كلية الحاسبات و تقنية المعلومات

University of Tabuk

Faculty of Computing and Information Technology (FCIT)

University of Tabuk, Tabuk, Saudi Arabia, www.ut.edu.sa

The FCIT Handbook

2022

Preface

In 2006, the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz, issued a royal decree to establish the University of Tabuk (UT). The first phase of UT project, spreading over an area of nine million square meters, started with four colleges and then expanded to include five more, making nine colleges: Engineering, Community College, Computers and Information Technology, Applied Medical Science, Health Sciences, Science, Girls Education Duba, Girls Education Literature, and Medicine. There are plans to add six or more new colleges in the near future.

The UT is committed to excellence and well-planned expansion in contribution to the Kingdom's ambitious development plans.

The Faculty of Computers and Information Technology (FCIT) was formally launched in 2008 with the first batch of students placed into the preparatory year. The FCIT started with three programs, namely; Computer Science, Information Technology, and Information Systems. The FCIT has added a fourth major in Computer Engineering.

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Message from the Dean

Dr. Majid M. Aborokba

Praise be to Almighty Allah, who has created mankind and taught him eloquence. May the peace and blessings of Allah be upon the best of the descendants of Adnan, our Prophet Muhammad, his family and his companions, and those who have followed, in their footsteps.

In an era dominated by an array of modern computer technologies, the Computer and Information Technology College at the University of Tabuk strives for originality and progress. It is committed to the formation of leaders, distinguished by a scientific, innovative mind, which will give them the edge in the job market.

Since its inception in 2009, corresponding to 1430 H, the college, with the help of our experienced and capable faculty members, has strived for academic and research excellence. The endeavor owes much to the presence of an effective academic environment, working to benefit students in all academic and training courses. The college has introduced and implemented comprehensive quality control standards, which have developed greatly, in order to meet local and international accreditation requirements. The unlimited support of His Excellency the President of the University, Dr. Abdulaziz Saud Alanzi and the context of a comprehensive educational revolution initiated and overseen by the Custodian of the Two Holy Mosques, King Salman bin Abdulaziz al-Saud, allowed such a progress. Acting as a model, and in line with the university's vision, the Faculty of Computer Sciences and Information Technology aims to set the standards for other Saudi colleges in the field. The college aspires to be a forerunner and leader in the field of Information Technology, towards serving the community and elevating the status of the kingdom.

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College of Computer Science and Information Technology

Foundation:

The University of Tabuk was founded to develop a specialized university framework catering to the development needs of the Tabuk region. The founding of the institution can be subsequent to the decree of the Custodian of the Two Holy Mosques and on the recommendation of the Higher Education Council regarding the structuring of the University of Tabuk. The structuring process entailed the establishment of the Computer Science and Information Technology College at both male and female campuses, including the Computer Science, Information Technology, Computer Engineering, and Information Systems Departments. In addition, the University Council passed a resolution for studies to start at the college as of the first semester of the academic year 2008-20 09, corresponding to the year 1429-1430 AH (Hijri). Since adopting this resolution, the college administration has sought to achieve one of the main objectives of the college's establishment: to produce qualified graduates specialized in various computer science fields. The college is dedicated to meeting all educational, academic, and other challenges. It also strives to keep abreast of the rapid computer science and information technology development to provide its students with the latest technical knowledge.

Vision

A distinguished faculty and pioneer in education and research contributing to the service of the community in the field of computers and information technology locally and regionally.

Mission:

Provide qualitative education based on emerging knowledge and skills and contribute to innovative research to serve the community.

FCIT Objectives:

> ➢ Providing quality university-education that meets the needs of the labor market.

> ➢ Conduct and implement innovative scientific research to meet the needs of the labor market and society.

> ➢ Active participation in sustainable development and community service.

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> ➢ Contribute to the development of an effective administrative, regulatory and financial environment at the University.

Organizational Structure

College Departments and Study Programs

The college consists of a number of departments, which award various levels of degrees, namely:

No.	Department	Program of Study / Degree
1	Computer Science	Bachelor Degree in Computer Science
2	Information Technology	Bachelor Degree in Information Technology
3	Computer Engineering	Bachelor Degree in Computer Engineering
4	Information Systems	Supporting Department

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College Deanship Committees

Executive Committee of the Bridging Program:

The executive committee of the bridging program at the College of Computer Science and Information Technology aims to keep track of, and facilitate, all matters pertaining to the bridging program at the college. To this effect, the committee's key aims comprise.

- Tracking and developing the bridging program plan
- Sorting out the applications, and the admission process to the Bridging Course
- Accreditation of qualifications procedures
- Implement procedures of transferring students' from the bridging course to regular courses

Committee Duties:

1. Develop the course plans for the bridging program, and track the entire process of registration.
2. Organize candidates' applications, received from The Deanship of Admission and Registration, for admission to the bridging program, to ensure that they meet the conditions stipulated in the rules and regulations adopted by the university.
3. Determine the number of students for admission to the college at the beginning of each academic year, based on available places.
4. Determine the number of personnel needed for each program.
5. Conduct personal interviews and tests for accepted candidates if needed.
6. Provide the Deanship of Admission and Registration with the names of accepted students within the set timeframes.
7. Conduct accreditation of courses studied by the student in the diploma stage and track their implementation in coordination with the Deanship of Admission and Registration.
8. Consider postponement or resumption of study requests.
9. Decide on students' transfer applications, in accordance with the established rules and regulations of the college.
10. Discuss and adopt the registration plan for each semester.
11. Investigate problems of course schedules and final examinations in the academic departments, and work on solving and avoiding them in the future.
12. Propose and develop plans, procedures and regulations, with regards academic counseling and registration of students.

13. Supervise the quality of proposed academic articles and strive towards improving them.
14. Select faculty members to formulate and register the scientific courses offered to students.
15. Create appropriate courses and in coordination with the support services, choose suitable times for the tests.
16. Track the preparation of the courses for each department, and hand them over to the Bridging Committee within a set timetable.
17. Take into considerations all issues, which are highlighted by the head of the committee, as per each department needs.
18. Compile a quarterly report for the bridging program.
19. Implement recommendations and decisions made by the permanent executive committee of the bridging Program.

Advisory Committee:

The Advisory Committee of the College of Computer Science and Information Technology contributes to the development of strategic and academic plans of the college. It builds partnerships with the public and private sectors, and determines their needs at hiring well-trained, qualified staff, through college graduates.

Committee tasks:

1. Contribute to developing strategic and academic plans for the college's various departments.
2. Contribute actively in determining the needs of the private sector in terms of hiring qualified and well-trained experts and by staying abreast with the latest developments in technology.
3. Build partnerships with the public and private sectors, through cooperation and mutual agreements, which contribute to the planning and optimal utilization of the partnerships' educational outcomes.
4. Cooperate in the planning of joint conferences and seminars about employment for college graduates, in the region of Tabuk.
5. Provide advice and make recommendations, for the development of departmental programs and curricula, which meet the needs of the various economic sectors in the region.
6. Encourage the cooperation, and develop effective means of communication among the different academic departments and economic institutions in the region.
7. Familiarize public and private business organizations with the programs and capabilities of academic and technical departments, as well as with the skills and qualifications, which may assist in solving administrative and technical problems faced by these organizations.

8. Encourage business organizations to participate in training and educational programs consisting of short courses and workshops, as well as lectures and seminars offered by the departments of the college.

9. Develop methods of boosting communication between the various academic departments and their graduates, and make use of their experience to develop programs and courses.

Vice Deanship

The Vice Deanship aims to assist the college in achieving its mission and objectives by drafting plans and programs, which will ensure the development of the academic and administrative performance of the college. Moreover, it aims to coordinate the administrative work of various departments of the college and participate in the creation and formulation of the strategic plan of the college.

Vice Deanship Duties:

1. Supervise the College Council Secretariat, which includes planning, coordinating and presenting the agendas for meetings, as well as implementing its recommendations.

2. Draft plans and programs, for the development of the academic and administrative performance of the college.

3. Supervise meetings of faculty members and students, in order to address their needs and challenges, as well as take into account, every quarter their recommendations.

4. Search for resources the college may use, and propose recommendations towards that end. These form key actions in achieving the goals which were set, and improving all educational and academic areas.

5. Estimate the college department needs concerning technical and administrative staff positions.

6. Determine the college's needs in terms of specialized laboratories.

7. Work on coordinating and facilitating the administrative work inside the departments of the college.

8. Supervise the financial affairs and student activities according to college rules and regulations.

9. Supervise students' complaints in coordination with the heads of departments and the Vice Deanship for Academic Affairs.

10. Submit periodic reports to the Dean of the college about work-in-progress, and difficulties faced, with suggestions on how to overcome these difficulties.

11. Participate in formulating strategic plans for the college.

12. Participate in drawing up of the college plan, which addresses the needs of faculty members, administrative, technical staff and the like.

13. Supervise the tracking unit in the college.

14. Fulfill any other duties assigned by the Deanship of the College.

Vice Deanship Units and Committees

Scholarship Affairs and Academic Research Unit:

The Scholarship Affairs and Scientific Research Unit aims to keep track of faculty and students on scholarships pursuing postgraduate studies in foreign institutions. The tracking process involves overseeing all paperwork related to faculty promotions. It also oversees the faculty and students' extensions, specialization changes and termination of scholarships. The unit seeks to provide the College Deanship with an annual report on the status of scholarship students in the college, as well as compile statistics about research and educational outcomes.

Unit Duties:

1. Finalize the scholarship procedures of Saudi Teaching Assistants and Lecturers, with respect to extensions and upgrades of their scholarships. This duty entails liaison with the relevant council of the college and the scholarship department of the university.

2. Analyze the academic progress reports of students on scholarships received by the college from the Saudi Cultural Attachés, as well as report in writing, the cases bullet pointed below, to the Dean of the faculty:
   - A state sponsored student who changes his/her specialization, university or location of study without prior consent from the relevant councils.
   - A state sponsored student who is struggling to continue his/her studies, as per the academic progress reports.
   - A state sponsored student who acts in violation of scholarship rules and regulations.
   - A state sponsored student who is unable to obtain the required qualification within the allocated period
   - A state sponsored student who has either, withdrawn from their course, or left the assigned location of study, without prior approval from the relevant councils.

- A state sponsored student who applies for a termination of their scholarship, and report back to his/her place of work.

3. Report the cases of students, who have dropped out midway through their studies, to the Dean of the College, as per the scholarship resolution.

4. Compile a detailed annual report on the status of state sponsored students, studying abroad, for submission to the College Council.

5. Forward for approval, to the relevant college council, the educational field trips, which The Scholarship Affairs Unit recommends for the students it sponsors.

6. Review college staff members applications, to attend symposiums and scientific conferences, in accordance with the executive and procedural rules, set by the University Academic Council.

7. Propose the hosting by colleges, of conferences or workshops at international and regional levels, in coordination with the college Dean.

8. Fulfill all duties assigned by the Dean of the College.

Public Relations Unit

This unit seeks to promote college activities locally, by utilizing available visual, audio or written media channels. It also seeks to highlight students' wide ranging academic and cultural activities, as well as engage with the public, via social networking websites.

Unit Duties:

1. Keep track of college news, events and activities, and post them on the college's website in coordination with the college website coordinator.

2. Provide the university's Public Relations Department with information and news about events and activities of the College of Computer Science, and Information Technology

3. Check the College's social networking account, and respond to all inquiries received, in liaison with the Dean of the College.

4. Manage the College's end of year ceremony, and organize the Dean's periodic meetings with students and faculty, in liaison with the relevant departments.

5. Supervise the formulating and compiling of the college's annual report, in liaison with the relevant departments, for submission to the University Rector.

e-Learning and Academic Activities Unit

The e-Learning and Academic Activities Unit seeks to promote an e-learning culture among its members, in coordination with the Deanship of e- and distance learning, at the University. To that end, we organize training sessions on the proper utilization of the latest technology in teaching. These training sessions will develop and improve the skills and performance of faculty members, lecturers and teaching assistants, as well as students. This unit is also responsible for organizing and supervising all academic events, such as conferences, workshops and seminars at the college.

Unit Duties:

1- Assign IP addresses and electronic links for all courses offered in each semester, as well as provide students and teachers with these links.
2- Liaise with the Deanship of e- and distance learning, with respect to workshops and training sessions.
3- Provide technical support and operational services, for the implementation of an e-learning system at the college.
4- Use modern educational technology and the internet, to facilitate access to academic resources and educational services.
5- Upload teaching material and electronic resource links onto the e-learning website.
6- Conduct online electronic exams.
7- Conduct in-service training programs for faculty members and lecturers on the creation and usage of electronic course material, as well as the e-Learning Management System.
8- Offer technical support to faculty members seeking to digitize their courses.
9- Train students on electronic course usage and the e-Learning Management System.
10- Promote e-learning study and interaction between teachers and their students, as well as among the students.
11- Report periodically to the college deanship, on all unit activities and achievements, in the field of e-learning.
12- Organize, and coordinate the management of conferences, workshops, seminars, educational and cultural events, in accordance with college standards. Assist visiting professors in processing their visas.
13- Coordinate efforts in finding major sponsors for conferences and other academic events.
14- Coordinate with various university units, such as the Vice Deanship and Public Relations Department …etc., in processing conference and academic event requests.
15- Establish academic competitiveness among college students.
16- Enhance the spirit of competition among students, through participation in cultural competitions within the framework set by the college, university and other Saudi universities.
17- Nominate outstanding students participating in cultural competitions, to represent their college at university-level cultural competitions, organized by the Student Affairs Deanship.

18- Provide the College Dean with a report, at the end of every semester, which details the unit's activities.

19- Fulfill all other duties assigned to it.

College Website Managing and Updating Committee

The College Website Managing and Updating Committee is responsible for liaising with academic and administrative departments, in upgrading and modifying all website links, as well as posting the latest college news. The committee will also edit the Arabic and English website content, which is linked to the university website.

Committee Duties:

1- Keep track of news pertaining to the college and its academic departments.

2- Upgrade, post and maintain the college website, including all sections and departments.

3- Backup the content of the website.

4- Post updates of news and announcements, soon after their release, including those for all academic department activities.

5- Urge all faculty members to update their websites, by posting their latest research.

6- Ensure the website is always online and working efficiently.

7- Present college website content in Arabic and English, by coordinating with representatives of all college departments.

8- Fulfill all other duties assigned by the college dean.

Library, laboratories and classrooms Committee

The Committee identifies and meets the needs of the library, laboratories and classrooms. It endeavors to secure a propitious learning environment, which consists of a modern library, laboratories and classrooms, all equipped with the latest computer technology and regularly maintained.

Committee Duties:

1- List all academic, electronic books and references required by the college.

2- Assess the college's needs, in the areas of teaching, learning resources, electronic hardware and software, as well as ensure their procurement.

3- Periodically conduct maintenance of laboratories and classrooms.

4- Periodically report the achievements of the committee to the College Dean. The committee head stands responsible for compiling the report.

Vice Deanship for Academic Affairs

The Vice Deanship for Academic Affairs assists the College Dean in all administrative and academic tasks, in line with the college's mission and objectives. It directly communicates with the University's academic and administrative departments. The Vice Dean chairs the secretariat of the College Council. In line with the college's vision, mission and strategic objectives, The Vice-Deanship for Academic Affairs maintains affiliation with many college committees, to enhance the college's capabilities towards a sustainable, competitive advantage.

Vice Deanship Duties:

1- Supervise all affiliated units of the Vice Deanship for Academic Affairs.

2- Formulate, in coordination with the Admission and Registration Deanship, all semesters study schedules, for all college departments.

3- Coordinates with the Admission and Registration Deanship, in uploading study schedules on to the Admission and Registration website.

4- Implement the rules and regulations, for undergraduate studies, and examinations.

5- Ensure that classes are running smoothly, whether taught by college faculty members or by others.

6- Allocate teaching loads to college faculty.

7- Supervises final exams conducted at all college departments, in coordination with the academic departments and the Admission and Registration Deanship. In addition, reports periodically to the Vice Rector for Academic Affairs, on the running of the exams.

8- Allocate enrolled students to all college departments.

9- Implement the rules and regulations for admission to the college and transfer, either between the college departments or within the college itself.

10- Process requests made by students, who wish to add or drop courses.

11- Process the students' applications, for the deferment and/or interruption, of studies at the college.

12- Conduct equivalency evaluations of courses for students.

13- Oversee the Academic Affairs Committee's work at the college.

14- Supervise the academic advisory process for college students.

15- Compile a list of college students denied from sitting the final exams, and one for students expected to graduate from the college.

16- Coordinate with other units at the college on issues of mutual interest.

17- Update the college website on a regular basis, especially about news related to the Vice Deanship and its administrative units.

18- Fulfill all duties assigned to it by the College Dean.

Affiliated Units and Committees of the Vice Deanship for Academic Affairs

Academic Affairs and Advisory Unit

The Academic Affairs and Advisory Unit at the college seeks to provide counselling services to the students, to enable them to develop their cognitive, academic and technical skills, on a par with academic and vocational international standards.

Unit Duties:

1- Prepare and implement the academic advising plan at the college.

2- Assign academic advisors to students in coordination with the concerned department head.

3- Provide counselors with students' full details.

4- Formulate all needed committee forms.

5- Receive academic counseling reports, towards compiling statistics and periodic reports.

6- Compile an academic advisory guide manual, with all leaflets and related activities.

7- Support the academic advisor in solving any of the students' academic-related problems.

8- Ensure the implementation of proper academic counselling procedures at the college.

9- Coordinate regularly, with other departments, in solving all hurdles encountered during the academic advisory period at the college. Formulate recommendations for development and improvement.

10- Enter all academic activities into the university e-Registry system.

11- Fulfill all duties assigned to it by the college Dean.

Students and Alumni Affairs Unit

The unit assists the college in achieving its mission and objectives, by providing the highest quality of services to students, throughout their studies at the college, as per the approved standards and regulations.

Unit Duties:

1- To examine all submitted students' applications, as per the rules and regulations of undergraduate studies and examinations, and as per those of the university. The Unit bears responsibility for forwarding the minutes of the sessions to the College Council, of adopted case-specific recommendations.

2- List and forward all academic college-specific issues to the Academic Affairs Committee.

3- Ensure the execution of all joint students programs between the university and other universities, in cooperation with the Vice Presidency for Development and Quality.

4- Organize a students' meeting with the college Dean and departments' representatives at least twice quarterly.

5- Hire students for work at the university, under the university part-time employment program, in cooperation with the Deanship of Students Affairs.

6- Initiate contact with private and public human resource establishments, in order to raise the market prospects of the college alumni.

7- Expose alumni to the latest developments in their field of specialization, to keep them abreast of innovations.

8- Post available job opportunities, and encourage alumni to apply.
9- Organize an annual day event for all alumni.

10- Invite and encourage all alumni to attend, and take part in all college activities.

11- Sign agreements with both public and private sectors, to secure training opportunities for college students.

12- Create specialized sub-committees such as the Underperforming Student Committee and Student Activities Committee.

13- Fulfill all other duties assigned by the college Dean.

Graduation Project Committee

The college Graduation Project Committee supervises students' graduation projects, to ensure that they meet the set deadline. It also works to keep students aware of the role of these projects. This committee is also responsible for rejecting or approving proposed research topics, as well as for compiling statistical reports, which detail the status of all graduation projects submitted during each semester.

Unit Duties:

1- Ensure that proper procedures are in place for executing graduation projects that are of high quality, and which enhance students' academic level.

2- Hold lectures and workshops to promote the importance of graduation projects and the importance of adhering to scientific research methodology.

3- Limit graduation projects, which students of the college's scientific departments can undertake.

4- Approve proposed research topics of all submitted graduation projects.

5- Allocate the supervision of graduation projects to faculty members according to their fields of specialization.

6- Formulate, and print all committee forms needed.
7- Create a database for graduation projects.

8- Ensure the enrollment of all students in both courses; Graduation Project (1) and (2).

9- Arrange the college participation in graduation project competitions, locally and internationally.

10- Supervise all graduation projects progress by tracking reports and conducted interviews.

11- Host the viva session, and select the examiners.

12- Provide all graduation project needs.

13- Forward a final list of graduation projects, with names of candidate students and their supervisors, to the relevant departments, for approval by their competent department council.

Academic Affairs Committee

The Academic Affairs Committee deals with all academic-related issues, of which formulating and checking all course levels schedules for college students. The committee also compiles a list of the teaching loads of college staff members and their teaching assistants, organizes, and holds seminars and conferences. Its' duties extend to communicating with national and international universities, and scientific centers, to gather concepts and ideas of academic and/or extra-curricular activities undertaken within those institutions.

Committee Duties:

1- Ensure the smooth running of classes taught, either by college faculty, or by others.

2- Ensure that the curriculum is taught and that it is in line with the course description.

3- Compile an up-to-date list of department and college teaching loads, including a projection of future needs, based on college expansion plans.

4- Compile a list of college staff members and their teaching assistants' teaching loads.

5- Formulate the study schedules of the college departments, for all levels.

6- Communicate with the Deanship of Admission and Registration when uploading study schedules onto its online system.

7- Plan, organize, and supervise final exams, at all college departments.

8- Keep track of training plans and necessary scholarships for college members.

9- Keep a record of laboratories, equipment and devices entrusted to staff members, and submit a monthly report on their conditions.

10- Ensure that applications for the faculty posts of Teaching Assistants, Lecturers and Assistant Professors, meet the legal requirements of employment.

11- Conduct lectures and workshops for faculty members and lecturers, to inform them of the correct procedures in applying for a post.

12- Organize all academic events, scientific and/or cultural seminars, and conferences.

13- Submit bi-annual reports to the college deanship, detailing all activities and achievements of the committee.

14- Fulfill any other duties assigned to it by the college Dean.

Curricula and Study Plans Committee

The Curricula and Study Plans Committee reviews and develops the college study plans, by conducting surveys of counterpart academic departments' curricula at other universities, and surveys of the labor market needs. It reviews and designates the credit hours, which meet the compulsory and elective courses for graduation, required by the university, college, department and practicum.

Committee duties:

1- Coordinate regularly with the University Curriculum Unit.

2- Develop and modify study plans at the college.

3- Organize communications, meetings and workshops with the relevant departments, both inside and outside the university, in coordination with the college department.

4- Set the benchmarks for setting up and modifying study plans.

5- Nominate referees for study plans, in coordination with academic departments.

6- Report directly to the College Council.

7- Conduct a survey to check the compatibility of the labor market requirements with the specializations offered by the college. This survey relies on information, which has been previously gathered.

8- Review the study plan content and its outcomes, and determine the extent of its compliance with the labor market needs.

9- Amend and/or redefine the college vision, mission and objectives, when required.

10- Ensure that study plans are in line with the standards of the National Commission, for Assessment and Accreditation, and consistent with the specific procedures set by the Standing Committee for Curriculum Development.

11- Review the number of credit hours as per:

- The requirements of university
- The requirements of college
- Supporting, compulsory and elective course requirements of the department
- Practical training requirements (if applicable)

12- Determine the courses as per the requirements of the college, and on the recommendations of the department councils, refer them to the College Council.

13- Distribute, as per the approval of the College Council for Study Plans of academic departments, the needed courses in line with the requirements of the college. The College Council for Study Plans sets the course description, objectives, syllabus (theoretical, and/or practical), prerequisite course, co-requisite course/ concurrent prerequisite, semester in which it will offer studying course, learning resources(book references ,textbooks and assistant references).

14- Deliberate (review and discuss) all related scientific departments study plans, and courses set by departments, to ensure the consistency of college study plans, and to meet the objectives and learning outcomes for each syllabus (Compulsory, optional, and supporting).

15- Deliberate (study and discuss) the mechanisms of practical training at the college (if available), to meet study plans objectives and for consistency with public and private sector stakeholders' needs.

16- Present study plans to the College Council, on the recommendation of the Department Council for discussion, adoption and submission to the Curriculum Standing Committee. The College Council may also refer study plans back to the Department Council, with suggestions for amendment, and finally to the related department.

Examination Committee

The Examination Committee oversees the examination process, by formulating invigilation schedules and in a timely fashion, before the start of exams, administering faculty members'

submitted exam papers. Under The Examination Committee umbrella, faculty members upload grades onto the admission and registration online system.

Committee Duties:

1- Supervise the running of the invigilation committees.

2- Press all course instructors to submit in person, a digital copy of the exam questions for each course, in CD-ROM (CD) format to the College Dean. Where more than one instructor teach one course, the coordinator must submit the exam questions (48) hours before the start of the exam.

3- Ensure that access to the final exam rooms for all barred and dropout students, is denied.

4- Formulate invigilation schedules for college courses, submit them to faculty members, and ensure adherence to them.

5- Follow up on examination committees for courses taught by other colleges.

6- Liaise with the Deanship of Admission and Registration, in regards to matters pertaining to the uploading of grades, online by faculty members.

Vice Deanship for Development and Quality Assurance

The Vice Deanship for Development and Quality Assurance aims to:

- Develop programs, academic departments, as well as educational, administrative, technical and organizational services at the college for the different developmental areas.
- Develop the quality and the implementation of international academic accreditation standards, to achieve the highest possible standards. This process enables college learning outcomes to parallel local and international universities in the field.
- Support and enable the college to achieve its mission and objectives, as per the plans detailed in the quality assurance and academic accreditation requirements.
- Involve all college employees, within teamwork spirit, in the task of implementing the standards and programs to achieve the set objectives, of serving and fulfilling the college and university's aspirations.

Duties:

1- Set- up and implement the developmental plan at the college.

2- Supervise the set-up, update and monitoring of the implementation of the college strategic plan.

3- Supervise the set-up and execution of the quality assurance plan at the university.

4- Supervise the set-up and execution of local and international academic accreditation for learning programs at the college.

5- Supervise the formulation and implementation of the college professional development plan for personnel and faculty members.

6- Supervise the formulation of college publications and printed material.

7- Supervise the developmental and quality assurance units at the college.

8- Liaise with the college stakeholders, of which universities and external entities, in accordance with regulations.

9- Supervise the setting up and implementation of programs, which disseminate a culture of quality at the college.

10- Submit the required details and information for setting up, developing and evaluating college programs and plans.

11- Supervise the enforcement of rules and regulations, procedures and standards of local and international quality assurance and academic accreditation in the educational, administrative, organizational and technical fields.

12- Set-up and publish all operational, procedural guides and booklets detailing all duties of all related units and committees.

13- Supervise the development and updating of the Vice Deanship's website, which consists of all units and committees.

14- Supervise the study and evaluation of trial runs in the area of quality assurance and academic accreditation, in terms of policies, rules and regulations, standards and techniques used. In drawing up proposals for the development of the college, the Unit calls upon this process.

15- Suggest names of establishments, universities and related entities, for collaboration with the college, towards building partnerships in the field of quality assurance, academic accreditation, and development.

16- Suggest names of centers and specialized entities in the field of quality assurance and academic accreditation, whose experience and services may benefit the college, towards attaining local and international academic accreditation.

17- Suggest, subsequent to research, evaluation and adherence to the standards, requirements and conditions, suitable academic accreditation bodies.

18- Monitor regularly, the performance of the educational and administrative units in relation to quality assurance and academic accreditation, and compile reports, which include proposals for developing the college.

19- Participate in developing the standards and tools, for evaluating achievements and performance.

20- Coordinate with the Development and Quality Assurance Deanship at the university to enable the college to achieve a high standard of quality assurance and academic accreditation.

21- Compile periodic reports of The Vice Deanship, Units, and committees, working on quality assurance, academic accreditation and developing fields, for submission to the relevant stakeholders.

22- Fulfill any other duties assigned to the Vice Deanship by the Dean of the College.

Units and committees related to the Vice Deanship of Development and quality

The Statistics and Information Unit

The role of this unit centers on the collection of data and the compiling of statistical reports, related to all college entries, operations and outputs. This process plays a key role in ascertaining which quality performance, evaluating tool, may best lead to the success of plans in the future. The Unit's role extends to laying the foundations for a central database, for the storing of all documentation and information, related to the college.

Unit Duties:

1- Establish and update the database for the college and its employees.

2- Maintain the units' structures, their managers, the committee structures, and heads of those committees, the names of the members and the chairs of the meetings. It is also responsible for forwarding completed administrative duties to the dean.

3- Provide the Deanship and the designated committees with the necessary information to support the different policy makers.

4- Establish clear procedural mechanisms, for the collection of statistical information, and data related to the College of Computer Science and Information Technology, and for saving and documenting this information.

5- Compile and analyze data extracted from questionnaires, which reflects the opinions of students and faculty members.

6- Liaise with different departments, administrations, and units in the documentation process.

7- Shift the filing system from paper based to the electronic.

8- Liaise with academic department heads, and supervisors, in recruiting Saudi and non-Saudi faculty members.

9- Sort and arrange submitted employment applications, according to university procedures.

10- Compile an annual report for the unit for submission to the College Deanship.

11- Fulfill any other duties assigned to the unit by the College Dean.

Quality Assurance and Academic Accreditation Unit

The Quality Assurance and Academic Accreditation Unit, supports all college departments and units, in building and implementing the concept of comprehensive quality and review, and ensuring the implementation of plans and programs. The Unit strives to fulfill its' own self-evaluation process, which enables it to improve its performance towards attaining academic accreditation from local and international bodies.

Duties:

1. Establish, and implement the quality assurance plan at the college.

2. Establish, and implement the local and international academic accreditation plan for academic programs at the college.

3. Supervise, and monitor the program plans of department, to secure local and international academic accreditation.

4. Coordinate with the organizations, individuals and educational bodies, involved in quality assurance and academic accreditation for consultation.

5. Ensure that available educational resources, display quality assurance.

6. Coordinate with relevant quality-oriented units and committees in gathering data and information.

7. Apply the rules, regulations, procedures, quality assurance and local, and international academic accreditations standards, with respect to educational, administrative, organizational and technical aspects of the college, and monitor their implementation.

8. Formulate, and publish all guides, booklets, operational and procedural guides related to the unit's work.

9. Submit, and monitor suggestions and recommendations, for improving relevant departments and units, to ensure the quality of the educational process.

10. Conduct workshops, formulate and print fliers, initiate programs necessary for the spread of a culture of quality, and highlight the importance of academic accreditation at the college.

11. Compile annual reports, which detail the performance standards, recommendations for improvements, and self-study reports of academic programs.

12. Keep regular tracks of exceptional performances, in the fields of quality assurance and accreditation, focusing on policies, rules and regulations, standards and mechanisms, as well as the accreditation techniques in use. These processes play a key role in draw up proposals for the development of the College.

13. Receive and review course files and reports. Formulate, subsequent to their analysis, recommendations, in coordination with the Quality Assurance Committees in the departments.

14. Collect evaluation tools, to gauge student performance, and document them.

15. Encourage college employees to submit proposals for improving academic performance at the college.

16. Establish the necessary facilities, to ensure the implementation and success of Quality Assurance Committees' procedures, in the various college departments.

17. Manage and analyze submitted indirect evaluation tools, such as questionnaires, which address the duties of the unit, identify strong and weak points, recommend improvements, for referral to the Vice Dean of Quality Assurance of the College, who will then make the necessary decisions based on the above points, as well as track their implementation.

18. Compile reports on the educational and administrative units' performance, in the field of quality assurance and academic accreditation.

19. Plan, and supervise the training and qualifications, related to quality assurance and academic accreditation.

20. Ensure the updating of the Unit's website.

21. Compile, and submit periodic reports on all activities and achievement of the Unit.

22. Fulfill any other duties assigned to the Unit, related to quality and academic accreditation.

University Assessment and Evaluation Unit

The University Assessment and Evaluation Unit at the college, commits itself to achieving its mission and objectives, by assessing and evaluating the academic performance of the university's departments and colleges. The evaluation of the University's performance is key to achieving our mission and objectives. To develop the assessment and evaluation standards at the university, the Unit devises plans, policies and objectives. It disseminates a culture of transparency and clarity in academic evaluation practices, and diagnoses the educational process for detecting any problems or shortcomings.

Unit Duties:

1. Coordinate with the Assessment and Evaluation Unit at the university, in all of its operations and provide it with all the required college information.

2. Assemble all study plans for academic programs the college has allocated to the department.

3. Keep copies of the subject file for all subjects in all college departments.

4. Assemble exams (periodic and monthly) for all courses offered each semester, by the college.

5. Keep the exam results (periodic and monthly) for all courses offered each semester, by the college.

6. Coordinate with the Assessment and Evaluation Unit, in analyzing and compiling reports on the exams.

7. Implement all instructions and recommendations, and decisions made by the University Assessment and Evaluation Unit, for college departments, and keep track of them.

8. Coordinate with the Assessment and Evaluation Unit, in organizing courses and workshops for the teaching faculty of the college.

9. Supervise the formulation of a college exam bank, for courses offered at the college, in coordination with the Assessment and Evaluation Unit.

10. Cooperate with the University Assessment and Evaluation Unit, in filling in questionnaires and data collecting tools, related to the area assessment and evaluation at the college.

College Publications and Printing Committee

The Publication Committee reviews, develops and prints all publications, of which include college, department and student prospectuses, booklets and brochures related to college activities. In coordination with various college departments, it issues journals, periodicals and also prints the college annual report.

Committee duties:
1. Formulate and compile the college, student and academic departments' prospectuses in Arabic and English.
2. Coordinate with relevant sections in formulating the college annual report.
3. Supervise and coordinate with various departments, administrations, units and committees at the college to   formulate and edit all prospectuses, booklets, brochures and publications, related to college activities.
4. Formulate and print information booklets for the college, local, regional and international events.
5. Publish journals and periodicals, in coordination with the relevant departments.
6. Formulate and print the required forms and templates, needed to facilitate the committee's work.
7. Formulate, compile, and forward periodic reports, on all the committee's activities and achievements.
8. Fulfill any other tasks assigned to the committee that fall within its competence.

Development Committee

The Development Committee seeks to develop and improve, regularly, the educational process, to meet the college's objectives, achieve optimum learning outcomes, and maximize the role of the college in serving the local community. The Committee seeks to oversee the entire educational process from building erection to equipment, educational services, and academic development programs. Its role extends to making recommendations towards the professional development of college members, staff and technical staff, and to contributing to the development and implementation of the college strategic plan.

Committee Duties

1. Provide initiatives, proposals and recommendations, for improving college buildings and their equipment, in the areas of construction, additions and refurbishment, and those for improving educational and administrative services.

2. Examine and assess all of the development proposals put forward by college faculty members, administrative staff and technicians.

3. Formulate plans and appropriate mechanisms, for developing the college, in coordination with the relevant sections, monitor and assess their implementation.

4. Participate in reviewing, developing and implementing the college strategic plan.

5. Submit proposals to develop college academic study plans, which concord with graduate students' real needs, to make them more competitive in the labor market.

6. Submit proposals to develop and organize essential college resources, scientific research, postgraduate studies, and the quality of teaching at the college.

7. Submit proposals to develop the skills of college faculty members, administration staff and technicians.

8. Submit proposals to develop the college relationship, involvement with, and contribution to, the community.

9. Formulate and print the forms and templates, to organize the committee's work.

10. Compile, and forward periodic reports on all the committee's activities and achievements.

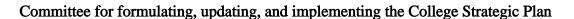11. Fulfill any other tasks assigned to the committee, within its competence.

Professional Development Committee of College Staff Members

The Professional Development Committee of College Staff Members seeks to develop the skills of the college staff members to a high degree of excellence, quantitatively and qualitatively. This process allows them to excel in the domains of education, academic research, and in the services to the community.

Committee duties:

1. Formulate and implement the general and comprehensive plan, designated for the development of college staff members' skills.
2. Prepare a specialized training plan for the development of faculty members' administrative skills.

3. Formulate a specialized training plan for the development of faculty members' research skills.

4. Formulate a specialized training plan for the development of faculty members' teaching skills.

5. Formulate a specialized training plan for the development of college employees' administrative skills, in coordination with the college.

6. Ensure the implementation and documentation of training plans, for college employees.

7. Nominate college employees to attend training courses on and off-campu,s in accordance with the designated annual training plan.

8. Hold training courses as per the specialized training plan.

9. Provide statistics, make recommendations, and contribute in the compiling of annual reports.

10. Formulate, compile and forward periodic reports, on all of the committee's activities and achievements.

11. Fulfill any other tasks assigned to the committee, related to the development of employees' skills and training.

Committee for formulating, updating, and implementing the College Strategic Plan

The Committee seeks to support the college, in fulfilling its mission and objectives, by formulating, updating and monitoring the implementation of the college strategic plan.

Committee Duties

1. Formulate, update, and monitor the implementation of the college strategic plan.

2. Monitor the progress made in fulfilling the college vision and mission.

3. Monitor the progress made in fulfilling the objectives set in the college strategic plan.

4. Propose updates to the College Strategic Plan.

5. Ensure that the college and university vision, mission and objectives concord with each another.

6. Ensure that the department and college vision, mission and objectives concord with each another.

7. Designate level benchmark indicators for successful implementation of the strategic plan

8. Formulate and compile a monthly report, which details the extent key indicators have been successfully implemented, and forward it to the University Strategic Plan Unit.

9. Formulate and compile an annual report, which highlights the achievements and hurdles encountered by the strategic plan, and make recommendations for improvements.

10. Formulate, compile and forward periodic reports on all of committee activities and achievements.

11. Fulfill any other tasks assigned to the committee, within its competence.

Departmental Committees

Accreditation and Quality Assurance Committee at the Academic Departments of Computer Science, Information Technology and Computer Engineering

The Quality Assurance Committees assists academic departments meet their mission and objectives, which concord with those of the college and university. The committees provide assistance by, adopting and applying comprehensive quality management principles, creating and implementing plans and programs, which guarantee a high level of performance, and by making quality resources available. The creation and implementation of these plans ensures parity with, and adherence to, the resources needed for accreditation, as per the highest local and international standards.

Committee duties:

1. Formulate and implement the national and international quality assurance and academic accreditation plan for relevant departments.

2. Create a culture of quality performance among department staff members.

3. Formulate and provide faculty members with publications, documents and the latest versions of all required forms needed, for gaining local and international accreditation.

4. Receive and review files and reports of academic courses, studied at the department from faculty members, and submit them to the Accreditation and Quality Assurance Unit at the college.

5. Oversee and coordinate with the various department committees, the formulation and compiling of all documents of which, forms, reports, performance indicators, and set benchmarks, required for academic accreditation.

6. Provide orientation and training to faculty members, in the areas of quality and academic accreditation procedures, at the department.

7. Compile and document the academic accreditation and quality assurance processes, and save them in index files, at the department.

8. Monitor the implementation of recommended improvements, suggested by the Quality Assurance and Academic Accreditation Unit to the related department.

9. Collect and extract data of various questionnaires related to quality control.

10. Fulfill any other tasks assigned to the committee, within its competence.

Curricula and study plans Committees for the Computer Science - Information Technology - Computer Engineering - Information Systems Departments

The Curricula and study plans Committees reviews, develops departments' study plans, by conducting surveys of the curricula used by counterpart academic departments, at collaborating universities and. The committee also conducts surveys to determine the needs of the labor market. It also reviews the number of graduate credited hours required by the university, the college, the compulsory, elective, and minor courses and practicum.

Committee duties:

1. Formulate, and develop department study plans for academic programs, in Arabic and English, in accordance with the standards of the university's Curricula and Study Plans Unit, and the specific forms found in the Procedural Manual for Programs and University Study Plans. The department study plans must correspond to the standards and requirements set by the National Commission for Academic Accreditation &Assessment(NCAAA) and international accreditation bodies such as ABET, and ACM, IEEE for benchmarks standards. It also takes into consideration the opinions of all faculty members, students, graduates, job market, and the local community.

2. Coordinate regularly with the College, the University Curricula, and the Study Plans Units.

3. Identify college-specific courses as per the recommendations made by the councils of academic departments.

4. Review course codes, and develop their content and prerequisites, ensuring that learning outcomes and objectives of these courses correspond to the objectives and vision of the department, college, and university.

5. Review, develop and study the compatibility of the study plan courses, teaching approaches and assessments with the expected learning outcomes, and the respective vision and mission of the department, college and university.

6. Review periodically the extent of the students acquired knowledge and skills, and ensure they are consistent with the labor market requirements.

7. Evaluate periodically the study plan through feedback and recommendations received from faculty members, referees, evaluators and graduates via appropriate and procedural channels.

8. Specify the department's elective courses, and make recommendations to the department council.

9. Submit reports and minutes of meetings to the department council concerning all committee activities and achievements.

College Administration

The college administration deals with to all units of the college and, as seen in the attached description, is tasked with facilitating all administrative paperwork at the college. This entails the receipt of tasks, their completion and subsequent filing or possible forwarding to another party of the university. The college administration also seeks to facilitate all administrative paperwork related to the faculty and staff members.

Faculty of Computing and Information Technology (FCIT)


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                    College Administration
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    Secretary    Deputy Director    Personnel Unit   Administrative
                 (Female Campus)                      Communications
       |
  ┌────────┐
Incoming Mail   Outgoing Mail
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