

# College of Engineering Quality Vice-Deanship Operational plan Period: 2016-2017 Academic Year

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## Introduction:

Quality Vice-Deanship in the college of engineering concerns about enhancement and development of the quality and to make it a part of all members' daily life. In order to achieve our goals and objectives,

an operational plan is set to help in organizing the quality work for enhancement and monitoring. The operational plan is written based on different resources such as key performance indicators of the college of engineering, SWOT analysis, initiatives and activities of units and committees as a part of Vice-deanship of the quality.

The operational plan is discussed and approved by the vice-deanship of quality and by the college of engineering.

### **Vision:**

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

### **Mission:**

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

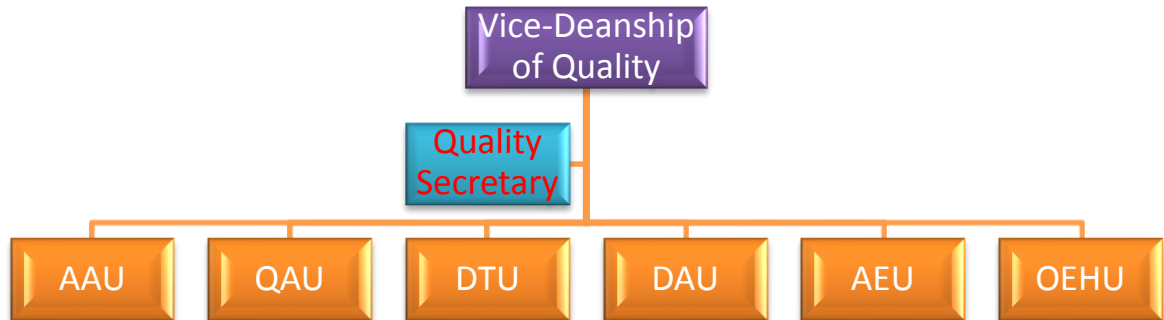
### **Objectives:**

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

### **Responsibilities:**

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

## Quality Structure



### Units and committees members and Responsibilities:

#### Quality Steering Committee:

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

#### Responsibilities:

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

#### Academic Accreditation Unit

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

#### Responsibilities:

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

### **Quality Assurance Unit**

1. Dr. Sayed Abbas (Coordinator)
2. Dr. Waqar Ali (Member)
- 3-Dr. Mohammad Zobair (Member)
- 4-Eng. Dea Alrahman (Member)

### **Responsibilities:**

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

### **Development and Training Unit**

Dr.Praveen R.P. (Coordinator)

- 1-Dr.Muhammed Kashif
- 2- Eng.Husam Habibeh
- 3- Eng.Yahya Al Jahmany

### **Responsibilities:**

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

### **Documentation and Archiving Committee**

1. Eng. Hussam Habiba (Coordinator)
2. Eng. Mohammad Othman (Member)
3. Eng. Dea Al\_Rahman (Member)
4. Eng. Muhammad Humran (Member)
5. Mr. Nasser Alturki (Member)

### **Responsibilities:**

1. Identification of required data
2. Data Collection
3. Data processing and preparation with statistical analysis

4. Archiving and database management
5. Unifying documents and forms in the college of engineering

## Assessment and Evaluation Unit (AEU)

### Members:

1. Dr. Sameh Mohamed (Coordinator)
2. Dr. Abdullah AlAhmadi (Member)
3. Dr. Yousef Akoor (Member)
4. Dr. Nadeem khan (Member)

### Responsibilities:

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

## Occupational and Environmental Health Unit (OEHU)

### Members:

- 1- Dr. Yahia AlJahmani (Cooredinator)
- 2- Dr. ElManee Barhoumi (Member)
- 3- Dr. Tareq Albagory (Member)

### Responsibilities

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

## Quality Assurance Unit (QAU)

### Mission

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

### Objectives

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

- a. Other objectives include:

1. Development and implementation of an effective evaluation system for the students, the courses and educational programs, and approving a self-evaluation system for all the programs.
2. Improvement of the current curricula for undergraduate programs in all departments of the College.
3. Increase the quality awareness and culture among all the college members using continuous enhancement and total quality assurance via creating a common language for the concept of quality assurance.
4. Design and application of the appropriate model for performance evaluation which integrates all the components of the higher education system and complies with the national, regional and international standards.
5. Review all the quality documents including (Course File, Course Specifications, Course syllabi, Course report, Program specifications, Program annual reports,...etc)
6. Assessment of all questionnaires (staff, students, graduates, labor market, etc) and data to help in building good improvement plans for all the engineering programs.
7. Document all elements of the learning process.
8. Ensure the involvement of all stakeholders in all stages of the educational process.
9. Cooperate with the other units, enters, committees, and organizations, at the national and regional levels aiming to attain accreditation.

### **Tasks**

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

## **Documentation and Archiving Unit (DAU)**

### **Mission:**

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

### **Objectives:**

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

- 1- Unifying all college forms with general purposes
- 2- To have well organized and archived data as software and hardware

### **Tasks:**

1. Identification of required data
2. Data Collection
3. Data processing and preparation with statistical analysis
4. Archiving and database management

5. Unifying documents and forms in the college of engineering  
Recording all activities in the college

## Academic Accreditation Unit (AAU)

### Mission:

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

### Objectives:

1. Supervising and steering the academic programs preparation for academic accreditation
2. Technical and consulting support for academic programs ready for accreditation.

### Tasks:

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

## Development and Training Unit (DTU)

### Mission:

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

### Objectives:

To encourage and support faculty to participate in the workshops and presentations scheduled with the support of Quality and Skills Development Deanship.  
To continuously monitor and update the website of College of Engineering to meet International Standards.

### Main Tasks:

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

## Assessment and Evaluation Unit (AEU)

### Mission:

To contribute in improving the quality in the college of Engineering

### Objectives:



- 1- To improve the quality work based on providing the college with desired assessment and evaluation results and analysis
- 2- To develop and automate the assessments and evaluation procedures

### Main Tasks:

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

## Occupational and Environmental Health Unit (OEHU)

### Mission:

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

### Objectives:

1. The promotion of a culture of safety and professional health among faculty members
2. The support of various departments at the college, in order to raise the level of safety and health at their labs
3. The protection of the environment on the college of Engineering.

### Main Tasks:

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

### Initiatives and Performance Indicators:

General Initiatives, Performance indicators and responsibilities for the vice-deanship of quality and skills development based on the operational plan of the college of engineering.

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

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

| Initiative   | Performance Indicators   | Academic Year |    |    |    | The entity responsible        |
|--|--|---------------|----|----|----|-------------------------------|
|  |  | 37            | 38 | 39 | 40 |                               |
| Development of faculty members' skills in the areas of | Percentage of faculty members participated in professional development activities over the | ✓             | ✓  | ✓  | ✓  | Training and Development Unit |

|                            |           |  |  |  |  |  |
|----------------------------|-----------|--|--|--|--|--|
| measurement and evaluation | past year |  |  |  |  |  |
|----------------------------|-----------|--|--|--|--|--|

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

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                         | -Percentage of faculty members participated in professional development activities over the past year              | ✓             | ✓  | ✓  | ✓  | Development and Training Unit |
| Reviewing and raising evaluation and development plans of academic programs at the college | -Rate of faculty members that received training in modern teaching strategies that enhances teaching and learning. | ✓             | ✓  | ✓  | ✓  | Development and Training 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 college | - Satisfaction rate of leaders and faculty members about quality system   |               | ✓  |    | ✓  | Quality Assurance Unit           |
| Activation of committees of quality academic programs | - Satisfaction level of beneficiaries - students, graduates, employers and employment parties for a quality took system | ✓             | ✓  | ✓  | ✓  | Quality Assurance Unit           |
| Activating authentication system                      | - Percentage of programs and units that are being   | ✓             | ✓  | ✓  | ✓  | Documentation and Archiving Unit |

| Initiative | Performance Indicators   | Academic Year |    |    |    | The entity responsible |
|------------|--|---------------|----|----|----|------------------------|
|            |  | 37            | 38 | 39 | 40 |                        |
|            | <p>internally and externally benchmarked in quality activities.</p> <ul style="list-style-type: none"> <li>- Satisfaction level of quality units' performance in the college</li> <li>- The effectiveness of Quality Center in saving documents and evidence and the way of their documenting and organizing</li> <li>- The effectiveness of improvements plans</li> </ul> |               |    |    |    |                        |

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

| Initiative  | Performance Indicators  | Academic Year |    |    |    | The entity responsible      |
|---|---|---------------|----|----|----|-----------------------------|
|   |   | 37            | 38 | 39 | 40 |                             |
| Periodic evaluation of academic programs of the college                     | <ul style="list-style-type: none"> <li>- Percentage of courses that evaluated by students during the year</li> <li>- Number of academic programs that accredited by ABET</li> <li>- Percentage of advisory boards activation for academic programs</li> </ul> | ✓             |    |    |    | Academic Accreditation Unit |
| Quality Assurance of the reports and specifications of programs and courses |   | ✓             | ✓  |    | ✓  | Quality Assurance Unit/     |
| Quality Assurance of learning outcomes for academic programs                |   | ✓             | ✓  |    | ✓  | Quality Assurance Unit/     |
| Activation of the independent evaluation of academic programs               |   | ✓             |    |    |    | Academic Accreditation Unit |
| Activation of the   |   | ✓             | ✓  |    | ✓  | Scientific Programs         |

| Initiative  | Performance Indicators | Academic Year |    |    |    | The entity responsible                                    |
|---|------------------------|---------------|----|----|----|---|
|   |                        | 37            | 38 | 39 | 40 |   |
| advisory boards of all educational programs                               |                        |               |    |    |    |   |
| Performance Indicators measurement and benchmarking for Academic Programs |                        | ✓             | ✓  | ✓  | ✓  | Academic Accreditation Unit/VD of Quality and Development |
| Quality assurance of courses File   |                        | ✓             | ✓  | ✓  | ✓  | Quality Assurance Unit/VD of Quality and development      |
| To be accredited by ABET  |                        |               |    | ✓  | ✓  | Academic Accreditation Unit/VD of Quality and Development |

### 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 | <ul style="list-style-type: none"> <li>- Percentage of faculty members that trained in quality areas</li> <li>- Rate of faculty members that participated in quality events and activities in the college</li> </ul> | ✓             | ✓  | ✓  | ✓  | Development and Training Unit/VD of Quality and Development |
| Preparation for the University Director Excellence Award   |  | ✓             | ✓  | ✓  | ✓  | VD of Quality and Development                               |

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

| N | KPI   | Responsibility |
|---|---|----------------|
| 1 | Percentage of faculty members participated in professional development activities over the past year              | DTU            |
| 2 | Rate of faculty members that received training in modern teaching strategies that enhances teaching and learning. | DTU            |

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

### Programs nominated for ABET accreditation:

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

### Important Dates: (2015-2018)

| N | Item  | Date   | Responsibility        |
|---|---|--|-----------------------|
| 1 | Preparing programs for accreditation  | from 1st of November 2015 to 1st of October 2016 | Programs Coordinators |
| 2 | Submitting the Preliminary Self-Study Report (readiness report) to the quality office for reviewing | 1st of October 2016                              | Programs Coordinators |
| 3 | Correcting and modifications of the   | From 1 <sup>st</sup> of October to 15th of       | Programs Coordinators |

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

## The operational Plan:

Proposed by:

|  |     |
|--|-----|
|  | AAU |
|  | DTU |
|  | QAU |
|  | DAU |
|  | AEU |

| No | Activities  | Implementation Period |        | Performance Indicators | Responsibility |                      | Remarks  |
|----|---|-----------------------|--------|------------------------|----------------|----------------------|----------|
|    |   | From                  | to     |                        | Basic          | Support              |          |
|    | Collecting Program and Course Annual reports for all departments  | FS/W0                 |        | 7                      | DAC            | HOD                  | Annual   |
|    | Course score Summary Analysis   | FS/W0                 | FS/W1  | 6                      | AEU            | Program coordinators | Annual   |
|    | Assessment graduates and students questionnaires  | FS/W0                 |        | 4,9                    | AEU            | CoE                  | Annual   |
|    | Updating Archiving Room   | FS/W1                 | FS/W3  | 7                      | DAU            | CoE                  | Annual   |
|    | To follow up with the Strategic Planning Committee at the college level.  | FS/W1                 | FS/W10 | 4                      | DTU            | DTU                  | All year |
|    | Review the website of College of Engineering with its contents  | FS/W1                 | FS/W3  | 6                      | DTU            | DTU                  | annual   |
|    | Updating the website with the Approved data for all departments   | FS/W1                 | FS/W5  | 6                      | DTU            | DAC                  | Annual   |
|    | Reviewing the Annual reports (Program and Courses) for the previous year for all Academic Programs(with report) | FS/W1                 | FS/W2  | 5,9                    | QAU            |                      | Annual   |
|    | Preparing for the university Director Excellence award  | FS/W1                 | FS/W6  |                        | QDSD           | Deanship             | Annual   |
|    | To follow up the Quality Training Programs been offered by Quality Deanship                                     | FS/W1                 | FS/W2  |                        | DTU            |                      | Annual   |

|   |        |        |           |           |                            |           |
|---|--------|--------|-----------|-----------|----------------------------|-----------|
| Reviewing Program and Course Specifications(with report)  | FS/W2  | FS/W3  | 6         | QAU       |                            | Annual    |
| Checking the percentage of ABET SSR completion  | FS/W2  | FS/W3  | 10        | AAU       | Departments                | Once      |
| Lab conditions in EC from the OHSAS 18001 point of view   | FS/W6  | FS/W8  |           | OEHU      | Secretary                  | annual    |
| Collecting Electronic materials for departments (On PC)   | FS/W3  | FS/W5  | 7         | Secretary | DAC + Quality Coordinators | Bi-Annual |
| A workshop, presentation or training course related to QAU  | FS/W3  | FS/W4  | 1,12,13   | DTU       | QAU                        | Annual    |
| Second Report for ABET accreditation  | FS/W3  | FS/W4  | 10        | AAU       | QAU                        | Once      |
| Approving Engineering Coding Ethics   | FS/W3  | FS/W5  |           | AAU       | DQSD                       | Once      |
| A workshop, presentation or training course related to AEU  | FS/W5  | FS/W6  | 1,12,13   | DTU       | QAU                        | Annual    |
| Reviewing Quality structure , committees and unit in the college and programs (names, members, ...) | FS/W5  | FS/W6  | 6         | QAU       |                            | Annual    |
| Annual Internal Review process (with report) for all departments                                    | FS/W6  | FS/W8  | 6         | QAU       | AAU                        | Annual    |
| A workshop, presentation or training course related to AAU  | FS/W7  | FS/W8  | 1,2,12,13 | DTU       | AAU                        | Annual    |
| Reviewing the assessment and evaluation process in for all programs (with report)                   | FS/W10 | FS/W12 | 6         | QAU       |                            | annual    |
| Senior Design Aspects   | FS/W10 | FS/W12 |           | QAU       | AAU                        | Annual    |
| Reviewing The publications and website data for the college and programs (with report)              | FS/W12 | FS/W14 | 6         | QAU       |                            | Annual    |
| Collecting Electronic materials for departments (On PC)   | SS/W3  | SS/W5  | 7         | Secretary | DAC + Quality Coordinators | Annual    |
| Following the board of advisors meetings  | SS/W4  | SS/W12 | 11        | QAU       | DQSD                       | Annual    |
| A workshop, presentation or training course related to DTU  | SS/W4  | SS/W5  | 1,12,13   | DTU       | DTU                        | Annual    |
| Lab conditions in EC from the OHSAS 18001 point of view   | SS/W6  | SS/W8  |           | OEHU      | Secretary                  | annual    |
| A workshop, presentation or training course related to QAU  | SS/W7  | SS/W8  | 1,12,13   | DTU       | QAU                        | Annual    |
| Evaluation of Course File (Portfolio)   | SS/W7  | SS/W9  | 8         | QAU       | All Academic programs      | Annual    |
| A workshop, presentation or training course related to AAU  | SS/W10 | SS/W12 | 1,12,13   |           |                            | Annual    |
| Assessment and evaluation of faculty survey   | SS/W14 | SS/W15 | 4         | AEU       | AEU                        | Annual    |
| Independent evaluation of academic programs   | SS/W14 | SS/W16 | 6         | QAU       | QDSD                       | Annual    |



|  |                                  |        |        |   |     |                       |        |
|--|----------------------------------|--------|--------|---|-----|-----------------------|--------|
|  | KPIs measurements and evaluation | SS/W15 | SS/W16 | 8 | AEU | All Academic programs | Annual |
|  |                                  |        |        |   |     |                       |        |