

MAJMAAH UNIVERSITY-COLLEGE OF ENGINEERING

Operational Plan 2017/2018

Department of Electrical Engineering

EE Department

9/20/2017

This document contains the strategic plan and operational plans of EE department. Analysis of different sources is performed

Table of Contents

Introduction	2
College's Vision, Mission and Objectives.	2
EE Department's Vision, Mission and Objectives	2
Department Committees:	3
Matrix of Initiatives and Performance Indicators for EE program.....	5
Goal 1: Building of competition capabilities of students according to the market needs and knowledge society.....	5
Goal 2: Upgrading the skills and capabilities of academic and administrative staff.	7
Goal 5: - Meet the quality requirements and preparing for institutional and program accreditations	7
Goal 6: Upgrading the quality value of scientific research and innovation regarding development priorities.	9
Goal 7: Strengthening the responsibility and community participation.....	10
Performance Indicators:	12
Operational Plan of EE for 2017-2018	0

Introduction

Due to the importance of Strategic Planning for any successful organization, the Electrical Engineering (EE) Department started from the academic year 2014\2015 to set the main strategic goals to be as a blueprint or framework that needs to be achieved to fulfill the mission and goals of EE program.

Majmaah University just published its Operational Plan (2015-2019) with its goals to meet the Strategic Plans of the Kingdom of Saudi Arabia. Therefore, in order to fulfill these goals, the Strategic Planning Committee (SPC) in EE department reviewed the Operational Plan of MU University and updated its Strategic Plan to meet these goals. The goals of EE program defined based on desired state that the program wants to achieve, a target the EE program wants to hit. The SPC and with participations of all faculty members, formed committees and administration discussed the activities and responsibilities that should be defined to achieve the main goals and Goals defined by the SPC.

College's Vision, Mission and Objectives.

Vision

To be internationally well recognized engineering college in top engineering education, scientific research, and service to the community

Mission

To provide and educate students with the highest quality in engineering knowledge and to facilitate cutting edge research for the benefit of the society

Objectives

- To attract high quality faculty and well prepared students.
- To continuously improve and revise the academic programs.
- To build a strategic alliance with the industry.
- To be sensitive to the needs of the society.

EE Department's Vision, Mission and Objectives

Vision

To become internationally recognized for graduating electrical engineers proficient in putting theory into practice and capable of succeeding in advanced research and studies for the benefit of the society.

Mission

To provide graduates with distinguished engineering knowledge, professional and engineering problem solving skills and be engaged in research and experiential work for the benefit of community

Objectives

The Electrical Engineering Program prepares graduates to be:

- 1- Professionals in electrical engineering having developed superior technical competence and be actively engaged in lifelong learning
- 2- Successful researchers, entrepreneurs, experts and educators practicing high ethical and professional standards for the benefit of the community.

The mission of the University and College focuses on the education and research for the benefits of the society. The EE program fulfil the mission of the institute by providing an educational program that is based on providing graduates with the knowledge and professional and research skills.

Methods of delivery of program based on the teaching strategies, assessment method used and analysis of evaluated results. Mainly, lectures, projects, labs, senior designs and summer training (Engineering practice) are major methods to deliver the program. In addition, assignments, E-learning (D2L) and scientific visits to factories and industry companies serve the same purpose.

Department Committees:

N	Committee	Shortcut	Responsibilities	Coordinator	Members
1	Academic Accreditation Committee	AAC	- Supervising the quality process in the department. - Preparing SSR for accreditation	Dr. Abdullah Almuhausen	Dr. Abdel-Rahman Al-Qawasmi Dr. Abdullah Al-Ahmadi Dr. Praveen
2	Assessment and Evaluation Committee	AEC	Provide feedback based on collected and analyzed data to improve the effectiveness of the EE program.	Dr. Muhamed Ouda	Dr. Abdullah Al-Ahmadi Dr. Youcef Berrouche Eng. Mohammad Humran Eng. Badr Al Harbi
3	Bridging Program	BP	Administration of the bridging program	Ahmed Galal Abo-Khalil	---
4	Department Service Committee	DSC	- Department Annual Report - Supporting Department activities - Administrative Communication	Dr. Yazeed Qasaymeh	Eng. Hussam Habibeh Eng. Muhammad Humran Khan
5	Documentation and Archiving Committee	DAC	- Identification of required data - Data Collection - Data processing and preparation with statistical analysis - Archiving and database management - Unifying documents and forms in the department - Recording all activities in the department	Eng. Muhammad Humran Khan	Eng. Mohammad Abdul Baseer
6	Engineering Practice Committee	EPC	Supervise the summer training seminar and reports	Dr. Fathi Khallel	Dr. Ahmed Galal Abo-Khalil Eng. Faisal Al Harbi
7	Follow Up Committee	FUC	Follow up with department activities	Dr. Fathi Khallel	---
8	Graduate Program Committee	GPC	Establishing and Developing Graduate Programs.	Dr. El Manaa Barhoumi	Dr. Ahamed Abokhalil Dr. Abdulrahman Alqawasmi
9	Interviewing Committee	IC	Reviewing Applicant's documentation	Dr. Abdullah Almuhausen	Dr. Abdel Rahman Al-Qawasmi Dr. Ahmed Galal Abo-Khalil
10	Lab Developments Committee	LDC	- Developing EE labs. - Operation, Maintenance and Safety of Labs	Dr. Muhamad Zubair	Eng. Talha Yazdani Eng. Mohammad Abdul Baseer
11	Quality Committee	QC	- Dissemination of quality culture. - Improving academic performance in accordance with Faculty and University strategic plans. - Supporting the EE program to achieve	Dr. Abdullah Al-Ahmadi	Dr. Praveen Dr. Yazeed Qasaymeh Eng. Ahamd AITwehari

			national (NCAAA) and international program accreditation.		
12	Research & Community Services Committee	RSCC	- To enhance the educational activities and to support the researchers. - To adopt initiatives that support society needs.	Dr. Youcef Berrouche	Dr. Ahmed Galal Abo-Khalil Eng. Mohammad Abdul Baseer Eng. Talha Yazdani
13	Scheduling Program Committee	SPC	- Planning Course Scheduling - Major Exams Coordination	Dr. Ahmed Galal Abo-Khalil	Dr. Abdullah Al-Ahmadi Eng. Talha Yazdan
14	Senior Design Committee	SDC	Coordinator for all senior project activates	Dr. Ahmad Bilal	--
15	Strategic Planning & Steering Committee	SPSC	- Proposing a strategic plan for the department. - Proposing operational plans for the strategic plan. - To provide direction and counsel to the EE department.	Dr. Muhammad Zubair	Dr. Abdullah Almuhausen Dr. Abdulrahman Alqawasmi Dr. Ahamed Abokhalil
16	Teaching Quality Assurance Committee	TQAC	To provide a comprehensive framework for the enhancement and evaluation of the teaching, learning quality and assessment process in the EE department	Dr. Muhamed Ouda	Dr. Praveen Dr. Muhamad Zubair Eng. Mohammad Abdul Baseer
17	Undergraduate Coordination & Support Committee	UCSC	- Academic Advising - Monitoring undergraduate student progress - Undergraduate student petitions - Support student's education learning	Dr. Ahmed Galal Abo-Khalil	Eng. Mohammad Abdul Baseer
18	Undergraduate Program Committee	UPC	- Supervising all aspects of program development and delivery. - Development of undergraduate programs and structure.	Dr. Abdel Rahman Al-Qawasmi	Dr. El Manaa Barhoumi Dr. Ahmed Galal Abo-Khalil Eng. Muhammad Humran Khan Eng. Bandar Alzufairi
19	Undergraduate Research & Assistance Committee	URAC	- Support student research in elective courses, senior design and micro projects. - Induction, seminars and training courses for student	Dr. Praveen	Dr. Ahmed Galal Abo-Khalil Dr. Youcef Berrouche Eng. Talha Yazdani Eng. Mohammad Abdul Baseer
20	Web Administration Committee	WAC	- Administration of EE websites and virtual server. - Encourage faculty website development for learning.	Eng. Hussam Habibeh	Eng. Muhammad Humran Khan

Matrix of Initiatives and Performance Indicators for EE program

Goal 1: Building of competition capabilities of students according to the market needs and knowledge society.

Sub-Goals (1): Improving the internal and external efficiency levels of colleges

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Expand the acceptance opportunities in undergraduate EE program	Students' enrollment rate in the program (Total, Net, New)	✓	✓	✓	✓	<ul style="list-style-type: none"> Undergraduate Coordination & Support Committee Undergraduate Program Committee
Development of admission standards of students	General students' assessment of courses quality	✓	✓	✓	✓	Undergraduate Coordination & Support Committee
Improving the overall satisfaction rate of students for courses		✓	✓	✓	✓	Undergraduate Program Committee
Development of study plans	<ol style="list-style-type: none"> Percentage of Students that entered the programs and had completed the first year Percentage of Students that entered the undergraduate program and completed the program in minimum of a time 		✓			Undergraduate Program Committee

Sub-Goals (2): Restructuring scientific disciplines according to market and society needs

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Restructuring some disciplines according to the needs of local and national community	Percentage of disciplines that have been restructured and improved to the number of programs those need to be restructured	✓	✓	✓		<ul style="list-style-type: none"> Undergraduate Program Committee Research & Community Services Committee
Follow-up the affairs of the college's alumni and communicate with them to develop of academic programs	<ol style="list-style-type: none"> Percentage of Hired graduates who finished bachelor program or enrolled in graduate programs within six months of graduation Stakeholders level satisfaction for graduates and their skills. 	✓	✓	✓	✓	<ul style="list-style-type: none"> Undergraduate Program Committee Research & Community Services Committee

Sub-Goals (3): Providing students with job skills and Entrepreneurship

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Implementation of programs for entrepreneurship and student innovation projects	Number of initiatives and annual programs for the acquisition of student employment skills and entrepreneurship	✓	✓	✓	✓	<ul style="list-style-type: none"> Undergraduate Research & Assistance Committee Senior Design Committee Lab Developments Committee
Providing training opportunities for students	Number of training opportunities have been introduced to students comparing to the total number of students got trained.	✓	✓	✓	✓	Engineering Practice Committee
Development of summer training skills	Percentage of students got B and more like a final mark in training		✓		✓	Engineering Practice Committee

Sub-Goals (4): Improvement of academic advising system

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Activating the role of Student Counseling in EE	1- Students evaluation for Academic and professional advising 2- Percentage of students that received academic services to the overall number of students'.	✓	✓	✓	✓	Undergraduate Coordination & Support Committee

Sub-Goals (5): Diversifying the sources of learning

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Developing strategies and teaching methods	Level of students' satisfaction with teaching strategies, learning and assessment.	✓	✓	✓	✓	Teaching Quality Assurance Committee
Development of students' evaluation system		✓	✓	✓	✓	Teaching Quality Assurance Committee
Development of faculty members' skills in the areas of measurement and evaluation		✓	✓	✓	✓	Teaching Quality Assurance Committee

Sub-Goals (6): Moving up to students' activities and services levels

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Providing quality support services for students	1- Level of students' satisfaction with services provided by EE. 2- Percentage of students participated in activities to the total number of student	✓	✓	✓	✓	Undergraduate Coordination & Support Committee

Goal 2: Upgrading the skills and capabilities of academic and administrative staff.

Sub-Goals (1): Attracting various personnel of faculty members and maintain

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Improving the appropriate of faculty member's disciplines with courses and administrative work	1-The overall rate of students to faculty members 2- The rate of the number of students to faculty members by specialties	✓	✓	✓	✓	Interviewing Committee
Improving the academic job rates of Saudi citizens	3- Teaching staff members contracted rate	✓	✓	✓	✓	Interviewing Committee

Sub-Goals (2): Improvement of the professional development system for faculty members*

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
The sustainability of professional development for faculty members	1- The number of worksheets and reports presented at conferences over the past year to the number of full-time faculty teaching members.	✓	✓	✓	✓	Training and Development Unit/VD of Quality and Development
Reviewing and raising evaluation and development plans of academic programs at the college	2- Percentage of faculty members participated in professional development activities over the past year 3- Rate of faculty members that received training in modern teaching strategies that enhances teaching and learning.	✓	✓	✓	✓	Excellence in teaching and learning Unit/VD of Academic Affairs Training and Development Unit/VD of Quality and Development

* This is a college level sub-goal and to be followed by the quality unit.

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

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Periodic evaluation of Quality system run the program	1- Satisfaction level of beneficiaries - students, graduates, employers and employment parties for a quality took system 2-Percentage of programs and units that are being internally and externally benchmarked in quality activities.		✓		✓	Quality Committee
Activation of committees of quality academic programs	The effectiveness of improvements plans	✓	✓	✓	✓	Strategic planning and steering committee
Activating authentication system	The effectiveness of Quality Center in saving documents and evidence and the way of their documenting and organizing	✓	✓	✓	✓	Documentation and Archiving Committee

Sub-Goals (2): Preparing educational programs for accreditation

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Periodic evaluation of academic program	Percentage of courses that evaluated by students during the year	✓		✓		Academic Accreditation Committee
Quality Assurance of the reports and specifications of program and courses		✓	✓	✓	✓	Quality Committee
Quality Assurance of learning outcomes for the academic program		✓	✓	✓	✓	Quality Committee
Activation of the independent evaluation of the academic program	Percentage of advisory boards activation for academic programs	✓		✓		Academic Accreditation Committee
Performing meetings with the advisory boards of the EE program		✓	✓	✓	✓	Coordinator of the EE program
Performance Indicators measurement and benchmarking for Academic Program	Number of academic programs that accredited by ABET	✓	✓	✓	✓	Academic Accreditation Committee
Quality assurance of courses File		✓	✓	✓	✓	Quality Committee
To be accredited by ABET				✓	✓	Academic Accreditation committee

Sub-Goals (3): Distribution of quality institutional education for University members**

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	

Preparation and implementation of training programs, workshops and seminars in the field of quality and academic accreditation	1- Percentage of faculty members that trained in quality areas 2- Rate of faculty members that participated in quality events and activities in the college	✓	✓	✓	✓	Training and Development Unit/VD of Quality and Development
Preparation for the University Director Excellence Award		✓	✓	✓	✓	VD of Quality and Development

* **This is a college level sub-goal and to be followed by the quality unit.**

Goal 6: Upgrading the quality value of scientific research and innovation regarding development priorities.

Sub-Goals (1): Improvement quality and quantity of scientific research

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Focusing on applied research in the fields of engineering	Average of reviewed papers published in Scientific and technological fields	✓	✓	✓	✓	Research and Community service committee
Development of a program to improve the scientific productivity	Number of publications in reviewed scientific journals in the past year to the overall number of full-time faculty members Number of reference citations to the overall number of full-time faculty		✓		✓	Research and Community service committee
Encouraging faculty members to participate in funded research, locally and internationally	Percentage full-time faculty members that published at least one paper in the past year.	✓	✓	✓	✓	Research and Community service committee

Sub-Goals (2): Discovering and nurturing talented and support innovation and patents

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Developing the awareness of students and faculty members to intellectual property rights and registration procedures	1- Patents Rate 2- Number of students' research 3- Number of innovations registered by faculty members.		✓		✓	<ul style="list-style-type: none"> Research and Community service committee Undergraduate Research & Assistance Committee

Sub-Goals (3): Directing the scientific research by development priorities and environmental researchers

Initiative	Performance Indicators	Academic Year				The entity responsible
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		37	38	39	40	
Support and motivate Multi-disciplinary research projects	The number of joint research projects with community organizations	✓	✓	✓	✓	Research and Community service committee
Direct support towards the development of research	1. Percentage of environment articles to the total number of annual articles 2. Number of research participated	✓	✓	✓	✓	Research and Community service committee

Sub-Goals (4): Reviewing of the scientific research and publication and enhancing its ethics

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Organizing some courses for faculty members about the local and international publishing	Level of satisfaction of faculty members about transparency and fairness of scientific research practice	✓	✓	✓	✓	Research and Community service committee
The development of evidence, scientific research and publishing in EE program	The availability of regulatory guides of scientific research ethics rules and its regulations	✓	✓	✓	✓	Research and Community service committee

Sub-Goals (6): The diversity of scientific research sources

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Motivate of faculty members to participate and submit funded scientific research by the University, the Kingdom and international	1- Number of funded projects internally comparing to the total number of scientifically proposed projects 2- Number of projects funded by King Abdul-Aziz research centers 3- Number of projects funded by external research resources. 4- The total income of funded research projects.	✓	✓	✓	✓	Research and Community service committee

Goal 7: Strengthening the responsibility and community participation

Sub-Goals (1): Improving of continuous educational programs in the light of the society needs***

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
The implementation of programs of continuing education by the needs of the community	1- Increasing percentage of registered students in continuous learning programs 2- level of students' satisfaction with continuous learning programs	✓	✓	✓	✓	Research and Community service committee

***This is a college level sub-goal and to be followed by the Research and Community service committee.

Sub-Goals (2): Activation of social partnership with non-profit and government and private sectors.

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Providing engineering and technical consulting	Number of annual programs of partnership and cooperation with society and private sectors	✓	✓	✓	✓	Research and Community service committee
Organizing workshops, courses, and lectures engineering community	Number of consulting and services submitted to the local community and business sector		✓		✓	Research and Community service committee

Sub-Goals (3): Promote a culture of volunteering for students and university members****

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Accomplish volunteer activities for students and faculty members	Number of educational programs presented to the total number of departments	✓	✓	✓	✓	Undergraduate Coordination & Support Committee

****This is a college level sub-goal and to be followed by the Research and Community service committee.

Sub-Goals (4): Improving of continuous educational programs in the light of the society needs

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Organizing of a student award in volunteer work	1-Percentage of faculty members participated in social programs and activities. 2- Percentage of students participated in volunteer and social activities.	✓	✓	✓	✓	Undergraduate Coordination & Support Committee

Sub-Goals (5): Merging the sustainable development of educational programs and research projects

Initiative	Performance Indicators	Academic Year				The entity responsible
		37	38	39	40	
Developing academic programs regarding sustainable development issues	1- Number of research and research projects that serve the sustainable development issues of the environment 2- The proportion of courses in academic programs concerned with sustainable development issues			✓		Undergraduate Program Committee

Performance Indicators:

N	KPI	Actual	Target
1.	Students' enrollment rate in the program (Total, Net, New)		
2.	General students' assessment of courses quality		
3.	Percentage of Students that entered the programs and had completed the first year		
4.	Percentage of Students that entered the undergraduate program and completed the program in minimum of a time		
5.	Percentage of disciplines that have been restructured and improved to the number of programs those need to be restructured		
6.	Percentage of Hired graduates who finished bachelor program or enrolled in graduate programs within six months of graduation		
7.	Stakeholders level satisfaction for graduates and their skills.		
8.	Number of initiatives and annual programs for the acquisition of student employment skills and entrepreneurship		
9.	Number of training opportunities have been introduced to students comparing to the total number of students got trained.		
10	Percentage of students got B and more like a final mark in training		
11	Students evaluation for Academic and professional advising		
12	Percentage of students that received academic services to the overall number of students'.		
13	Level of students' satisfaction with teaching strategies, learning and assessment.		
14	Level of students' satisfaction with services provided by EE.		
15	Percentage of students participated in activities to the total number of student		
16	The overall rate of students to faculty members		

17	The rate of the number of students to faculty members by specialties		
18	Teaching staff members contracted rate		
19	The number of worksheets and reports presented at conferences over the past year to the number of full-time faculty teaching members.		
20	Percentage of faculty members participated in professional development activities over the past year		
21	Rate of faculty members that received training in modern teaching strategies that enhances teaching and learning.		
22	Satisfaction level of beneficiaries - students, graduates, employers and employment parties for a quality tool system		
23	Percentage of programs and units that are being internally and externally benchmarked in quality activities.		
24	The effectiveness of improvements plans		
25	The effectiveness of Quality Center in saving documents and evidence and the way of their documenting and organizing		
26	Percentage of courses that evaluated by students during the year		
27	Percentage of advisory boards activation for academic program		
28	Number of academic programs that accredited by ABET		
29	Percentage of faculty members that trained in quality areas		
30	Rate of faculty members that participated in quality events and activities in the college		
31	Average of reviewed papers published in Scientific and technological fields		
32	Number of publications in reviewed scientific journals in the past year to the overall number of full-time faculty members Number of reference citations to the overall number of full-time faculty		
33	Percentage full-time faculty members that published at least one paper in the past year.		
34	Patents Rate		
35	Number of students' research		
36	Number of innovations registered by faculty members.		
37	The number of joint research projects with community organization		
38	Percentage of environment articles to the total number of annual articles		
39	Number of research participated		
40	Level of satisfaction of faculty members about transparency and fairness of scientific research practice		
41	The availability of regulatory guides of scientific research ethics rules and its regulations		
42	Number of funded projects internally comparing to the total number of scientifically proposed projects		

43	Number of projects funded by King Abdul-Aziz research centers		
44	Number of projects funded by external research resources.		
45	The total income of funded research projects.		
46	Increasing percentage of registered students in continuous learning programs		
47	level of students' satisfaction with continuous learning programs		
48	Number of annual programs of partnership and cooperation with society and private sectors		
49	Number of consulting and services submitted to the local community and business sector		
50	Number of educational programs presented to the total number of departments		
51	Percentage of faculty members participated in social programs and activities.		
52	Percentage of students participated in volunteer and social activities.		
53	Number of research and research projects that serve the sustainable development issues of the environment		
54	The proportion of courses in academic programs concerned with sustainable development issues		

Operational Plan of EE for 2017-2018

IMPORTANT NOTES:

- 1- By ending of each activity (Workshops, lectures, training courses, photos, etc.), a full report should be written that will consist of attendance sheets, results of questionnaire, Program of activity, results and recommendations
- 2- The cooperation between committees to achieve common activities should be maintained through the HOD.
- 3- Every committee should have its own detailed operational plan including initiatives and activities from the EE department and regular (main) activities
- 4- Distribution in activities of any documents, brochures, regulations or any related documents should be approved first by EE department.
- 5- Regular work of committees is to be repeated for every semester. Other activities such as workshops, presentations, lectures, meeting should be early specified by time, place and needed support.

Academic Accreditation Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	To be accredited by ABET	Preparing for ABET onsite visit	W1/FS	W16/FS	
		Completing the course portfolios	W1/FS	W6/FS	
		Preparing Senior design and Engineering practice portfolios	W1/FS	W2/FS	
		Checking the EE program readiness for Accreditation: Internal evaluation	W7/FS	W8/FS	
3	Improvement of administrative and quality work in the department	Organizing a workshop “EE ABET accreditation: one site visit: Instructors’ responsibilities ”	W3/FS	W4/FS	
		Organizing a workshop “EE ABET accreditation: How to meet ABET reviewing Committee for EE students	W6/SS	W7/SS	
4	Periodic evaluation of academic program	Internal Reviewing of EE program	W10/SS	W12/SS	
	Activation of the independent evaluation of the academic program	Evaluate EE program by independent committee	W12/SS	W14/SS	
5	Activation of Advisory board of E program	Performing meetings with the advisory boards of the EE program: Master degree and Updated EE study plan	W9/FS	W10/FS	

		Performing meetings with the advisory boards of the EE program	W11/SS	W11/SS	
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Assessment and Evaluation Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Improve the quality of work in the department	Analyzing Annual Program Report	W1/FS	W4/FS	
		Assessment and evaluation of all reports and surveys	W0/FS	W16/FS	
		Analyzing the Field Experience Report	W3/FS	W6/FS	
2	Enhancing the quality of exams	Evaluation of courses score for the second semester 2016/2017 semesters	W0/FS	W2/FS	
		Evaluation of courses score for the first semesters	W0/SS	W2/SS	
3	Development of faculty members' skills in the areas of assessment and evaluation	A workshop "assessment and evaluation skills"	W0/SS	W2/SS	

Bridging Program

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Continue the Bridging Program with the required standard. Investigate what EE program can provide for the community	Investigate projects that support community	W1/FS	W6/SS	
		Modification of regulation equivalency of courses	W12/SS	W13/SS	
		Making a meeting with new students	W1/FS	W3/FS	

Department Service Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Making reaching of regulations and guidelines more available and flexible for students and faculty members	Inform faculty members about regulations and guidelines	W1 /FS	W2/ FS	
			W1/SS	W2/SS	
		Inform new students about regulations and guidelines	W1 FS	W1 SS	
		Inform new students about regulations and guidelines	W1/ SS	W1 /SS	
2	Follow-up the affairs of the college's alumni and communicate with them to develop of academic programs	Collecting addresses of work and make a communication with graduates	W1/FS	W1/SS	
		To prepare a report about Alumni feedback and development suggestion			
3	Enhancing the flexibility of work in EE departments	Supporting EE activities	W1FS	W6FS	
		Preparing the EE annual report	W15/SS	W16/SS	

Documentation and Archiving Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Collection of Data	To collect the Course scores Summary.	Week-1	Week-3	
		To collect the Course Reports.	Week-4	Week-7	
		Collecting the Program Annual Report.	Week-4	Week-7	
		Students Surveys data (Experience and Program	Week-4	Week-7	
		Faculty Survey	Week-4	Week-7	
		Approved Course Specifications (Pdf)	Week-4	Week-7	
		Approved Program Specifications	Week-4	Week-7	
		Approved advisory board	Week-4	Week-7	
Experience Field Specifications	Week-8	Week-10			

	Exams (First, Second, Final with solutions)	Week-8	Week-10	
	Committees annual Reports	Week-8	Week-9	
	Activities of the department (Workshops, presentations, lectures,)	Week-8	Week-9	
	Senior designs proposals, students and supervisors, assessment forms	Week-10	Week-11	
	Graduates Survey Data	Week-18		
	Employer satisfaction survey	Week-18		
	Data about training courses for faculty	Week-18		
	Labs in the department, lists of devices in each Lab	Week-18		
	Statistics numbers: faculty members, students, graduates, distributions, Saudi, non-Saudi...., in each track	Week-18		
	Committees Annual Reports With Minutes of Meetings	At the end of 2nd semester		
	List of community service achievements	At the end of 2nd semester		

Engineering Practice Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Enhancing student' skills through training, Labs and workshops.	A workshop "Engineering Practice importance and Regulations"	W3/SS	W3/SS	
2	Providing training opportunities for students	Providing students with regulations, forms and training opportunities	W6/SS	W10/SS	
		Organizing a meeting with students to discuss the training summer regulations	W10/SS	W11/SS	
3	Development of summer training skills	Following-up the training process in summer	W15/SS	W16/SS	
		Make a survey for s students satisfactions about training summer	W5/FS	W6/SS	

Follow Up Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Follow up with department activities	follow-up the EE operational plan	W1/FS	W17/SS	
		follow-up other activities to the operational during the academic year	W1/FS	W17/SS	

Graduate Program Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Preparation for the Master Degree Program in Electrical Power Systems	A workshop with a board of advisors	W9/FS	W10/FS	Discussion about importance of the master of science in Electrical Power system, Number of Invited participants from SEC, Saudi Energy Efficiency Center, Labor Ministry
		Evaluation of the proposed program by external reviewer.	W6/FS	W8/FS	Program evaluated and approved by external reviewer.
2	Approval of program of the master of science in Electrical Power Systems	Submit the Program with all supported documents to the deanship of graduates' studies at MU.	W8/FS	W12/FS	Program submitted and approved by the deanship of graduated studies
3	Advertisement and promotion of program of Master of science in Electrical Power systems	Advertisement about the registration in this master of science in MU using Website of the COE and the Website of MU	W1/SS	W15/SS	Advertising using the Website of the COE and the Website of MU
		Preparing and distribution of brochures for advertising	W1/SS	W15/SS	Number of brochures distributed.

Interviewing Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Improving the appropriate of faculty member's disciplines with courses and administrative work	Preparing an analysis report about the faculty member's disciplines with courses and administrative work	W9/FS	W10/FS	
2	Improving the academic job rates of Saudi citizens	Studying more applicants 'documentation of Saudi citizens	W1/FS	W15/SS	

Lab Developments Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Meeting safety and occupational environment of Labs	Organizing a presentation "Development of EE Labs"	W6/FS	W6/SS	
		Lab conditions in EE from the OHSAS 18001 point of view	W2/FS	W4/FS	
3	All Labs are ready for ABET Accreditation	Be sure that all Labs are ready for onsite visit (Manuals, samples of students work, readiness of equipment	W1/FS	W11/FS	
		Preparing a Lab manual Guide for all Labs in the EE program: Labs, courses related to labs, objectives...	W4/FS	W5/FS	

Quality Committee

N	Initiatives	Activities	Implementation Period		Remark
			From	to	
1	Analyzing the internal feedback from Quality Deanship (internal reviewing process) and suggest an action plan	Organizing special meetings to analyze the internal feedback and writing a report and suggest action plan	W10/FS	W11/FS	To prepare a response report to internally reviewing process. The forms with results already sent to the QC.
		Making biannual meeting with committee's coordinators to share information and determining quality work and needs of QC	W12/FS	W13/FS	A detailed report to be introduced to the HOD

3	Periodic evaluation of Quality system run the program	Preparing a report regarding satisfaction level of beneficiaries	W6/FS	W8/FS	Cooperate with AEC and DSC to write the report
		Internally evaluation of EE program	W6/SS	W9/SS	Use the internally form approved by quality vice-deanship to evaluate EE quality documents.
4	Quality assurance of courses File	Follow-up Course portfolio	W0/FS	W3/FS	To check the course portfolio and writing a report for every course for the second semester 2016\2017
		Follow-up Course portfolio	W1/SS	W3/SS	To check the course portfolio and writing a report for every course for the First semester 2017\2018
5	Quality Assurance of learning outcomes for the academic program	To follow the indirect and direct assessment of CLOs	W1/FS	W16/FS	To support instructors and to follow the evaluation process of CLOs and evaluation the faculty report. It is important to write summary report, recommendations and action plan.
		To follow the indirect and direct assessment of CLOs	W1/SS	W16/SS	To support instructors and to follow the evaluation process of CLOs and evaluation the faculty report. It is important to write summary report, recommendations and action plan.
6	Quality Assurance of the reports and specifications of program and courses	Checking and evaluation of course specifications and reports of the program	W1/FS	W16/SS	During the academic year, the committee is requested to put an internal plan to check

					course, reports, course specifications, program specifications and annual program and writing a report about the quality of filling these documents and at what level they are fit with the quality requirements.
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Research & Community Services Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Organizing workshops about research methodology and how to write research papers	Organizing workshop "How to write a good paper".	W13/FS	W13/FS	Ensure that each faculty member will be present
2	Developing the awareness of students and faculty members to intellectual property rights and registration procedures	Preparing and publishing rights and registration procedures for faculty members and students	W10/FS	W11/FS	Ensure that each faculty member will be present
3	Bill calculation software development	Developing an android application to calculate the bill	W12/SS	W12/SS	The number of download
4	Organizing workshops on energy saving and safety	organizing workshops to the high school students od Majmaah and in the malls	W10/SS	W11/SS	The number of attenders
5	Assistance to the faculty members	Offering the assistance to the faculty members in the different funding programs	Sep 2016	Jul 2017	Ensure that each faculty member will be updated

Scheduling Program Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Scheduling Program and major Exams	Planning Course Scheduling	W1/FS	W2/FS	
		Planning Course Scheduling	W1/SS	W2/SS	
		Major Exams Coordination	W1/FS	W17/SS	

Senior Design Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Enhancing student' skills through training, Labs and workshops.	Workshop on "Technical report writing"	W6/ FS	W7/ FS	The workshop should contain not only the way or writing but also the plagiarism an ethical issue. Providing the HOD with a report about the activity Maximum 30% in each work
2	Initiate a half-year event for exhibition of Senior Design with presentations.	Workshop "Understanding the senior design process"	W3/SS	W4/SS	
3	Implementation of programs for entrepreneurship and student innovation projects	Encouraging supervisors to propose innovated project	W1/FS	W1/SS	Preparing a report about the innovated proposed projects and the way to support and implemented. The material and funded aspects should be included.
		Participating in the college and university best innovation project competition	W12/SS	W13/SS	Make announcement to all supervisors and instructors to prepare a good report for participation in the competitions.
		Discussing the innovated projects and putting a program for implementation	W4/FS	W4/SS	
4	Enhancing the SDs quality	Evaluation of CLOs of Senior designs project	W16/FS	W17/FS	
			W16/SS	W17/SS	

5	Follow up of SD work progress	Meetings with SD supervisor in week 8 and week 12	W8FS W8SS	W12FS W12SS	Discussion of SD students attendance and work progress
6	Improving the final report	Checking the plagiarism in final reports	W14FS	W14SS	Reject the reports with a similarity index more than 25%
7	Helping the community	Encouraging the supervisors to propose SDs considering the community needs	W9FS W9SS	W11FS W11SS	Number of SD proposals for community benefits

Strategic Planning & Steering Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	To make the EE work more flexible and easy to follow	Preparing an EE operational Plans for 2017-2018	W0/FS	W3/FS	
		Providing direction and counsel to the EE department	W1/FS	W16/SS	
2	Follow-Up the improvement process in the EE departments.	Studying the reedbuck results, analysis and recommendations to make an action plan for improvement purposes.	W1/FS	W16/SS	

Teaching Quality Assurance Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Educating students about active teaching	Workshops, Interactive teaching	W1/FS	W4/FS	Workshops, templates and follow-ups.
2	Encouraging student involvement in teaching and learning activities	Workshop, SLO of Engineering	W1/FS	W4/FS	Workshops, templates and follow-ups.
3	Developing strategies and teaching methods	Encourage faculty members to use correctly interactive methods of teaching	W1/FS	W14/SS	Workshops, templates and follow-ups.
4	Encourage instructors to uses on line assessments and teaching	Following and encouraging the progress of using D2L system	W0/FS	W0/SS	On line quizzes And D2L utilization

Undergraduate Coordination & Support Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Improving the Educational process to support the high ethical and professional standards	- A workshop “The importance of Engineering Ethics for your students “	W7/SS	W8/SS	
		Induction Day for the new students	W2/FS	W4/FS	
		Induction Day for the new students	W2/SS	W4/SS	
2	Program to support unsurpassed students	Collecting data from instructors about unsurpassed students for support and solving their problems	W10/FS	W10/FS	
3	Organizing lectures, scientific visiting’s and workshop for students to enhance their skills and to improve their academic levels.	Jalajil substation visit	W4/FS	W5/FS	
		STC Visit	W11/FS	W12/FS	
		Workshop about “A preparation for Interviews and writing a CV”	W11/SS	W12/SS	
		Meeting with all EE students	W10/FS	W10/SS	
4	Improve academic Advising	Workshop on Academic Advising “The importance of Academic Advising”	W4/FS	W5/FS	
		Supervising and following up the academic advising process in the first week	W1/FS	W1/SS	
		Preparing advising brochures and announcement s for students, inform students about regulations and guidelines and Proposing a template and appealing procedure	W1/FS	W1/SS	
5	Expand the acceptance opportunities in undergraduate EE program	Organize an orientation day about the program and tracks.	W5/ FS	W5 /SS	
6	Development of admission standards of students	Suggestion of new admission standards to be discussed at college level	W3/SS	W4/SS	
7	Organizing of a student award in volunteer work	Writing a proposal about student award in volunteer work	W9/FS	W10/FS	

Undergraduate Program Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Improving the EE program to meet high standards	Analyzing Course Reports and writing action plan	W1/SS	W2/SS	
2	Improving the overall satisfaction rate of students for courses	Improving the EE curriculum based on the UPC operational plan	W2/FS	W15/FS	
3	Development of study plans	Improving the EE curriculum based on the UPC operational plan	W2/FS	W15/FS	
		Analyzing and making one report for all course reports for two academic years	W4/FS	W4/FS	
		Updating the Program specifications	W7/FS	W7/FS	
		Determining CLOs and ULOs, Weights, Blooms	W8/FS	W8/FS	
		Writing Syllabus, course descriptions and course specifications	W8/FS	W8/FS	
		Filling the Study plan approval form	W10/FS	W10/FS	
		Scientific external reviewing	W11/FS	W11/FS	
		Approval new EE program by EE council	W12/FS	W12/FS	
		Approval new EE program by college council	W12/FS	W12/FS	
4	Developing academic programs regarding sustainable development issues	Considering the sustainable development issues in the development of EE curriculum.	W12/SS	W13/SS	

Undergraduate Research & Assistance Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Conducting Micro-Project Exhibition	Exhibition	W4 SS to W6 S		Participating micro-projects
2	Micro-Projects	Encouraging Faculty to include micro-projects in their courses	W1 FS to W12 SS		Number of micro-projects

		Review and Recommend extension of micro-projects to Senior Design Level	W1 FS to W12 SS	Recommended projects
3	Organizing STTP	To organize throughout the semester training programs which will enhance the technical skills of the students on Professional software	W1 FS to W15 SS	Number of training programs
4	Participation of student micro-projects in Annual Exhibition of Scientific Research and selection of best student micro-projects	Recommending the potential micro-projects to participate in Annual Exhibition	W2 SS TO W12 SS	Number of participating projects

Web Administration Committee

N	Initiatives	Activities	Implementation Period		Remarks
			From	to	
1	Improving the EE website	Checking all links, pages and contents of the EE webpage	W3/FS	W4/FS	
		Discussing the report actions and recommendations, needed information and material that should be updated with strategic committee.	W4/FS	W4/FS	
		Updating the EE website: Regulations, accreditation information, Faculty, board of advisors, EE program documents (Specifications, curriculum, reports).	W5/FS	W6/FS	
		All Courses (descriptions, specifications) Arabic (Links from Arabic webpage) and English should be in the EE website.	W5/FS	W6/FS	