Quality Committees/ Units covering all Quality related tasks	QAU	Programs	
4	Quality Culture amongst Faculty/ Staff/ Students	Throughout the semester		Marks in the Quiz at the end of the year	QAU	VD (Q&D)	
5	Quality Assurance of Engineering Practice Evaluation in each Department	FS/W4	FS/W5	A report on Review	QAU	Program Engineering Practice Coordinators	

S. No.	Activities	Implementation Period		Performance Indicator	Responsibility		Remarks
		From	To		Basic	Support	
6	Quality Assurance of Evaluation of Senior Design Projects in each Department	W2	W3	A report on Review	QAU	Program Senior Design Coordinators	
7	Review of CLOs and SOs evaluation in each Program	W7 W13	W8 W14	Satisfaction level of the Reviewers	QAU	Programs	
8	Review of Program Specifications and Annual Reports	FS/ W3	FS/ W4	A report mentioning the weakness and strength, and pointing out the shortcomings	QAU	Programs	
9	Quality Assurance of Course Portfolios	W15	W16	A comprehensive report on the Evaluation	QAU	System Uploader In-charge	
10	Quality Assurance Report Presentation	W15	W16	Satisfactory level of participants	QAU	QAU Coordinator	

Development and Training Unit (DTU)

No	Activities	Implementation Period		Performance Indicators	Responsibility		Remarks
		From	to		Basic	Support	
1	Review the website of College of Engineering with its contents	FS/W1	FS/W4		DTU	DTU	
2	Updating the website with the approved data for all the departments.	FS/W1	FS/W5		DTU	DAU	
3	To follow up the Quality Training Programs been offered by the Quality Deanship	FS/W1	FS/W10		DTU		
4	A workshop presentation or training course related to QAU	FS/W8	FS/W9		DTU	QAU	
5	A workshop, presentation or training course related to AEU	FS/W12	FS/W14		DTU	QAU	
6	A workshop, presentation or training course related to AAU	FS/W4	FS/W6		DTU	AAU	
7	A workshop, presentation or training course related to QAU	SS/W7	SS/W8		DTU	QAU	
8	A workshop, presentation or training course related to AAU	SS/W4	SS/W5		DTU	AAU	
9	A workshop, presentation or training course related to AEU	SS/W10	SS/W12		DTU	AEU	

Documentation & Achieving Unit (DAU)

No	Activities	Implementation Period		Performance Indicators /10	Responsibility		Remarks
		From	to		Basic	Support	
1	Updating and administering the	W2	W12	8	DAU	IT	

						Deanship	
2	Preparing and installing college's software on dedicated servers	W2	W12	2	DAU	IT and Deanship of E learning	
3	Activating Academic Administration System	W2	W12	4	DAU	VD Q&D	

Assessment and Evaluation Unit (AEU)

No	Activities	Implementation Period		Performance Indicators	Responsibility		Remarks
		From	to		Basic	Support	
1.	Assessment of Student Course Evaluation	20/12/2017	20/5/2018	Level of students' satisfaction with assessment methods.	VDQD	Student Affairs	
2.	Assessment of Exit Survey	20/11/2017	20/4/2018		AEU	AU	
3.	Assessment of Graduates Survey	10/11/2017	20/6/2018		AEU		
4.	Assessment and Evaluation of Feedback from Graduates and Stock holders	22/10/2017	20/6/2018		AEU		
5.	Assessment of the Engineering Aspects in Senior Design and quality if 10 final exams for each program	04/2/2018	25/2/2018	Number of programs competed successfully the assessment process	AEU	VDQD	
6.	Conduct an external professional Exam	16/5/2018	16/5/2018	Percentage of students participating in the Exam.	AEU	College	
7.	Developing online evaluation system for: Faculty Satisfaction	6/11/2017	16/05/2018	Number of faculty members attending the seminars	AEU	College	

Occupational & Environmental Health Unit (OEHU)

No	Activities	Implementation Period		Performance Indicators	Responsibility		Remarks
		From	to		Basic	Support	
1.	Lab conditions in EC from the OHSAS 18001 point of view	FS/W6	FS/W8	6	OEHU	Secretary	
2.	Lab conditions in EC from the OHSAS 18001 point of view	SS/W6	SS/W8	6	OEHU	Secretary	
3.	Preparing lab booklet for college of engineering	FS/W1	FS/W8	6	OEHU	Departments LDC	

Appendix A

Minutes of all meetings

1st   Meeting of Steering Committee

SEPTEMBER 28, 2016   12:00- 1.00 P.M   COLLEGE OF ENGINEERING

Minutes

Meeting called by	Dr. Abdullah A. Almuhaisen
Type of meeting	Regular
Facilitator	
Note taker	Eng. Hassam Habibeh
Timekeeper	
Attendees	Dr. Abdullah A. Almuhaisen, Dr. Abdulrahman AlQawasmi, Dr. Saied abbas , Dr. Sameh Mohamed, Dr. Praveen R.P, Dr. Muhammad Zubair, Eng. Yahya Al jahmani , Eng. Hussam Habibeh

Agenda topics

Starting the first meeting and Welcoming new nominated committee members

Discussion	Starting the first meeting and Welcoming new nominated committee members, the head of the committee has explained in brief the committee responsibilities and main tasks of sub-committees and unites
Conclusions	NA

Approving some forms such as time table, syllabus,…

Discussion	The committee members look at the forms to be approved and discussed the contents ,then they proposed some modification for approval for updating the final form. The discussed forms are the syllabus and the time table for instructors.

Conclusions	The forms need to be updated and approved by emails.

Action items	Person responsible	Deadline
An email to be sent to all members asking their comments on the forms.	Dr. Al Qwasmi	ASAP

Code of ethics for both students and faculty members

Discussion	Code of ethics for both students and faculty members was proposed by Dr. Al mouhaisen to be sent to faculty members in order to look at and waiting for their comments and proposals

Conclusions	The initial version of the code of ethics to be sent to all faculty members asking them their comments and feedback and proposals

Action items	Person responsible	Deadline
Dr. Al mouhaisen will send an email to all faculty members waiting for their comments	Dr. Abdullah Almuhaisen	ASAP

Instructor's awareness check list

Discussion	A check list of some information that each instructor must know

Conclusions	Instructors awareness check list to be approved ,updated ,and post it on the website of the college

Action items	Person responsible	Deadline
Instructors awareness check list to be updated and post it on the website when approved	Eng. Hussam HABIBEH	ASAP

Naming the software system of the college

Discussion	The software system of the college is for management educational and academic activities in the college so the most suitable name was approved after discussion is ACADEMIC MANAGEMNT SYSTEM

Conclusions	The approved name of the system is ACADEMIC MANAGEMNT SYSTEM

Action items	Person responsible	Deadline
NA	NA	NA

Training for faculty members

Discussion	The committee members discussed the need for the training of the faculty members.
Conclusions	The need of faculty members needs to be investigated.

Action items	Person responsible	Deadline
Investigation of the need of faculty members.	Dr. Praveen	Two weeks

Labs procedures

Discussion	The committee members discussed the need for revisit the labs to make sure that it meets the expected standard.
Conclusions	The coordinator of the occupational and environmental health unit to check the standards and put a procedure to meet these standards. After that, the coordinator support lab's coordinators in each program and provide a report once each semester.

Action items	Person responsible	Deadline
The coordinator of the occupational and environmental health unit to check the standards and put a procedure to meet these standards.	Eng. Yahya Aljahmani	Two weeks

Secretary Hussam habibeh   Coordinator Dr. Abdullah Almuhaisen

Date of Approval: Approved by:

2nd Meeting of Steering Committee

MINUTES
OCTOBER 11, 2016   12:00- 1.00 P.M   COLLEGE OF ENGINEERING

MEETING CALLED BY	Dr. Abdullah A. Almuhaisen
TYPE OF MEETING	Regular
FACILITATOR	
NOTE TAKER	Eng. Hassam Habibeh
TIMEKEEPER	
ATTENDEES	Dr. Abdullah A. Almuhaisen, Dr. Abdulrahman AlQawasmi, Dr. Saied abbas , Dr. Sameh Mohamed, Dr. Praveen R.P, Dr. Muhammad Zubair, Eng. Yahya Al jahmani , Eng. Hussam Habibeh

Agenda topics

College website reconstruction and rearrangement

DISCUSSION	Dr. Praven and Engr.Hussam present the proposal the reconstruct and rearrange the website of the college to start the process of developing and enhancement and update the website of the college, after that the committee members discuss the proposal and report their comments and notes about the current situation of the website and propose some modification for improvement process, at the end the decide to send the proposal to the deanship for approval
CONCLUSIONS	The new proposal to develop and reconstruct the website of the college to be sent for approval from the deanship of the college

Secretary Hussam Habibeh   Coordinator Dr. Abdullah Almuhaisen

Date of Approval: Approved by:

College of Engineering

3rd Meeting of Steering Committee

MINUTES

NOVEMBER 8, 2016   9:00- 10.00 P.M   COLLEGE OF ENGINEERING

MEETING CALLED BY	Dr. Abdullah A. Almuhaisen
TYPE OF MEETING	Regular
FACILITATOR	
NOTE TAKER	Eng. Hassam Habibeh
TIMEKEEPER	
ATTENDEES	Dr. Abdullah A. Almuhaisen, Dr. Abdulrahman AlQawasmi, Dr. Saied abbas , Dr. Sameh Mohamed, Dr. Praveen R.P, Dr. Muhammad Zubair, Eng. Yahya Al jahmani , Eng. Hussam Habibeh

Agenda topics

Strategic plan of the college of engineering quality and development vice deanship operational plan

DISCUSSION	The steering committee members discus Strategic plan of the college of engineering 2020/2015 and quality and development vice deanship operational plan, and conduct a workshop on how to fill the forms of initiatives of the second strategic plan of the college of engineering including The strategic goal the sub-goal, the initiatives and the responsivity of the vice dean for development and quality committees
CONCLUSIONS	Coordinators of the vice dean for development and quality committees cooperate to fill the fill the forms of initiatives of the second strategic plan of the college of engineering to be ready for submission

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Filling the the forms of initiatives of the second strategic plan of the college of engineering	Committees and unites coordinators Dr. Al Qawasmi	12/8/2016

Secretary Hussam Habibeh   Coordinator Dr. Abdullah Almuhaisen

Date of Approval: Approved by:

4th Meeting of Steering Committee

Minutes

FEBRUARY 21, 2017   12:00- 13.00 P.M   COLLEGE OF ENGINEERING

Meeting called by	Dr. Abdullah A. Almuhaisen
Type of meeting	Regular
Facilitator	
Note taker	Eng. Hassam Habibeh
Timekeeper	
Attendees	Dr. Abdullah A. Almuhaisen, Dr. Abdulrahman AlQawasmi, Dr. Saied Abbas , Dr. Sameh Mohamed, Dr. Praveen R.P, Dr. Muhammad Zubair, Eng. Yahya Al jahmani , Eng. Hussam Habibeh

Agenda topics

Internal review process

Discussion	As the college preparing for the ABET and NCAAA visit, Dr. Abdulrahman Al Qawasmi, has to focus on the internal review process before this visit by 14 Mar, they have to conduct a review of: CR, program evaluation Report, developing plan, Program Progress Annual report, KPI, CS
Conclusions	Dr. Abdulrahman Al Qawasmi, has to conduct an internal review process before this visit of: CR, program evaluation Report, developing plan, Program Progress Annual report, KPI, CS

Action items	**Person responsible**	**Deadline**
Conduct an internal review	Dr. Abdulrahman AlQawasmi,	5-10th Mar 2017

College of Engineering

Quality Assurance – Distribution of Quality Culture

Discussion	As the college preparing for the NCAAA & ABET visit, Dr. Saied Abbas has to start implementing a plan to activate the distribution of quality culture in the college for both faculty and students through announcements on twitter, digital signage systems, college' website, emails, Posters, conducting workshops and presentation for each department and /or at the college level, focusing on Vision Mission and Objectives ..
Conclusions	Starting implementation of Distribution of Quality Culture plan culture in the college for both faculty and students

Action items	Person responsible	Deadline
Posting announcements on twitter, digital signage systems, college' website, emails, Posters, conducting workshops and presentation for each department and /or at the college level, focusing on Vision Mission and Objectives ..	Dr. Saied Abbas Supporters: Dr. Abdulrahman AlQawasmi , Eng Hussam	

Quality Assurance – Distribution of Quality Culture

Discussion	As the college preparing for the NCAAA & ABET visit, steering committee will conduct a one session multi presentations to inform the college what have been done so far about quality assurance process implementation 1-automated System 2-College Guide 3-Procedures Program and Manual 4-Academic Accreditation ABET
Conclusions	Starting implementation of Distribution of Quality Culture plan culture in the college for both faculty and students

Action items	Person responsible	Deadline
conduct a one session multi presentations to inform the college what have been done so far about quality assurance process implementation 1-automated System 2-College Guide 3-Procedures Program and Manual 4-Academic Accreditation ABET	Dr. Abdulrahman AlQawasmi , Dr. Saied Abbas Dr. Sameh	Within 3 weeks

Updating website

Discussion	Updating website has to be continued, check list to be updated
Conclusions	Updating website has to be continued, check list to be updated

Action items	Person responsible	Deadline
Updating website has to be continued, check list to be updated	Eng. Hussam	Within 10 days

Secretary Hussam Habibeh   Coordinator Dr. Abdullah Almuhaisen

Date of Approval: Approved by:

5th Meeting of Steering Committee

Minutes

Meeting called by	Dr. Abdullah A. Almuhaisen
Type of meeting	Regular
Facilitator	
Note taker	Eng. Hassam Habibeh
Timekeeper	
Attendees	Dr. Abdullah A. Almuhaisen, Dr. Abdulrahman AlQawasmi, Dr. Saied Abbas , Dr. Sameh Mohamed, Dr. Praveen R.P, Dr. Muhammad Zubair, Eng. Yahya Al jahmani , Eng. Hussam Habibeh

Agenda topics

Internal review process

Discussion	As the college preparing for the ABET and NCAAA visit, Dr. Abdulrahman Al Qawasmi, has to focus on the internal review process before this visit by 14 Mar, they have to conduct a review of: CR, program evaluation Report, developing plan, Program Progress Annual report, KPI, CS
Conclusions	Dr. Abdulrahman Al Qawasmi, has to conduct an internal review process before this visit of: CR, program evaluation Report, developing plan, Program Progress Annual report, KPI, CS

Action items	Person responsible	Deadline
Conduct an internal review	Dr. Abdulrahman AlQawasmi,	5-10th Mar 2017

Quality Assurance – Distribution of Quality Culture

Discussion	As the college preparing for the NCAAA & ABET visit, Dr. Saied Abbas has to start implementing a plan to activate the distribution of quality culture in the college for both faculty and students through announcements on twitter, digital signage systems, college' website, emails, Posters, conducting workshops and presentation for each department and /or at the college level, focusing on Vision Mission and Objectives ..
Conclusions	Starting implementation of Distribution of Quality Culture plan culture in the college for both faculty and students

Action items	Person responsible	Deadline
Posting announcements on twitter, digital signage systems, college' website, emails, Posters, conducting workshops and presentation for each department and /or at the college level, focusing on Vision Mission and Objectives ..	Dr. Saied Abbas Supporters: Dr. Abdulrahman AlQawasmi , Eng Hussam	
Making a schedule and an operation plan for the quality culture promotion, for both faculty and students.	Dr. Saied Abbas	5th March

Quality Assurance – Distribution of Quality Culture

Discussion	As the college preparing for the NCAAA & ABET visit, steering committee will conduct a one session multi presentations to inform the college what have been done so far about quality assurance process implementation 1-automated System 2-College Guide 3-Procedures Program and Manual 4-Academic Accreditation ABET
Conclusions	Starting implementation of Distribution of Quality Culture plan culture in the college for both faculty and students

Action items	Person responsible	Deadline
conduct a session multi presentations to inform the college what have been done so far about quality assurance process implementation 1-automated System 2-College Guide 3-Procedures Program and Manual 4-Academic Accreditation ABET	Dr. Abdulrahman AlQawasmi , Dr. Saied Abbas Dr. Sameh	Within 3 weeks

Updating website

Discussion	Updating website has to be continued, check list to be updated
Conclusions	Updating website has to be continued, check list to be updated

Action items	Person responsible	Deadline
Updating website has to be continued, **check list to be updated**	Eng. Hussam	Within 10 days

Secretary Hussam Habibeh   Coordinator Dr. Abdullah Almuhaisen

Date of Approval: Approved by:

6th Meeting of Steering Committee

MINUTES

MARCH 2, 2017   12:00- 1:00 P.M   COLLEGE OF ENGINEERING

MEETING CALLED BY	Dr. Abdullah A. Almuhaisen
TYPE OF MEETING	Regular
FACILITATOR	
NOTE TAKER	Eng. Hassam Habiboh
TIMEKEEPER	
ATTENDEES	Dr. Abdullah A. Amuhaisen, Dr. Abdurahman AlQawasmi, Dr. Saied abbas, Dr. Sarieh Mohamed, Dr. Prayeen R.P, Dr. Muhammad Zubair Eng. Yahya Aljahmani, Eng. Hussam Habiben

Agenda topics

Discussing the minutes and tasks of the last meeting and execution of the assigned tasks

DISCUSSION	Discussing the minutes and tasks of the last meeting and execution of the assigned tasks
CONCLUSIONS	To be sure that assigned tasks were completed as schedule

Discussion the operational plan proposal of promotion of the quality culture in the college

DISCUSSION	The committee members look at the operational plan proposed by Dr Abbas and discuss the items such as Vision Mission, CLOs, SLOs, Posters, Flyers, etc. and about promotion of the quality culture in the college and the best way of implementation
CONCLUSIONS	To continue implementing the operational plan and update it as needed

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Upload the CS	Dr. Al Qwasmi has to send the CSs to Engr Hussam	ASAP
Uploading and updating the CSs on the college website	Engr Hussam	ASAP
Send the updated Matrix	Dr. Al Qwasm has to send the updated mmatrix to Dr Abbas	ASAP

Program study plan and the quality assurance information that a student must know, and the rights of the students

DISCUSSION	The committee members discussed the topics of -Program study plan -Quality assuranceand information that a student must know, and student's rights, he best way of implementation
CONCLUSIONS	To implement the tasks of - Program study plan -Quality assuranceand information that a student must know and students - student's rights, and to chose the best way of implementation

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Organize activities about program study plans and to send the information to Engr. Hussam	Dr parveen	ASAP
Engr. Hussam has to upload the information on the website	Engr. Hussam	ASAP
Dr. Sarieh has to send the Student's rights and information that studnts must Know to Engr. Hussam	Dr Sarieh	
Engr Hussam has to upload the information on the website	Engr. Hussam	ASAP

Two workshos to be organized and held about quality assurance	Dr.Praven by the support of Dr.AlQwasm and Dr Sameh	ASAP

Secretary Hussam habibeh

Date of Approval:

Coordinator Dr. Abdullah Almuhaisen

Approved by: