

COMMITTEES' RESPONSALIIIES

1. External Advisory Board (EAB)

- Members of the advisory board are selected according to Taif University guide in this regard.
- Presenting the biographies of the selected members to the department council and approving the formation of the committee.

2. Students Advisory Board (SAB)

- Achievement of effective communication between the program management and its students, which helps to improve the progress of the academic, educational and service process.
- Consideration of students' views regarding the academic and extracurricular activities and services provided to them within the program since, they are the main stakeholders of the educational process.
- Providing advice to program management in areas of interest of students.
- Introduction of developmental initiatives and proposals in plans, systems, procedures and activities.
- Providing a social environment for ethics, ideals, morals, and harmony among all program employees.
- Connecting the students with the program and the college and its activities.
- Acquire students the required background about their rights and duties in accordance with the applicable university regulations.

3. Academic Programs Committee (APC)

3.1 Quality Management

- Drawing up general policies to ensure quality in the program and supervising their implementation.
- Spreading the culture of quality among faculty members, administrative staff and students.

3.2 Preparing and reviewing study plans

- Preparing and reviewing study plans for the program to ensure that they comply with the standards of the National Center for Academic Accreditation, the requirements of the National Qualifications Framework, and the requirements of the labor market.
- Reviewing the study plans of the program on a regular basis to ensure that they keep pace with the latest developments

3.3 Assessment and Continuous Improvement

- Collection of the results of all questionnaires from various stakeholders and study their proposals for improvement and development.
- Analysis of all data collected in relation to the continuous improvement process and evaluate the achievement of program goals and student outcomes based on courses' evaluation and various surveys.
- Preparation of improvement plans based on analyzing various data from different sources.
- Assessment of learning outcomes and reviewing their mapping with different courses
- Measurements of the key performance indicators (KPIs) and preparation of their analysis report.
- Monitoring the content and quality of courses and conclusions of recommendations for changes or improvements when needed.

- Verifying the closure of the quality cycle for all practices and activities in the program.

3.4 Academic Accreditation Affairs

- Organizing and guiding all tasks related to international and national accreditation.
- Preparing and following up the program specifications and the descriptions of the various academic courses according to the approved forms of the desired accreditation organization.
- Following-up the periodic preparation and review of courses' reports.
- Preparing and reviewing the annual program report.
- Collection of the required evidences from the various working committees to ensure quality for all criteria related to the main standards and sub-standards of accreditation.
- Verifying the closure of the quality cycle for all criteria related to the main standards and sub-standards.
- Preparing reports of self-evaluation standards for various standards.
- Writing self-study report(s) required for international and national accreditation.

4. Exams, Measurement and Evaluation Committee (EMEC)

- Coordination with the Central Unit for Tests, Measurement and Evaluation in the college, which in turn is in contact with the Administration of Measurement and Evaluation at the university and providing it with the required information from the specifications of the examination paper, training courses and related workshops.
- Organization of internal workshops in the program on professional exams, their types, advantages and disadvantages, each type and choosing the appropriate type for each course.

- Analysis of exams data and creation of questions banks for all courses to be used in future.
- Providing feedback to faculty members on their courses through the results of exams
- Preparation of reports of the progress of the final exams in the department, their applications and results, and their relevance to the learning outcomes of the program.
- Determination of the specifications of standardized tests such as fundamentals of engineering exam (FE) and preparing training courses for students in the program.
- Preparation and supervision of the exit exam including its question banks, as well as its final reports and assessment results.

5. Faculty and Scientific Research Committee (FSRC)

5.1 Faculty

- Preparation of appropriate policies and procedures for selecting faculty members.
- Preparation of integrated databases for each faculty member, including research activities, community service activities, and academic and professional development activities.
- Regular evaluation of faculty performance according to declared criteria and provide feedback to them.
- Providing academic and professional development programs and encouraging faculty members to participate in them.
- Surveying the faculty opinions to assess the adequacy and quality of the services provided to them and measure their satisfaction.
- Collection of data required for measurements of performance indicators related to faculty members and scientific research.

5.2 Scientific Research

- Development and following up the implementation of the strategic plan for scientific research in the department that will be compatible with the university research plan.
- Preparation of the annual research plan of the department according to the research fields priorities assigned by the Deanship of Scientific Research.
- Monitoring the scientific publications of all faculty and prepare a list of research published locally and internationally.
- Monitoring of the research projects funded by the Deanship of Scientific Research or external research institutes and centers and motivation of faculty for participation.
- Proposing, organizing and holding scientific conferences for the program if the required funds are available.

6. Academic Advising Committee (AAC)

- Academic follow-up for students of different levels and providing advice, guidance and consultation to them according to their academic status.
- Preparation of periodic reports on the academic problems that some students may face over the years.
- Preparation of reports on proposed solutions to solve the presented problems and following them up to ensure implementation.
- Providing students with required knowledge about the role of the academic advisor and how to benefit from his role in academic and professional guidance
- Providing the academic advisors with the required background about their vital role in guiding students academically and professionally
- Announcement of the academic rules and regulations and their developments to all students.
- Providing students with required background related to their rights, duties, obligations, and mechanisms for complaints and grievances.
- Preparation and announcement of the students' handbook at the beginning of the academic year to all students especially the new students.

- Following-up students who are frequently absent, and students with poor academic achievement with a cumulative average of less than 2, to find out the reasons for the low academic performance and submit proposals and encourage them to improve their performance.
- Holding meetings with students who may have social, financial or psychological problems that may affect their academic performance and help them overcome such problems.
- Creation and archiving of a special folder for each student that contains information and data about his hobbies and achievement capabilities and his scientific and social problems and his teaching path and others.
- Motivation, encouragement and honoring outstanding students.

7. Community Services Committee (CSC)

- Encouragement and development of the spirit of initiative among the employees of the department and students to maximize the service role to the community as a part of the mission of the department and the program.
- Activation of partnerships between the program and the various community institutions through official channels in the college and university.
- Development of the annual plan for community service activities and events that the program intends to carry out.
- Monitoring and classifying scientific research projects carried out by the department and its members that contribute to community service and development plans.
- Monitoring and scheduling training programs, scientific consultations, and cultural and awareness activities carried out by the department, which contribute to community service and development plans.
- Counting the participation rate of faculty members and students in community service activities.
- Measurement of the community's satisfaction with the services provided by the program.

8. Strategic Planning Committee (SPC)

- Development of proposals for the vision, mission, values and strategic objectives of the program and the graduates' attributes.
- Surveying stakeholder opinion in proposals for vision, mission, goals, etc
- Preparation of the consistency matrices between the mission and objectives of the program, the mission and objectives of the college, the mission and objectives of the university, as well as the graduates' attributes of the program and the university.
- Preparation of the program operational plan to achieve the strategic goals and objectives.
- Following up the implementation of the program operational plan and preparing an annual report on what has been implemented.
- Measurement of the performance indicators associated with the program operational plan.
- Reviewing the vision and mission and defining the strategic goals and objectives periodically based on the feedback from the stakeholders, the continuous improvement cycles of the various activities of the program, and the modern requirements of labor market.

9. Learning Resources, Facilities, and Equipment Committee (LRFEC)

- Supervision of the readiness of laboratories for teaching and scientific research for students and faculty members.
- Identification of each laboratory with a banner including the name of the laboratory, names and personal photos of the supervisors and technical staff.
- Creation of a database related to lab. equipment and devices including its history and maintenance status.
- Communication with different disciplines of the program to prepare lists of the annual needs of laboratories for efficient educational process.
- Preparation of the specifications of equipment and laboratory units, and studying offers submitted to laboratories with coordination with in charge university administrations.

- Preparation of scientific research requirements in the program in terms of laboratory equipment or other materials and supplies.
- Ensuring periodic maintenance of laboratories, and replacement of damaged ones, especially at the end of each semester.
- Studying laboratories' needs of engineers, technicians and assistants.
- Preparation of a database of textbooks belong to the program specializations available in the central library in coordination with the university deanship of libraries.
- Work on the continuous updating of text books and scientific references through surveying the needs of the different disciplines in the program.
- Motivation of both students and faculty members to make full and permanent use of the central library and its available reading rooms.

10. Students Activities, Training and Graduates Committee (SATGC)

10.1 Students Activities

- Activation of extra-curricular activities and mapping them to the program's learning outcomes, in coordination with the Academic Programs Committee.
- Contribution to building the student's personality to achieve a balanced personality that loves his country and have a leadership culturally, socially, athletically and artistically.
- Discovery of student talents, developing and refining them, and using their creative energies in everything that is useful and productive.
- Awareness of students about the spirit of fair competition and strengthening social relations with their colleagues, employees and their community.
- Motivation of students to participate in sports and cultural competitions and scientific forums organized by the Deanship of Student Affairs at the university.
- Organization cultural and social trips for students to develop their cultural and social awareness.

- Documentation and archiving all events and activities.
- Submission of an annual report on the committee's activities to the department council, listing strengths and weaknesses.

10.2 Training

- Preparation of guidelines and instructions for the summer training course, in coordination with the central training unit in the college.
- Data collection about training institutions, expanding the information base, and making changes in the names and addresses of those bodies, in coordination with the central training unit in the college.
- Coordination with the Academic Programs Committee in preparing the description of the field experience course (summer training).
- Preparation of lists of students who are eligible for summer training, by verifying that they fulfill the candidacy requirements.
- Following up students' performance during summer training and coordinate with external supervisors.
- Ensure that graduate students completed all training requirements.
- Surveying the opinions of the trainee students and identifying the strengths and aspects required for improvement.
- Preparation of examinations' committees of summer training course and coordinating their work mechanisms.
- Coordinating with the Academic Programs Committee in preparing the field experience course report (summer training) and what it includes of evaluation results and improvement aspects and plans.
- Submission of a comprehensive report on the work of the committee after the end of the training period to the department council.

10.3 Graduates

- Establishment of program's graduates' database and enhancement the communication and exchanging opinions and information between the program administration and themselves.
- Enhancement of the graduate loyalty, interaction and contributions to the development of the program.

- Strengthening the relationship with graduates to benefit from their experiences in developing academic, research and training plans for the program.
- Surveying (preparing, distributing and collecting questionnaires) the opinions of graduates who have jobs in the public and private sectors or who are enrolled in postgraduate programs.
- Establishment of an effective mechanism to provide job opportunities for graduates in their fields of specialization as a positive role for the program in supporting its graduates.
- Measuring the employers' attitudes towards graduates as an important stakeholder for the program.
- Organization of an annual meeting for the program graduates (alumni)-if possible- in coordination with higher administrations and in the presence of corporate institutions in support of providing various employment opportunities for graduates.
- Measurement of the satisfaction level of graduates and business institutions with the program.

11.Occupational Safety and Health Committee (OSHC)

- Following up on the application of occupational safety requirements and instructions in laboratories and classrooms.
- Following up on the availability, adequacy and readiness of fire protection systems.
- Periodic inspection of all program facilities to verify the application of safety requirements to ensure the prevention of work accidents and occupational injuries.
- Evaluation of the risks of the work environment in the program and preparing and providing guidelines for safe work methods.

- Coordination with the University administration for Occupational Safety and Health for the training of the program's employees, including students and faculty members, on how to use fire prevention tools and emergency evacuation procedures, as well as the mechanisms of adherence to occupational safety guidelines.
- Preparation of reports on various accident cases and decisions taken to address their causes.
- Studying the cases of violations brought to the committee and taking decisions in their regard.

12. Academic Affairs and Graduation Projects Committee (AAGPC)

12.1 Academic Affairs

- Preparation of the time schedules for all offered courses every semester in coordination with the Academic Programs Committee and the head of the department, and submitting them to the Central Academic Affairs Unit in the college, which in turn to the Deanship of Admission and Registration.
- Following up the time schedules of all courses offered outside the program. This required coordination with other college departments and departments outside the college.
- Preparation of final exams schedules and observations for all courses every semester.
- Carrying out registration, deletion and addition activities in coordination with the academic advisors, as well as the processes of merging or dismissing classes and identification of classrooms halls.
- Following up to the inflation or lack of numbers of students in different sections of courses.

12.2 Graduation Projects

- Preparation of the program guidelines for graduation projects and announcing it to all students. It includes a complete schedule for graduation projects, starting with proposals for graduation projects until discussion and evaluation

of the project, the required forms, and the prescribed formats for project reports and presentations.

- Collection of proposals for graduation projects from faculty members
- Announcement of projects proposals through workshops or virtual meetings.
- Evaluation of students applying for various project proposals after setting selection criteria and distribution of students to different project groups.
- Formation of groups of students and distribution of them to faculty members.
- Preparation of time schedules of projects' final discussions and identification of examinations committees.
- Helping in solving problems facing students of graduation projects.
- Preparation of the course folder for the graduation project in coordination with the Academic Programs Committee.
- Participation in the evaluation and continuous improvement of everything related to the graduation project course with coordination with the Academic Programs Committee.

13.E-Learning and Information Technology Committee (ELITC)

- Improvement of the quality of education by providing additional teaching methods based on e-learning techniques.
- Development of students' skills and abilities to interact with the changes of the times with modern technologies.
- Following up the activation of e-learning systems in all courses of the program
- Enhancement of the skills of faculty members in e-learning systems.
- Spreading the culture of e-learning through (seminars - workshops) in the program.
- Motivation of faculty members to update their electronic pages on the department's website and develop their educational materials and scientific production.
- Spreading the culture of scholarly originality, plagiarism, and mechanisms for verifying it.
- Supervision, development and updating the department's website content.
- Collection and publishment all news related to the department's activities from the department head and the various committees.

COMMITTEES' FORMATION

No	Committees	code	Formation of committee	Title & Mission
f	External Advisory Board	EAB	Saleh Alghamdi	Committee Chairman
			Eng. Abdulrahman Alghamdi	Operations and Projects Audit Manager (National Housing Company, NHC)
			Dr. Saeed Kloofah Alzahrani	Assistant Prof., Imam Abdulrahman bin Faisal University
			Eng. Ahmed M. Alzahrani	HSE, Engineer, Yard Consulting Engineering (National Water Company-NWC at Taif)
			Eng. Naif Mosleh Alharthi	Alhussan Engineering Consultant (Taif University- Projects and Maintenance Management)
2	Students Advisory Board	SAB	Saleh Alghamdi	Committee Chairman
			Ehab Gomaa	Faculty/Member
			Rakan Darweesh Habib	Student/Member
			Begad Nasser Alrooki	Student/Member
			Abdulrahman Gamal Alkholeefy	Student/Member
			Saud Raed Alharthi	Student/Member
			Yazeed Ali Alzahrani	Student/Member
3	Academic Programs Committee	APC	Moustafa A. Kamel	Chairman Committee & Self-study report coordinator
			Ahmed Elamary	Member & Second Standard Coordinator
			Usama H. Issa	Member & First Standard Coordinator
			Nidal M.AL Bustami	Member & Third Standard Coordinator
			Ibrahim A. Sharaky	Member & Fifth Standard Coordinator
			Wael Elham Mohamed	Member & Fourth Standard Coordinator
			Tarek Kamel ElTahawy	Member & Performance Indicator Coordinator
4	Exams, Measurement and Evaluation Committee	EMEC	Yasir Alharthi	Committee Chairman
			Adil A. Elhassan	Member
			Khaled Alnagdi	Member

5	Faculty and Scientific Research Committee	FSRC	Muwaffaq ALqurashi	Chairman Committee
			Hassan Alasmari	Member
			Khaled Alnagdi	Member
6	Academic Advising Committee	AAC	Nidal M.AL Bustami	Chairman Committee
			Moustafa A. Kamel	Member
			Adil A. Elhassan	Member
7	Community Services Committee	CSC	Abdullah Alshahri	Chairman Committee
			Abdulrazak H. Almaliki	Member
			Abdullah Alsaluli	Member
8	Strategic Planning Committee	SPC	Ali Alshekh	Chairman Committee
			Mohammed Mnzool	Member
			Maaz Bashir	Member
9	Learning Resources, Facilities, and Equipment Committee	LRFEC	Ashraf Bestawy	Chairman Committee
			Ibrahim A. Sharaky	Member
			Ahmed Arafat	Member
10	Students Activities, Training and Graduates Committee	SATGC	Ahmed Elamary	Committee Chairman
			Nidal M.AL Bustami	Member
			Hamad Al Meagaba	Member
			Mohammed Mnzool	Member
			Ahmed Arafat	Member
11	Occupational Safety and Health Committee	OSHC	Abdullah Alsaluli	Committee Chairman
			Maaz Bashir	Member
			Ehab Gomaa	Member
12	Academic Affairs and Graduation Projects Committee	OSHC	Usama H. Issa	Committee Chairman
			Ibrahim A. Sharaky	Member
			Wael Elham Mohamed	Member
			Maaz Bashir	Member
13	E-Learning and Information Technology Committee	ELITC	Ahmed Abdelhafiz	Committee Chairman
			Tarek Kamel EITahawy	Member
			Osama A. Mohamed	Member

