



كلية الحاسبات وتقنية المعلومات

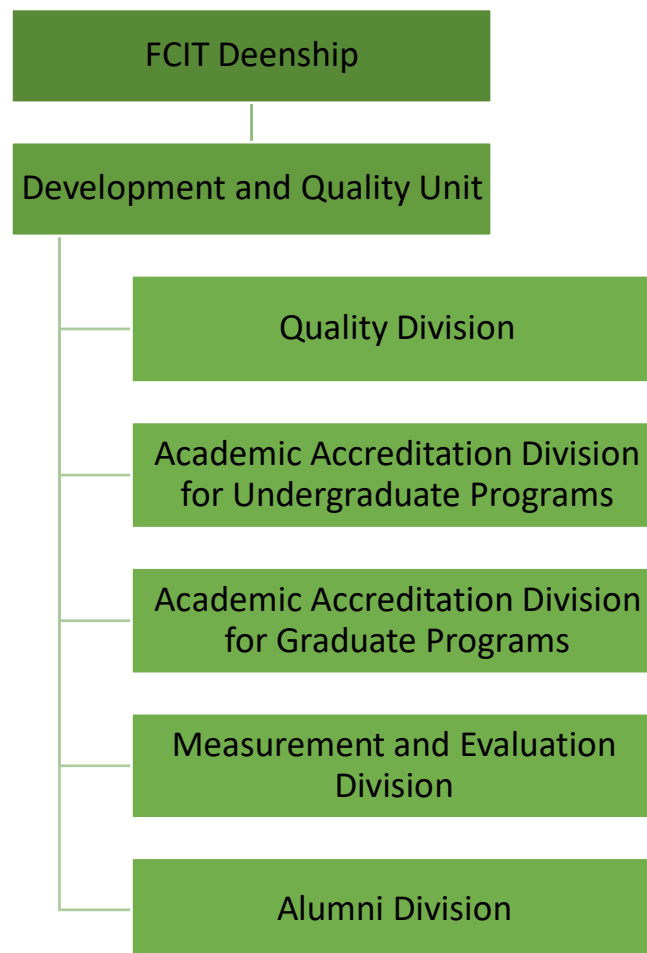
Development and Quality Unit Manual

Introduction:

In the Faculty of Computing and Information Technology, the Development and Quality Unit is considered the cornerstone for ensuring academic quality and educational excellence. This unit consists of several main divisions that work in harmony to achieve specific objectives that contribute to improving the efficiency of academic programs and keeping pace with global developments in the field of computing and information technology.

The Development and Quality Unit plays a pivotal role in achieving excellence and leadership for the College of Computing and Information Technology, through the application of the best global practices in academic quality and accreditation, and ensuring the provision of high-quality education that meets the requirements of the era and the job market.

Organizational Structure:



Tasks of the Development and Quality Unit:

- Preparing a plan to spread and establish the culture of quality, academic accreditation, measurement, and evaluation and supervising its implementation.
- Preparing, updating, and implementing a comprehensive strategic plan for quality, excellence, academic accreditation, measurement, and evaluation in the college, in accordance with the higher objectives and policies and the strategic plan of the university and the requirements of the Education and Training Evaluation Commission.
- Managing and monitoring all activities related to the development and implementation of quality and academic accreditation systems.
- Following up on the implementation of quality assurance mechanisms, academic accreditation, measurement, and evaluation, to achieve compatibility with national and international standards, in coordination with the Deanship of Quality and Academic Accreditation.
- Ensuring the quality of teaching and learning processes in all academic programs in coordination with the academic departments.
- Applying national and international standards and quality models prescribed by the university.
- Supporting academic departments to obtain national and international program accreditation.
- Following up on filling out course and program description forms in all departments according to the forms prescribed by the Education and Training Evaluation Commission, in coordination with the departments.
- Following up with academic departments regarding student surveys and surveys of faculty members, administrative staff, and technicians.
- Qualifying and nominating qualified personnel for internal and external auditing to review and achieve quality and academic accreditation standards, in coordination with the Deanship of Quality and Academic Accreditation, according to prescribed policies.
- Preparing special reports for academic accreditation, such as statistics on programs and courses and employment outcomes of graduates, in coordination with the departments.
- Documenting the work of the main and subsidiary committees for academic accreditation and quality assurance in both sections, in coordination with the departments.
- Constantly communicating with graduates, employers, and business owners, and surveying their opinions through central surveys.
- Establishing and forming committees and support units to perform the tasks of the Development and Quality Unit.

Tasks of the Quality Division:

- Managing quality records by retaining all files, copies of forms, and updating records periodically so that they are endorsed and dated.
- Organizing the management meeting agenda, evaluating it annually, and distributing it to all members of the management well before the meeting date.
- Recording and issuing minutes of the management evaluation meeting, keeping the minutes within the quality records, and providing members with a copy of it after approval.
- Updating documents, taking care of copies, retaining old records, and retrieving them from college auditors if necessary to ensure they are not used and marking any notes on the copies (canceled, duplicated).
- Following up on changes to procedures throughout the year so that a follow-up plan is put in place to apply what is stated in the quality manual regarding the description of tasks, procedures, response to non-conformity reports, and follow-up on improvement procedures through Quality Assurance Committee meetings and what comes from the Internal Audit Committee or from managers and supervisors of sectors within the college.
- Monitoring coding and ensuring the correct use of updated and correctly coded forms within the sectors after communicating with sector managers and based on the last internal audit process.
- Receiving reports from sectors and units, following up with quality representatives in sectors and internal auditors, to keep them as documented files and restricted copies arranged according to the ISO 9001:2015 standard.
- Retaining copies of external documents and registering them in the external documents list (such as instructions, regulations, circulars, and forms issued by the Ministry of Education, Civil Service, Ministry of Finance, etc.) and displaying any updates to those documents on the Quality Assurance Committee and the Internal Audit Committee for awareness.
- Responsibility for canceled procedures and documents, ensuring their cancellation in all restricted documents, filling out non-conformity reports on why they were canceled, and sending new copies to all sectors based on what is presented from topics of meetings of the Quality Assurance Committee and the Internal Audit Committee.
- Updating reference numbers for operations within the Quality Division when filling out forms and organizing them by year.
- Coordinating in relation to training members of the Internal Audit Committee by participating in courses and workshops held by the Deanship of Quality and Academic Accreditation.
- Responsibility for accrediting internal audit forms after reviewing them by internal auditors (checklist for each sector, non-conformity, improvement procedures, audit reports, non-conformity reports, risk records).
- Following up with the Quality Assurance Committee and the Internal Audit Committee regarding improvement, risks, and opportunities, and keeping any reports issued by the committees.

- Ensuring during the follow-up of sectors that they apply quality objectives indicators according to what is received from internal auditors and the Quality Assurance Committee.

Tasks of the Academic Accreditation Division for Undergraduate Programs:

- Implementing the strategic plan for academic accreditation in line with the strategic plan of the university.
- Ensuring the specifications that must be applied to guarantee quality and excellence and the conditions that must be available in national and international academic accreditation bodies.
- Preparing awareness programs to spread and establish the culture of academic accreditation.
- Following up on conducting training workshops in the field of academic accreditation.
- Working on qualifying cadres to work in the field of academic accreditation.
- Implementing procedures related to ensuring the quality of educational processes.
- Preparing a follow-up system and implementing it to obtain and maintain academic accreditation.
- Following up on national and international academic accreditation activities in the departments specialized in undergraduate programs.
- Coordinating with academic departments in describing and reporting courses according to prescribed forms.
- Ensuring the preparation of the electronic course file for courses in all academic departments.
- Coordinating with the relevant authorities to provide all the requirements for conducting a self-evaluation study and preparing the relevant reports.
- Proposing continuous development and improving the educational process.
- Providing technical and technical support in relation to academic accreditation projects.
- Preparing detailed reports on academic accreditation activities.
- Providing feedback to the sector by evaluating its performance in the form of periodic reports.
- Proposing the formation of main and subsidiary committees for national and international academic accreditation.
- Supervising the archiving of electronic copies as samples of the description of all programs and courses of the bachelor's degree in the college according to the forms required by the national or international academic accreditation body and being accredited.
- Supervising the archiving of electronic copies as samples of reports and courses of bachelor's degree programs in the college according to academic years.
- Supervising the retention of copies of minutes recorded for discussing reports of academic programs in the college according to academic years.
- Following up on the preparation of academic departments to develop development and improvement plans based on reports of academic programs in the college (bachelor's degree) for the current year.

- Coordinating with academic departments on retaining samples of models of student answers for courses that have been lifted description and report for all bachelor's programs.
- Following up on the preparation of academic departments for reports of programs in the college on models of national accreditation or its equivalent registered to include a matrix of measuring program learning outcomes.
- Following up on internal benchmarking reports with a similar department within the college or within the university.
- Following up on self-benchmarking reports (Self Benchmarking) between the current year and the previous academic year.

Tasks of the Academic Accreditation Division for Graduate Programs:

- Implementing the strategic plan for academic accreditation in accordance with the strategic plan of the university.
- Ensuring the specifications that must be applied to guarantee quality and excellence and the conditions that must be available in national and international academic accreditation bodies.
- Preparing awareness programs to spread and establish the culture of academic accreditation.
- Following up on conducting training workshops in the field of academic accreditation.
- Working on qualifying cadres to work in the field of academic accreditation.
- Implementing procedures related to ensuring the quality of educational processes.
- Preparing a follow-up system and implementing it to obtain and maintain academic accreditation.
- Coordinating and following up on national and international academic accreditation activities in the departments specialized in graduate programs.
- Coordinating with academic departments in describing and reporting courses according to prescribed forms.
- Ensuring the preparation of the course material for courses in all academic departments.
- Coordinating with the relevant authorities to provide all the requirements for graduate programs.
- Proposing continuous development and improving the educational process.
- Providing technical and technical support in relation to academic accreditation projects.
- Preparing detailed reports on academic accreditation activities.
- Supervising the archiving of electronic copies as samples of the description of all programs and courses of graduate studies in the college according to the forms required by the national or international academic accreditation body and being accredited.
- Supervising the archiving of electronic copies as samples of reports and courses of graduate programs in the college according to academic years.
- Supervising the retention of copies of minutes recorded for discussing reports of academic programs in the college according to academic years.
- Following up on the preparation of academic departments to develop development and improvement plans based on reports of academic programs in the college (graduate studies) for the current year.

- Coordinating with academic departments on retaining samples of models of student answers for courses that have been lifted description and report for all graduate programs.

Tasks of the Measurement and Evaluation Division:

- Determining methods and standards for academic and administrative measurement and evaluation.
- Implementing measurement and evaluation operations in departments and administrative units.
- Holding training workshops in the field of measurement and evaluation.
- Working on qualifying cadres to work in the field of measurement and evaluation.
- Designing surveys and tools for collecting and analyzing data related to measurement and evaluation.
- Establishing mechanisms for academic review and evaluation and implementing them to ensure quality and excellence.
- Conducting field surveys and collecting and analyzing data from student surveys and surveys of faculty members, administrative staff, and technicians.
- Preparing detailed reports on the results of measurement and evaluation, performance levels, and the satisfaction of beneficiaries from various activities.
- Providing feedback to the sector by evaluating its performance in the form of periodic reports.
- Establishing mechanisms and a motivation plan to increase response rates to the college's survey system.
- Filling out EQAUP-Plus program forms for all bachelor's and graduate programs and institutional accreditation
- Following up on the preparation of academic departments for a developmental plan for each academic program based on EQAUP-Plus system reports
- Following up on the preparation of academic departments for a developmental plan for each academic program based on the results of central surveys
- Following up on the preparation of academic departments for a report on the percentage of achievement of the developmental plan for each academic program based on EQAUP-Plus system reports for the current year.
- Providing the required information and supplying academic departments with results and percentages of the college's filling from the survey system for bachelor's and graduate programs for both sections.
- Providing the required information and supplying academic departments with statistics for filling performance indicators on the EQAUP-Plus system
- Preparing a list of performance indicators restricted for external benchmarking.
- Preparing a plan for benchmarking between academic departments and external benchmarking.
- Providing justifications and analyses annually based on the list of performance indicators.

Tasks of the Alumni Division:

- Communicating with graduates to align learning outcomes with labor market and community requirements.
- Qualifying graduates and assisting them to join the labor market.
- Preparing a comprehensive database specifically for the entity's graduates.
- Communicating with graduates through various communication means to enhance the graduate's relationship with the entity.
- Following up on the status of graduates in terms of aligning the nature of their work with their academic qualifications and special skills through the preparation of numerical indicators and research studies that support the alignment between higher education outputs and labor market requirements, as well as through planning, follow-up, evaluation, and feedback.
- Effective communication with work fields to find employment opportunities for college graduates easily and smoothly.
- Providing special studies on the preparation of university graduates and the percentage of employed and unemployed among them and supplying interested parties.
- Preparing periodic reports on the performance of strategic partnership initiatives and raising recommendations to the entity about aspects that need improvement.
- Compiling and updating lists of graduates and documenting their data to include contact information, work information, and the duration it took for the graduate to obtain the job.
- Spreading the culture of belonging and enhancing the relationship between graduates and the entity.
- Benefiting from graduates and their experiences by participating in expressing their opinions on programs and study plans.
- Communicating with graduates to know the appointment authorities after graduation and surveying their opinions.
- Preparing the necessary programs and work plans to align education outputs with the national qualifications framework.
- Conducting surveys on the trends and plans of business sectors in employment and future professions.
- Developing programs to know and enhance the practical skills needed by the labor market for graduates.
- Urging practical departments to update and develop their educational programs according to labor market trends.
- Linking different academic departments in the college with business sector institutions.
- Preparing a list of names of training places and external scholarships and their conditions and guiding students to them.
- Supporting research contributions and studies at the college level and analyzing the results of studies and research on the needs of the labor market and graduates to develop academic departments and educational curricula according to the requirements of the business sector.