

**Table 2.2.** Tasks of specific committees of the program.

<b>Committee</b>	<b>Tasks</b>
<b>Academic Accreditation Committee</b>	<ul style="list-style-type: none"> <li>✓ Preparing academic accreditation files for the program, including for example self-study of the program.</li> <li>✓ Follow up on recent publications of the National Centre for Academic Accreditation and Evaluation.</li> <li>✓ Coordination of meetings of the accreditation team with members of the teaching staff and students in the department.</li> <li>✓ Supervising the activities of both evaluation and academic accreditation in the department.</li> </ul>
<b>Quality and Development Committee</b>	<ul style="list-style-type: none"> <li>✓ Spreading the culture of quality in the department.</li> <li>✓ Review of Mission, Goals and Strategic Operational plan</li> <li>✓ Collecting feedback from stakeholders on various operational objectives</li> <li>✓ Review the course files (Portfolio).</li> <li>✓ Preparing the annual report for the program.</li> <li>✓ Review and updated the files of community service, scientific research and alumni.</li> <li>✓ Update the Self-Evaluation Scales of the Program.</li> </ul>
<b>Study Plan and Strategic Plan Committee</b>	<ul style="list-style-type: none"> <li>✓ Preparing a strategic plan for the program based on the strategic plan of both the college and University and the needs of society.</li> <li>✓ Update the program's vision, mission, and goals in accordance with the college and University's vision, mission, and goals.</li> <li>✓ Providing consultations and suggestions on improving the academic and administrative performance of the department.</li> <li>✓ Supervising the implementation of the program's strategic plan.</li> <li>✓ Supervising the department's development plans.</li> </ul>

<b>Academic Advising Committee</b>	<ul style="list-style-type: none"> <li>✓ Raising awareness of the importance of academic guidance for students.</li> <li>✓ Emphasizing the concept of academic guidance and the role of the academic advisor in guiding students to plan their academic and professional future.</li> <li>✓ Preparation of questionnaires related to academic accreditation and related to academic guidance, distribute and collect them, analyse their results and provide advice to students accordingly.</li> </ul>
<b>Devices and Laboratories Committee</b>	<ul style="list-style-type: none"> <li>✓ Ensuring the availability of all laboratory equipment and student services provided by the department.</li> <li>✓ Submit a periodic report to the department head at the end of each year to do the necessary work on developing and maintaining laboratories.</li> <li>✓ Supervising the availability of guiding procedures for security and safety procedures in the laboratories and classrooms.</li> <li>✓ Preparing questionnaires to measure the satisfaction of the stakeholders regarding devices and laboratories.</li> <li>✓ Recommend the required programs, hardware and accessories required for each laboratory in a manner that is appropriate to the specialization of the subjects taught.</li> <li>✓ Coordination with the concerned authorities with regard to technical support for the devices.</li> </ul>
<b>Alumni Affairs Committee</b>	<ul style="list-style-type: none"> <li>✓ Building databases of graduate students and communicating with them.</li> <li>✓ Building databases of target entities in recruiting graduates.</li> <li>✓ Establish a mechanism to contribute to the rehabilitation and development of graduate skills to join the labor market.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Activate the communication with the graduates of the department and benefit from their experiences.</li> <li>✓ Coordination with the alumni unit at the College and University.</li> <li>✓ Organizing the annual alumni forum.</li> <li>✓ Create a site for program graduates on the department's website so that the graduate can record his data and communicate with the department.</li> </ul>
<b>Field Training Committee</b>	<ul style="list-style-type: none"> <li>✓ Coordination with the college administration to secure field training opportunities for the department's student.</li> <li>✓ Hold a meeting with students before the beginning of the field training period.</li> <li>✓ Follow up the training places through the student's field supervisor.</li> <li>✓ Formation of a committee to evaluate the student's final report and approve it by the department council.</li> </ul>
<b>Teaching load and Examinations Committee</b>	<ul style="list-style-type: none"> <li>✓ Preparing the teaching load for faculty members.</li> <li>✓ Review the teaching load of faculty members.</li> <li>✓ Distribution of study schedules to the halls designated for that.</li> <li>✓ Coordination between departments to achieve proportionality between the room capacity and the number of the students.</li> <li>✓ Preparing the schedule of final exams.</li> <li>✓ Preparing classrooms for final exams.</li> <li>✓ Follow up on the progress of the final tests.</li> </ul>
<b>Scientific Research and Graduate Studies Committee</b>	<ul style="list-style-type: none"> <li>✓ Monitoring research projects within the department in various fields.</li> <li>✓ Activate and encourage scientific research programs and policies in the department.</li> </ul>

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- ✓ Working to raise the research skills of the faculty members through specialized workshops.
  - ✓ Establishing graduate studies programs that meet the needs of the Vision (2030) for the Kingdom of Saudi Arabia.
  - ✓ Activate the research partnership between the faculty members of the department, college, and other colleges inside and outside the university.
  - ✓ Preparing and following up the scholarship file for teaching assistants and lecturers in the department, as well as following up the file of graduate studies programs in the department.
  - ✓ Receive proposals for graduation projects from faculty members, and approve them in the beginning of each academic semester.
  - ✓ Establishing a clear mechanism for distributing students to graduation projects and implementing them in accordance with the executive rules for graduation projects approved by the Vice-Presidency for Educational and Academic Affairs.
  - ✓ Create a database containing graduation projects and their supervisors from the faculty, as well as the names of students.
  - ✓ Receive research seminars proposals for faculty members and supervise their implementation during the academic year.

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**Student  
Issues  
Committee**

- ✓ Helping the student in solving their academic problems (such as: re-enrollment for students who have dropped out of school - academically separated - problems of deprivation as a result of exceeding the absence rate - excuses for students absent from the final exams).
  - ✓ Developing a plan to assist students who are academically stuck with the study plan.
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- ✓ Directing and guiding students on some academic issues that are difficult for students to deal with.
  - ✓ Monitor students behaviorally and solve behavioral problems that may be an impediment to their educational career.
  - ✓ Communicate with the families of some students (those who have academic or behavioral violations) with the aim of informing parents about the conditions of their sons and daughters, both academic and behavioral.

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**Cultural and  
Athletic  
Activity  
Committee**

- ✓ Create a plan for extra-curricular activities for the students of the department.
- ✓ Contribute to the formation of student clubs.
- ✓ Providing advice on organizing and activating the activities proposed by the department and college.

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**Community  
Service and  
Information  
Committee**

- ✓ Develop a plan for community service activities during the academic year.
  - ✓ Documenting the department's relationship with the external community, identifying its needs, and working to meet them.
  - ✓ Encouraging the entrepreneurial spirit of the faculty members and the like and students to participate in community service activities.
  - ✓ Publishing the activities of the department through social media, the department's website, the college, and the university newspaper to document them.
  - ✓ Preparing the annual report of the activities of the department.
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