

# QU

Saudi Arabia

Qassim University  
جامعة القصيم

Qassim University  
جامعة القصيم  
College of Nursing  
كلية التمريض

## Quality Guide Nursing College, Qassim University



# Content

S.no	Items	Page No
1.	The emergence of the college and education strategy	
2.	Teaching Methodology	
3.	College /program vision	
4.	College/program Mission	
5.	College objectives & values	
6.	Departments	
7.	Quality assurance and performance evaluation unit	
8.	The organizational structure of the Quality Assurance and Performance Assessment Unit	
9.	College Units	
10.	Advisory Board of the College of Nursing	
11.	Program Quality Assurance processes	
12.	Tasks & responsibilities of the Director of the Quality Assurance Unit & Program Coordinators	
13.	Criteria for measuring and evaluating the performance	
14.	responsibilities of&Tasks of units & committees	

## The emergence of the college and education strategy

The role of Qassim University came in achieving the Kingdom's needs of highly academically qualified national cadres to provide comprehensive and direct health services to all members of society through public and private health facilities at all levels. The College of Nursing was opened as one of the academic colleges in the Female Section by the Ministry of Higher Education Resolution No. (13/47/1428)

The College of Nursing was established at Qassim University in the academic year 2009/2010. It is the first college of nursing in the Kingdom of Saudi Arabia to adopt a problem-based education curriculum with a focus on the importance of integration between the basic sciences and humanities disciplines with the nursing sciences. The College of Nursing is committed to dedicating itself to promoting the nursing profession nationally.

### Teaching methodology

The College of Nursing adopts learning with a problem-solving system, educational curricula, where diseases and problems of society are studied from more than one point of view. Problem-based education was combined with appropriate training in clinical and community skills and learning experiences. Emphasis is placed on critical thinking and self-learning.

The university curriculum is designed to achieve the mission and institutional goals of the authority as outlined above, and based on the objectives and competencies characteristics.

## Program /College Vision

Uniqueness in the field of nursing and health nationally, supporting sustainable development and helping to advance a knowledge – based society.

## Program /College Mission

The college of nursing is committed to Provide distinctive educational program to train competent professionals in the field of nursing to meet the needs of the labor market, and to provide applied research and advisory and training programs contribute to improving the quality of health services in the community, in a stimulating work environment using the most recent techniques, and activating the partnership nationally and internationally

## Program /College Objectives

**Objective 1:** Provide the highest quality nursing education and obtaining national and international academic accreditation

**Objective 2:** Raising the Aptitude and Competitiveness of Students

**Objective 3:** Raising the effectiveness of community services and applied research to fulfill the needs of development.

**Objective 4:** Raising the Institutional Administrative, Technological and Informational Performance

**Objective 5:** Enhancement of Cooperation and Partnership with Local, National and International Institutions

**Objective 6:** Raising the Rates of Efficiency, Satisfaction and Retention of Human Resources

## College Values

**Justice:** We seek to achieve justice, equal opportunity, and fairness in dealing with everyone.

**Integrity:** We perform sincerely and are committed to morality and professional ethics.

**Transparency:** We commit ourselves to disclosing transactions and procedures and to uphold the principles of accountability and integrity.

**Quality:** We apply the highest standards of quality in all tasks to ensure excellence in products and services

**Creativity:** We advocate an organizational climate conducive to creative thinking and innovative behavior

**Teamwork:** We encourage a culture of intellectual and behavioral teamwork.

**Scientific and Scholarly Freedom:** We promote scientific scholarly exploration, openness, and collegial interaction with others.

**Caring:** We advocate that nursing care for each client and family is individualized, compassionate, and culturally appropriate.

**Patience:** We are committed to work under difficult circumstances including bearing of provocation, annoyance, misfortune, or pain, without complaint, loss of temper, irritation, or the like.

## Departments

The College of Nursing offers a nursing program through which major nursing specialties are studied, namely:

- Department of Nursing Education
- Department of Maternal and Child Health Nursing
- Department of Medical- Surgical Nursing
- Department of Community and Mental Health Nursing

## Department of Nursing Education

### **Vision:**

The department has a vision to become a center of excellence that contributes to the development of nursing and the preparation of female graduates with scientific and practical skills who are able to work efficiently in light of globalization, and to achieve this, the department seeks to maintain quality and nursing education

### **Mission:**

Is to achieve distinction in the field of nursing education and advanced professional practice for college graduates to keep pace with the times and meet the needs of society for nursing education and management that focus on cooperation and active participation in learning, critical thinking and creative practice Preparing students to develop a broad understanding of the basic principles, trends and issues related to education and nursing management The Nursing Education Department enables female graduates to qualify academically, scientifically and ethically to work in the nursing field

### **Goals:**

1. It provides the opportunity for students to understand, appreciate and acquire skills in teaching and evaluation
2. Establishes, implements, and monitors accreditation standards to meet the changing needs in health care by studying the best methods in the art of management and leadership
3. Exercising leadership and management skills to improve the quality of nursing and health service in the Kingdom.
4. The objective link between nursing sciences and health problems.
5. Cooperating with health teams to work in various health institutions

## Department of Maternal and Child Health Nursing

### **Vision:**

Excellence in providing a holistic approach to preparing nurse professionally in practice, education and research related to maternal and child health nursing

### **Mission:**

Preparing professional nurses who are able to meet the healthcare needs of women and children by providing safe and competent nursing competencies.

### **Goals:**

1. Preparing female graduates who are able to provide comprehensive family care focused on women and children.
2. Ensuring the excellent academic performance and overall development of female students in both practical and theoretical terms towards mother and child care.
3. Participate actively to promote independent and collaborative research.
4. Monitoring the continuous improvement of quality in all functional areas of the department
5. Motivating female students to become professional, self-motivated nurses with characteristics of critical thinking, judgment and leadership of their abilities in the field of work.
6. Apply innovative teaching strategies with high technology that enhance students' learning outcomes.
7. Participate in preparing knowledgeable, skilled professional nurses within the appropriate ethical limits.
8. Expanding the range of services to the community to maintain the health status of the people of the Kingdom of Saudi Arabia through health assessment and follow-up surveys.

## Department of Medical-Surgical Nursing

### **Vision:**

The vision of the Department of Internal and Surgical Nursing is its commitment to achievement and access to excellence in nursing education and nursing services as well as scientific research by preparing graduates at the highest level locally and internationally.

### **Mission:**

The mission of the Department of Internal and Surgical Nursing is to provide and support students by developing their academic and educational capabilities, knowledge, and scientific expertise and values so that they can provide sound health care in the field of internal and surgical nursing

### **Goals:**

1. Provide care for patients with disorders of cardiovascular system.
2. Take care of patients with endocrine disorders.
3. Plan, implement and evaluate nursing management of patients with neurological disorders.
4. Develop abilities to take care of female patients with urinary disorders.
5. Provide care of patients with burns, reconstructive and cosmetic surgery.
6. Manage patients with oncological conditions
7. Develop skill in providing care during emergency and disaster situations
8. Plan, implement and evaluate care of elderly
9. Develop ability to manage patients in critical care units.
10. Appreciate trends and issues in the field of Medical – Surgical Nursing as a specialty
11. Apply concepts & theories related to health promotion.
12. Appreciate the client as a holistic individual.
13. Perform physical, psychosocial assessment of Medical – Surgical patients.
14. Apply Nursing process in providing care to patients.
15. Integrate the concept of family centered nursing care with associated disorder such as genetic, congenital and long-term illness.
12. Recognize and manage emergencies with Medical – Surgical patient's.
- 13.. Describe various recent technologies & treatment modalities in the management of critically ill patients.
14. Appreciate the legal & ethical issues relevant to Medical – Surgical Nursing.



15. Prepare a design for layout and management of Medical – Surgical Units.
16. Appreciate the role of alternative systems of Medicine in care of patients.
17. Incorporate evidence based Nursing practice and identify the areas of research in the field of Medical – Surgical Nursing.
18. Recognize the role of Nurse practitioner as a member of the Medical – Surgical health teams
19. Teach Medical – Surgical Nursing to undergraduate nursing students & in-service nurses.

## Department of Community & Mental Health Nursing

### **Vision:**

Excellence in providing promotive, preventive, supervisory and rehabilitative care to individuals, families and communities through the preparation of qualified nurses in the future based on research and education of community health nursing.

### **Mission:**

Providing the highest quality nursing education based on research and community awareness to provide nurses with a high degree of commitment, competence and compassion in order to consolidate health empowerment among individuals, families and societies.

### **Goals:**

1. To provide the highest quality in community health nursing education.
2. Expanding training experiences for female community health nursing students.
3. Raising the effectiveness of community service and research application to meet the needs of individuals, families and societies.
4. Establishing a high performance level for female nursing students in order to achieve a high level of satisfaction for individuals, families and communities.
5. Linking and strengthening the relationship with local and international health services.
6. Improving health attitudes for individuals, families and communities

## Quality assurance and performance evaluation unit

In keeping with future aspirations and achieving the strategic plan of the university, the college has created and established units with a mission to achieve quality, which are as follows: The Quality Assurance and Performance Evaluation Unit in the college located in the meeting room and the board of directors of this unit is headed by the Dean of the College and the work coordinator in this unit is responsible for the director of the quality unit and the educational program. An advisory board for the Quality Assurance and Performance Evaluation Unit was formed consisting of the participating professors and assistants, and committees were formed for the Quality Unit responsible for implementing and following the standards for achieving quality and chaired by the members of the Advisory Board of the Quality Assurance and Performance Assessment Unit. These committees include 8 main committees: the Curriculum Committee, the Community Service Committee and the Guidance Committee Academic, Scientific Research Committee, Self-Study Committee, Executive Plan Committee, Student Complaints Committee, and each committee include a work team that covers and achieves quality standards. Members of each committee have been formed from the rest of the faculty and lecturers of different nationalities, and everyone participates in the various committees in order to achieve quality

The meaning of quality in the Arabic language is good, i.e. he brings good from saying or doing and mastering something and quality is a concept similar to mastery and it means performing work according to high standards of accuracy and precision so that the work is achieved with its results in the highest possible degree

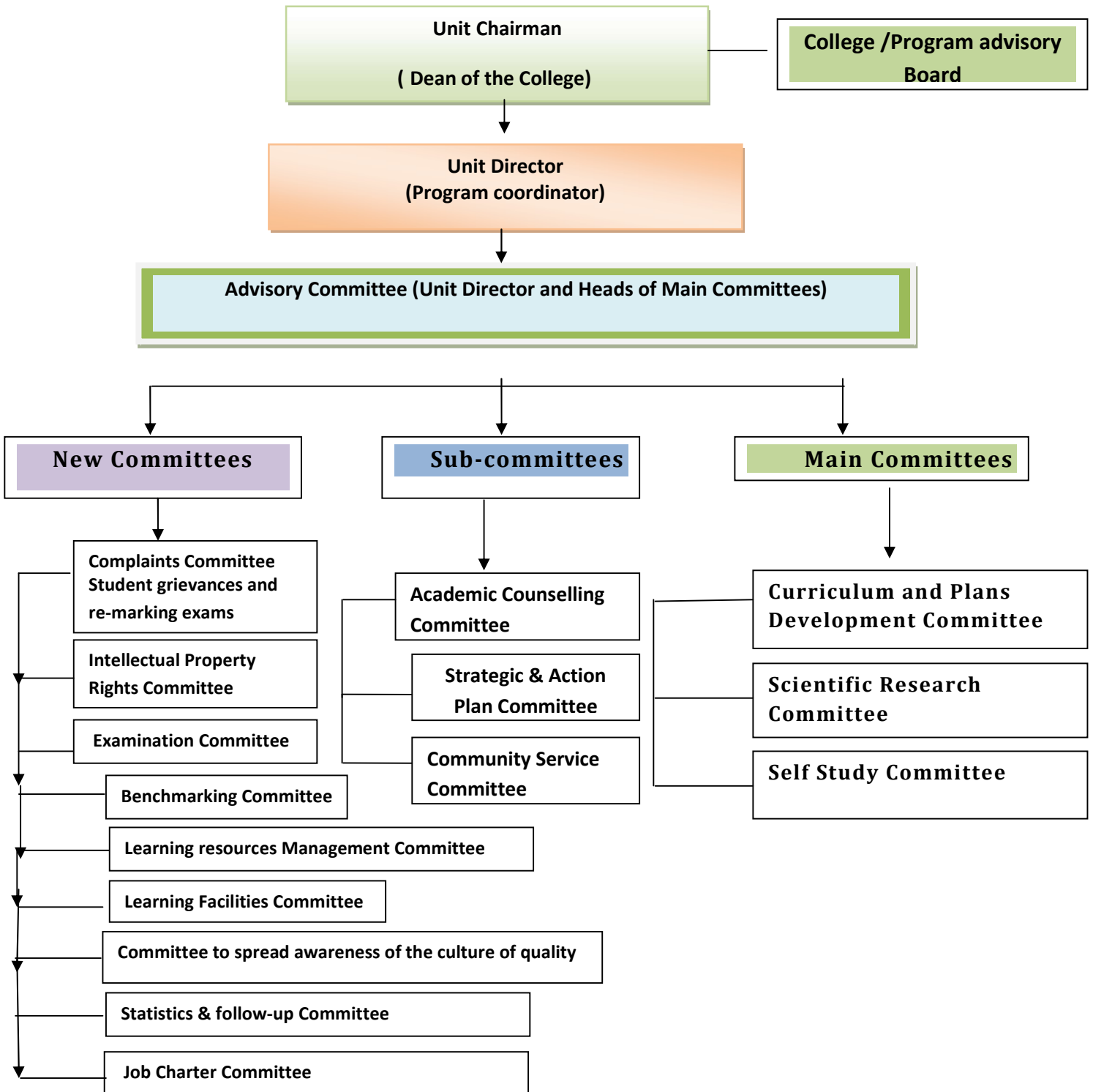
### **Definition of total quality in the field of education**

It is the process of implementing a set of educational and educational specifications necessary to raise the level of the educational product (student, classroom, college, educational stage) through workers in the field of higher education.

### **Advantages of Quality :**

1. Continuous improvement of the educational process and its outputs
2. Development of leadership and management skills to lead the educational institution.
3. Developing the skills, knowledge and attitudes of workers in the educational field.
4. Focusing on developing processes rather than defining responsibilities.
5. Continuous work to improve, and reduce the waste resulting from leaving school, or failure
6. Achieving the satisfaction of the beneficiaries, who are (students, parents, and society.)
7. .Optimal use of the available material and human resources.
8. Providing services to satisfy the needs of the internal and external beneficiaries.
9. Providing tools and standards for measuring performance

The organizational structure of the Quality Assurance and Performance Assessment Unit



## Units in the college

1. Academic counseling Unit
2. Training and Follow-up Unit
3. Graduate Follow-up Unit
4. E-learning unit
5. Community Service Unit

### **Program Quality Assurance processes**

The college has one program namely Baccalaureate nursing sciences. So the program coordinator is the same responsible persons for Quality Unit. Improvements in quality are appropriately acknowledged and outstanding achievements recognized. Evaluation and planning for quality improvement are integrated into normal administrative processes. Quality evaluations and reports provided an overview of performance for the program as a whole, including all courses. Evaluations considered inputs, processes, outcomes and processes, with particular attention to learning outcomes for students. The responsible person involved other staff in planning and carrying out the quality assurance processes. The quality assurance arrangements for the program are regularly evaluated and improved by advisory board of the college & curriculum committee & steering committee for quality then documented in College board . Information is provided regularly on key performance indicators that are selected for all programs in the institution. Self-evaluations of quality of performance are checked against several related sources evidence including feedback through user surveys and opinions of stakeholders such as students and faculty, graduates and employers.

## Advisory Board of the College of Nursing

**According to the procedural guide for organizing professional advisory committees in academic programs, the College Advisory Council aims to:**

1. Contribute to the development of the educational program of the College of Nursing and its study plan in accordance with the latest standards, professional developments and labor market requirements in a way that contributes to achieving the vision of the Kingdom of Saudi Arabia 2030 to ensure the quality of the program and increase opportunities for continuous improvement.
2. Encouraging cooperation and communication between the college and employment destinations for graduates and employers
3. Supporting mechanisms of cooperation between the college and employment agencies in the public and private sectors to serve the community
4. Directing the research interests of the College of Nursing to meet the needs and aspirations of society
5. Deepening and extending the bridges of partnership between the college and the various bodies
6. Reaching proposals and recommendations for the problems and obstacles that may face the college's educational program

## Rules of the advisory board of the college of nursing

1. Contribute to reviewing the vision and objectives of the college's educational program and following it up periodically according to the system followed
2. Presenting recommendations and proposals on developing and updating the study plan for the educational program and how to develop it in accordance with the requirements of the labor market
3. Knowing the opinions of different bodies regarding the extent to which the desired learning outcomes of the educational program are achieved and the distinct student characteristics that are required to be achieved in the graduate.
4. An opinion poll on the graduate's capabilities and professional skills and ways to enhance and improve them
5. Discussing the most prominent improvement points mentioned in the educational program report and the executive plan for improvement
6. Discussing problems and obstacles facing the program or mentioned in field experience reports and improvement proposals
7. Discussing and creating opportunities and proposals for establishing a research and community partnership with various community bodies and institutions
8. Finding opportunities to increase and develop the college's human and self-resources
9. Finding solutions to the issues that may face the college's educational program to ensure its quality and continuous improvement

## Responsibilities of the advisory board members of the college of nursing

**Chairman of the Board:** He presides over the meetings and has the authority to call for council meetings and determine the agenda, and he also informs the Council of what has been taken regarding the recommendations contained in the previous sessions.

**Vice President:** assists the president in performing the tasks assigned to him. He also assumes the chairmanship of the council in the absence of the president

**The Secretary of the Council:** writes the minutes of the Council and calls for them, and communicates and coordinates with the members and notifies them of the dates of the Council's meeting

**Members:** The members discuss the issues raised in the council and express opinions and proposals for improvement and implementation of the tasks and tasks assigned to them by the council or the council president. They can also express opinion and suggest effective ideas to address some issues that may face the educational program or contribute to increasing and ensuring its quality and continuous improvement.

## Quality assurance and performance evaluation unit

### Vision:

Achieving the highest standards of excellence in the application of best quality practices to provide quality and distinguished education and the ability to continuous development.

**Mission:** The unit seeks to achieve comprehensive quality in all educational, research and administrative practices in the college, and to provide effective support for the continuous improvement of the quality of its activities and to contribute to advancing the development process, with the participation of all faculty employees, to meet the needs of society and the requirements of the labor market, in accordance with quality standards and academic accreditation.

### Objectives:

The Quality and Academic Accreditation Unit aims to assist all departments of the college, its centers, units and departments to activate quality standards in their performance, and to complete their self-evaluation processes, in a way that contributes to achieving the goals of the strategic plan for developing the college, in accordance with local, regional and international developments in the field of quality, excellence and academic accreditation, and improving the level of Outputs through

**achieving the following objectives:**

1. Promote the culture of quality, its procedures and mechanisms for achieving them.
2. Improving students' learning outcomes.
3. Providing support for academic programs to achieve their goals.
4. Work to ensure the quality of academic programs, and prepare them for academic accreditation.
5. Activating the role of administrative units supporting quality assurance and developing administrative work.
6. Preparing the academic program for local and external accreditation.
7. Evaluating the educational process by measuring performance indicators for its inputs, processes, and outputs, including: faculty, workers, students, programs, graduates ... etc.
8. Preparing the forms of the forms and the tools necessary for the evaluation, taking into account the evaluation criteria that are eligible for approval.
9. Determine the strengths and weaknesses of the capabilities and the educational programs provided by the college, submit proposals and appropriate means to overcome them, develop action plans with timings and responsibilities and define the capabilities needed for them.
10. Following up the development of the various departments of the college for its programs and regulations, in order to bring its graduates to a distinguished level among the graduates of the corresponding departments in other similar colleges, in a way that achieves their high competitiveness in the labor market.
11. Working to find channels of communication with national and international bodies that are concerned with quality and evaluation in university education, to exchange experience in a way that improves the performance of the educational process in the college.
12. Follow-up training programs that contribute to the application of internal quality mechanisms and professional growth for faculty members, especially training programs for completing program files and academic courses and in the use of advanced technology in the educational process.
13. Performance evaluation in new university education systems such as open and distance education

## **Duties & responsibilities**

1. Participate in providing data and information required to prepare, develop and evaluate plans and programs in the college.
2. Participating in preparing and implementing the college's strategic plan.
3. Implementing the systems, controls, procedures and standards for obtaining academic accreditation, and following up on the continuity of their implementation in the college.
4. Verify the implementation of quality assurance systems, controls and standards in the educational, administrative, organizational and technical fields, and follow up on the continuity of their implementation in the college.
5. Preparing an integrated guide for quality assurance and academic accreditation in the college in light of leading local and international experiences to ensure that the college obtains and maintains academic accreditation and applies quality standards and requirements in the educational, administrative, organizational and technical fields.
6. Continuous monitoring and tracking of distinguished experiences in the field of quality assurance and academic accreditation, including policies, systems, controls, standards, tools and techniques used, and preparing reports with their inclusion of development proposals in the college.
7. Proposing the names of institutions, universities and colleges that can cooperate, ally and partner with in the field of quality assurance and academic accreditation.
8. Proposing the appropriate academic accreditation bodies for the college after extensive study and balancing all available alternatives in light of the college's vision, mission and strategic goals.
9. Proposing standards, tools and mechanisms for evaluating and measuring the performance of the educational and administrative units in the college in the field of quality assurance and academic accreditation and following up on their accreditation.
10. Continuous follow-up of the performance of educational and administrative units in the field of quality assurance and academic accreditation, preparing reports and including them for development proposals.
11. Building an integrated database for quality assurance and academic accreditation, and entering, processing and updating the necessary data on an ongoing basis.
12. Preparing and implementing programs to spread the quality culture in the college.
13. Submitting semi-annual reports to the Deanship of Quality Assurance and Accreditation on all activities and achievements of the college in the field of quality assurance and academic accreditation.
14. Performing any other tasks that fall within the scope of work.



**Standards for measuring and evaluating the performance of the unit:**

1. Effectiveness in implementing the college's strategic plan.
2. The quality of the educational program and achieving the desired educational outcomes
3. Obtaining and maintaining academic accreditation locally and internationally.
4. The quality of the accreditation bodies proposed to obtain academic accreditation from them.
5. The quality of standards and tools for evaluating and measuring the performance of the educational and administrative units in the faculty in the field of quality assurance and academic accreditation.
6. Quality and regularity of performance evaluation of quality units
7. The quality and completeness of the databases for quality assurance and academic accreditation.
8. Effectiveness in developing standards, tools and mechanisms for evaluating performance and measuring the achievements of quality units and committees in the college.
9. Effectiveness in spreading the culture of quality in the college.
10. Quality of coordination and interaction with the Deanship of Quality Assurance and Accreditation at the university.
11. Quality of reports and continuous improvement

**Tasks & responsibilities of the Director of the Quality Assurance Unit & Program Coordinators****Organizational relationship:**

The Director of the Quality Assurance and Academic Accreditation Unit is associated with the Dean of the College.

**Responsibilities of the Unit Manager:**

1. Preparing the quality unit plan, updating it and approving it annually
2. Ensure that the policies and procedures of the quality assurance system are implemented and their effectiveness and are updated
3. Review the performance indicators (KPIs) of the program and the college and ensure that they are approved by the relevant councils, and work to collect them annually and prepare a report on performance indicators and recommendations for improvement.
4. Follow up on the implementation of the Quality Committee's decisions taken, as well as the assignments and tasks
5. Establishing the administrative organization and configurations required for the Quality Assurance and Academic Accreditation Unit, and assigning tasks and responsibilities to the members.

6. General supervision of the implementation of the work of the Quality Assurance and Academic Accreditation Unit, according to the set plan
7. Coordination and management of the various departments of the college in everything related to quality work.
8. Coordination through the Dean with the Deanship of Quality Assurance and Accreditation in everything that would enable the College to achieve high levels in the field of quality assurance and academic accreditation.
9. Executing any other tasks within the scope of work or requirements contained in the Quality Unit

**Criteria for measuring and evaluating the performance of the unit manager:**

1. Accurately ensuring that the quality standards and procedures of the quality assurance system for academic programs are applied
2. Effective follow-up of the implementation of the decisions of the advisory committee for quality work in the college
3. The quality of the administrative organization and formations of the Quality Assurance Unit and the academic accreditation specified for its specializations and the accuracy in the distribution of tasks and responsibilities among the members.
4. Effective supervision of quality assurance and academic accreditation requirements in the college.
5. Quality of coordination between the various departments of the college and their management in everything related to quality work.
6. Effective coordination with the Deanship of Quality Assurance and Accreditation, and to complete all requirements quickly and accurately

**Program Coordinator**

**Responsibilities of the Program Director:**

1. Participating in preparing the program and course description according to the models of the National Commission for Academic Accreditation and Assessment and submitting these descriptions to the (Curricula and Plans Committee and the Quality Works Advisory Committee) for review and approval by the College Board.
2. Distribution of the standardized and approved description on the faculty members of the college.
3. Review the performance indicators (KPIs) of the program and ensure that they are approved by the (College Council) and work to collect them annually and prepare a report of performance indicators and recommendations for improvement.
4. Participate in preparing the programme's benchmark report and recommendations for improvement.
5. Ensure that the reports of the analysis of the questionnaires for the program and the faculty member are prepared for the academic courses and the necessary improvement recommendations, and distributed to the faculty members.

6. Working on compiling and approving reports of the courses related to the program and submitting them to (the Advisory Committee for Quality Work for the program and the College Council)
7. Ensure that improvement recommendations for decisions and the program are followed up.
8. Participate in preparing the self-study report for the program.
9. Performing any other tasks within the scope of work.
10. Performance measurement and evaluation criteria

### **Criteria for measuring and evaluating the performance of the program coordinator:**

1. Effective participation in preparing program and course specifications, following up and submitting these descriptions to the (Quality Business Advisory Committee and College Board) for review and approval.
2. Accuracy of following up the distribution of the standardized and approved description of faculty members in the faculty to comply with it
3. Quality of program performance indicators (sKPI) reports and follow-up on implementation of improvement recommendations.
4. The quality and accuracy of the benchmarking report and following up on the implementation of improvement recommendations.
5. Accurately follow up the implementation of improvement recommendations received from the course and program reports.
6. The effectiveness of participating in preparing the program's self-study report

## **The Advisory Committee for Quality Work in the program**

### **Organizational relationship:**

The Quality Business Advisory Committee is linked to the Dean of the College

### **Advantages of the Program Quality Committee:**

The Advisory Committee for Quality Work in the program is formed from the heads of committees and units from the faculty members, and this committee is headed by the director of the program and the director of the quality unit. This committee works to control the learning outcomes of the program and ensure the implementation of the quality standards issued by the National Commission for Academic Accreditation and Assessment as well as the programmatic quality assurance system issued by the university.

### **Responsibilities of the Advisory Committee for Quality Work in the program**

1. Review the educational objectives and educational outcomes of the program in light of the requirements of the benchmarking report, the labor market,

professional bodies, and criteria of the National Commission for Academic Accreditation and Assessment and the Plans Committee in the program.

2. Adopting the means and tools for direct and indirect evaluation of decisions and programs.
3. Participate in reviewing the program's description according to the models of the National Commission for Academic Accreditation and Assessment, and submitting it to the (College Board) for review and approval.
4. Participate in preparing and reviewing the annual program report and approving it by the (College Council)
5. Participating in preparing and reviewing the program's performance indicators (KPIs) and approving them by the (College Council) and preparing a report on performance indicators and recommendations for improvement.
6. Participate in preparing and reviewing benchmarking for the program and approving it from the (College Council).
7. Preparing a list of improvement recommendations received from the course and program reports and submitting them to the (College Council) and following up on the approval of these recommendations and notifying the department of those recommendations.
8. Participate in preparing the self-study for the program (SSR) according to the models of the National Commission for Academic Accreditation and Assessment.
9. Performing any other tasks that fall within the scope of work.

#### **Standards for measuring and evaluating performance:**

1. Accurate review of the quality of educational goals and educational outcomes and their relevance to the mission and objectives of the program in light of the requirements of the labor market and professional bodies and what is issued by the university and the National Commission for Academic Accreditation and Assessment.
2. Effective follow-up of the application of methods and tools for direct and indirect evaluation of program decisions.
3. Accuracy of reviewing the unified program description in accordance with the models of the National Commission for Academic Accreditation and Assessment.
4. Accuracy in reviewing and approving the department's annual program reports and submitting to the College Board for accreditation.
5. Accuracy in preparing a list of improvement recommendations received from reports of courses and programs and the speed of submitting them to the (College Board) for approval and follow-up of their implementation.
6. Effective follow-up on the adoption of improvement recommendations
7. Effective participation in preparing the self-study of the program (SSR) according to the models of the National Commission for Academic Accreditation and Assessment.

8. Effective participation in preparing and reviewing the program's performance indicators (KPIs) and the speed of submitting them to the (College Board) for approval.
9. The effectiveness of participating in preparing and reviewing the benchmarking of the program and the speed of submitting it to the (College Council) for approval.
10. The quality, completeness and accuracy of the SSR review.

## Responsibilities & duties of Quality Units

### **Academic Counseling Unit:**

This unit is concerned with receiving and directing new students, introducing them to the college and its various departments and preparing them for study and university life, as well as advising and advising students of the college academically, psychologically, socially and scientifically, paying attention to students who suffer from poor academic achievement and other talented people, and studying cases that require support.

### **Training and Follow-up Unit:**

This unit is concerned with identifying the training needs of the college's staff members & employees, participating in organizing the process of providing training programs, following up on their implementation, and evaluating the effectiveness of these programs.

### **Graduate Follow-up Unit:**

This unit is concerned with continuously updating the database of graduates and investigating their opinions about the curricula, skills required, the job market and the difficulties they face after graduation, and urging them to communicate with the college and support it financially and morally.

### **Community service Unit:**

This committee is concerned with organizing extra-curricular activities in the college, in which it communicates with students and participates in student activities events such as: trips, theater, internal and external cultural competitions, holding exhibitions inside the college, and the blood donation week

### **E.learning Unit:**

This unit is concerned with supervising the workflow of the faculty laboratories and e-learning rooms, implementing the approved policies and programs for the fields of information technology and educational assistance services and achieving the goals set for them.

## Responsibilities & duties of Quality Committees

### **Self study Committee:**

This committee is responsible for delivered self study report based on NCAA Templates

### **Examinations Committee:**

This committee is concerned with organizing examination committees, distributing observers at the time of testing, receiving test papers from other colleges, and semester exams, and alternative examinations.

### **Community service committee:**

This committee is concerned with organizing extra-curricular activities in the college, in which it communicates with students and participates in student activities events such as: trips, theater, internal and external cultural competitions, holding exhibitions inside the college, and the blood donation week

### **Scientific Research committee:**

This committee is concerned with raising the efficiency and effectiveness of the college as one of the distinguished research activities that work to develop participation and cooperation with educational and research Deanship and centers and community institutions at the local, regional and global levels. It is also working on developing new and innovative fields of research in rare and distinguished disciplines

### **Statistical & follow-up committee:**

This committee is concerned with collecting and discharging data, whether on paper or electronically, using the forms approved by the Deanship of Development and Quality or the National Center for Academic Measurement and Evaluation or accredited by the Quality Advisory Committee in the College and providing the Director of the Quality and Educational Program Unit with the results for approval and distribution to the various committees and units for use in the quality work of the educational program and self study

### **Intellectual Property Rights Committee**

This committee is concerned with developing and following up the intellectual property policy for scientific and research institutions in order to be able to protect plagiarism and theft in research and scientific projects, whether for students or faculty members, encourage researchers to invent and innovate, and increase the number of patents registered

### **Committee to spread awareness of the culture of quality**

This committee is interested in preparing and designing Posters & flyers and holding quality awareness seminars for all faculty members, students , employees in the college

### **Complaints Committee Student grievances and re-marking exam**

This committee is concerned with following up on students' complaints, grievances about exams, re-marking, as well as apologies for exams

### **Learning resources Management Committee**

This committee is concerned with counting and improving learning resources in the college, facilities and equipment, as well as evaluating the level of satisfaction of the beneficiaries of the educational program with the learning resources and making a plan for improvement

### **Benchmarking committee**

This committee is concerned with collect KPIs of program from all responsible standards staff and prepare the report containing target, actual, internal, and external benchmarking and then prepare risk management plan.