

## Development and Quality Assurance Committee

Headed by His Excellency **Vice-Dean for Development and Community Partnership**, and membership of:

Coordinator

**D. Haitham bin Muhammad Al-Arfaj**

Member

**D. Imran Sabri**

Member

**D. Habib Al-Din Shaji Mohammed**

Member

**D. Abdusattar Khan**

Member

**D. Ayoub Ali**

Member

**D. Fayrouz Kalidan**

Member

**D. Muthanna bin Abdullah Al - Sahlawi**

Member

**D. Abdullah Issa**

Member

**D. Mahdi bin Ahmed Al-Dhafiri**

Member

**Mr. Khalid Alkhalidi**

Member

**Ms. Jumana Alarfaj**

Member

**Ms. Hajer Alduhailan**

Member

**Ms. Mysoon Bodai**

## The work tasks of the committee

- Following up every issued documents about quality and development form the National Commission for Assessment and Academic Accreditation, and the deanship of development and quality assurance, and circulating them to all departments in the college.
- Recognizing of academic assurance requirements and introducing them to all departments in the college.
- Evaluating the quality of teaching process, research and services in the college (self-assessment) through conducting survey studies for individuals and beneficiary entities.
- Educating the culture of quality and introducing it to the college through convening internal courses for students, academic staff, technicians, and administrators.
- Studying the assessment of (course assessment) which is done by students and recommending to every course and discuss it with the department chairperson.
- Preparing an annual plan to identify training needs for academic staff and technicians; and monitoring the mechanism of implementation.
- Supervising and following up the orientation programs for the new academic staff.
- Recommending a mechanism to motivate excellence and innovation in academic staff performance and nominate them for excellence prizes on the level of college, university and the society.
- Following up the implementation of course and program reports with the academic departments in the college at the end of every semester or quarter year, and receiving the final reports about workshops, which are conducted by the departments to discuss their program-course reports.
- Reviewing all documents, which refereed by the college dean to the committee and giving opinion and necessary recommendations about them.