Form a plan to improve the standard I (Mission, Goals and Objectives) for the year 1435-1436
Faculty of Science at Az-Zulfi Program: Computer Science and Information

Areas of Improvement

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	**To**			**Basic**	**Support**	
The appropriateness of the mission is explained to stakeholders in an accompanying statement commenting on significant aspects of the environment within which it operates. (which may relate to local, national or international issues).	1. Preparing a flyer with the mission, goals and objectives of the program for stakeholders. 2. Annually invite stakeholders to workshop discussions on different issues related to the mission, goals and objectives.	10/10/ 1435 H	8/10/ 1436 H	Enough Financial and administrative support for these purposes.	Attendance and interaction be great.	quality unit.	Management committee of the college official website.	Head of department. Dean of the college.
Stakeholders are kept informed about the mission and any changes in it.	1. Keep track of stockholders using updating database to inform them with any changes. 2. Annually invite stakeholders to workshop discussions on different issues	10/10/ 1435 H	8/10/ 1436 H	Enough Financial and administrative support for these purposes.	Receive feedback and comments from stakeholders	quality unit.	Management committee of the college official website.	Head of department. Dean of the college.

	related to the mission, goals and objectives.							
Specific objectives for total institutional initiatives and for internal organizational units are consistent with the mission and broad goals for development.	1. The institutes should discuss in details their objectives and developing strategy with their faculties.	10/10/ 1435 H	8/10/ 1436 H	Enough administrative support for these purposes.	Attendance and interaction be great.	quality unit.	Management committee of the college official website.	Head of department. Dean of the college.

Program: Bachelor of Computer Science& Information   **Department**: CSI

Form a plan to improve the standard II (Management and administration) for the year 1435-1436

Area of improvement

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
Determine a clear and affective management systems of department	Establishment of a committees who responsible to review and study the department rules and responsibility every year	10/10/ 1435H	8/10/ 1436H		Committees reports	Staff	Program management unit	Head of department
The institution must implement systems to maintain a positive organizational climate.	Significant achievements and contributions to the institution and the community by staff or students are recognized and appropriately acknowledged.	10/10/ 1435H	8/10/ 1436H		Honor certificates	Program management unit	Head of department	Dean of faculty

Initiatives	Activities	The implementation period Resources required			Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
	Periodic surveys dealing with issues relevant to organizational climate including such matters as job satisfaction, confidence in future development, sense of involvement in planning and development.	10/10/ 1435H	8/10/ 1436H			Quality	Program management unit	Head of department
Administrative arrangements and planning mechanisms for activities of the controlled entity should provide	Periodic surveys dealing with issues relevant to organizational services provision	10/10/ 1435H	8/10/ 1436H			Quality	Program management unit	Head of department
						Staff	Program management unit	Head of department

4

Program: Bachelor of Computer Science& Information   **Department**: CSI

Form a plan to improve the standard III (Management of Program Quality Assurance) for the year 1435-1436

Area of improvement

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
1. Effective participation of staff other than teaching staff in Quality improvement.	1. Declare the strategic improvement plan to all staff members. 2. Organizing staff members into quality assurance improvement groups. 3. Afford quality assurance educational workshops to staff members. 4. Enthusiast staff members to participate in quality improvement plans.	10/10/ 1435H	8/10/ 1436H	Tasks Table	Proportion of the participation of staff other than teaching staff in Quality improvement	Quality Assurance Committee	Head of department	Vice dean of Quality Assurance

2. Opinion of independent advice concerning Standards evaluation needs to be regular.	1. Professional communication with Deanship of Quality Assurance to follow the new quality regulations. 2. Build the strategic plan according to the report of benchmark .	10/10/ 1435H	8/10/ 1436H	Reports Workshops	Accomplishment proportion of the strategic plan of quality assurance	Quality Assurance Committee	Vice dean of Quality Assurance	Dean of faculty
3. Upgrade the department equipment as and when required.	Upgrade Lab's equipment according to the latest strategic plan of peer international departments.	10/10/ 1435H	8/10/ 1436H	PCs New Software	Proportion of the Lab's equipment according to the latest strategic plan	Committee of Laboratory	Head of department	Dean of faculty
4. Encourage faculty members to innovate and achievement	Granting excellence awards for the Innovative staff members.	10/10/ 1435H	8/10/ 1436H	Awards Certificates	Proportion of honored faculty members	Staff	Quality Assurance Committee	Head of department
5. Evaluation and planning for quality improvement should be integrated into normal administrative processes	Appropriate mechanism should be considered to evaluate the department quality improvement according to NCAAA standards.	10/10/ 1435H	8/10/ 1436H	Reports	Accomplishment proportion of the NCAAA standards of the quality assurance	Head of department	Vice dean of Quality Assurance	Dean of faculty

Program: Bachelor of Computer Science& Information　　　　　　　　　　　　**Department**: CSI

Form a plan to improve the standard IV (Learning and Teaching) for the year 1435-1436

`Area of improvement`

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
(1) Contact methods with the graduated students and stakeholder	5. Vocational guidance should be provided. Therefore, a committee should be formed for this purpose. 6. - Keeping track of the students when they leave the university. Therefore, a centre should be created for this purpose to follow up the graduate progress and get acquainted with needs of labor market.	10/10/ 1435H	8/10/ 1436H	Stakeholder Contact information	Follow-up graduate report	Graduates Unit	Quality Assurance Committee	Vice dean of Quality Assurance
(2) Urging staff to update their knowledge .	Holding training workshops for staff to be familiar with self-learning and writing.	10/10/ 1435H	8/10/ 1436H	Appropriate class rooms and office equipment	Honor certificates	Staff training and development Unit	Vice dean of Quality Assurance	Dean of faculty
(3) Regular Program and course reports showed some shortages in KPIs (Key Performance Indicator)used to evaluate teaching skills.	1. Workshops are planned to be held with teaching staff and some educational experts so that effective indicators can be established. 2. A prompt feedback and quick response from the teaching staff must be taken in	10/10/ 1435H	8/10/ 1436H	Appropriate class rooms and office equipment	Strategic Plan report	Staff	Head of department	Quality Assurance Committee

	consideration to allow enough time for preparing and reviewing the annual report.							
(4) Following up students for attending all classes and increasing their awareness within classes. (5) Effective procedures need to be established to ensure that homework submitted by students is actually done by the students concerned	Obtained detailed information about the standards of student learning outcomes from the chosen benchmark department.	10/10/ 1435H	8/10/ 1436H	**Computers with access to the database of the student affairs**	**Graduate projects Assessment**	**Graduate projects Committee**	**Head of department**	**Faculty Graduate projects Unit**
(6) The English language skills of the student is very poor according to the standard level needed for the courses taught in English.	A Program to ensure adequate skills in English language is needed to be established before students begin the Program, with standards benchmarked against good quality Saudi Arabian and international student requirements in English speaking countries	10/10/ 1435H	8/10/ 1436H	**Appropriate class rooms equipped with English labs**	**Student Assessment Report**	**Assessment and Evaluation Committee**	**Head of department**	**Vice dean of Quality Assurance**
(7) The system for evaluation of teaching effectiveness in all courses is still depending mainly on student survey. (8) Regular review of	1. Workshops are planned to be held with teaching staff and some educational experts so that effective systems and indicators for evaluation of teaching effectiveness can be established.	10/10/ 1435H	8/10/ 1436H	**Appropriate class rooms and office equipment**	**Staff Evaluation Report**	**Head of department**	**Vice dean of Quality Assurance**	**Dean of faculty**

plan strategies in developing learning outcomes.	2. Appropriate adjustments should be made in plans for teaching after consideration of course reports.							
(9) Most of the training workshops are executed without considering the nature of requirements of the department. **(10) Number, time and place of these training activities should be arranged properly to enable the teaching staff to attend them.**	Some sort of coordination must be considered between the people in charge in the administration and the department to hold workshops according to the priorities of the dept.	**10/10/ 1435H**	**8/10/ 1436H**	**Computers with a database for the people in charge in administration and the department**	**Staff Evaluation Report**	**Head of department**	**Vice dean of Quality Assurance**	**Dean of faculty**
(11) A balance in the number of teaching staff must be considered among specialized groups in the department. **(12) Number of Demonstrators requires to duplicate**	1. Determine the specialties needs before recruitment. 2. Allowing members to attend international conferences to present their researches.	**10/10/ 1435H**	**8/10/ 1436H**	**Announcement for the required specialties at the department Web site.**	**Curriculum Plan**	**Head of department**	**Vice dean of Quality Assurance**	**Dean of faculty**
(13) Degradation in the student field experience activities	1. Select the appropriate summer training sites that satisfy the goals of strategic plan. 2. Periodic visiting to the selected summer training sites .	**10/10/ 1435H**	**8/10/ 1436H**	**Full information about summer training companies.**	**Student Assessment Report**	**Assessment and Evaluation Committee**	**Head of department**	**Vice dean of Quality Assurance**

	3. Interactive cooperation between the department and the selected summer training sites in planning, subjects, and assessment, .							

Form a plan to improve the ==standard 5== (Student Administration and support services) for the year 1435-1436 Faculty of Science at AzZulfi Program: Bachelor of Computer Science and Information Area of improvement								
Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
1. Update online registration in compliance with departmental needs as well as ministry of higher education most recent requirements	Revise the online application and guidelines	1435	1436	Letter to be send to the deanship of admission and registration	Revise online registration	The Admissions Manager	Registration and admission	Dean of the college
2. Need to supply the student record system with all the up-to-date statistical data required for planning, reporting and quality assurance.	Regularly provide the student record system with updated statistical data.	1435	1436	Letter to be sent to the College examination committee	Update statistical data.	College's examination committee	Quality assurance	Dean of the college
3. Both the students and the staff-members should be familiar with the Appeal and grievance procedures.	Organize Forums and workshops	1435	1436	Letter to be send to the deanship of admission and registration	Enhance the awareness about appeal and grievance procedures	Deanship of admission and registration	Students and the staff-members	Dean of the college

4. Monitor effectiveness and relevance of services to evaluation and feedback.	Surveys of student usage and satisfaction	1435	1436	Letter to be send to the Head of department	Monitor effectiveness of student services	Staff members	Evaluation and feedback for quality assurance	Head of department

Report of the ==sixth standard== improvement plan (Learning Resources)

After the inspection and examination of the potential of the department and refer to a plan to improve the Department of Mathematics of the previous year for the seventh standard **(Learning Resources)**

Summarize what has been done and what needs to be improved from the following tables:

Initiatives	Activities	Saved	Resources required
1. To provide the department with the latest version of equipment that employees of the program to achieve its objectives.	Provide the Administration with the requirements of the program.	4 desktop 5 printing machine (4 normal ink + 1 colors)	11 desktop 3 printing machine 6 landline 8 smart Whiteboard tools 1 Copier quality 10 scanner
2. Prepare a plan, in cooperation with the competent authorities to develop and maintain and preserve the devices section.	A Committee of members of the program with a mandate to prepare a plan in cooperation with the competent authorities.	No cables	Provision of spare parts and cables for smart Board
3. Provide Labs and	Raise the request to the	It was the beginning of the	Processing plant for the

classrooms for all the decisions of the program achieve goals set equipped.	competent authorities of these requirements and follow up is required.	processing plant for students (under construction)	students of equal number of students studying mathematics
4. Place the maintenance plan and the development of the periodic review and evaluation.	Flexible date for the periodic evaluation of the plan, the end of the semester, for example, and stick to it.	Maintenance records was created to raise the head section	Provide tools and smart Board cable, and retained when the Secretary of the section to facilitate routine maintenance
5. seek to know the scientific research equipment and facilities and circulated to faculty and students in the program can take advantage of them.	Contact the competent authorities to obtain information.	What was the collection of references to service decisions and reporting quickly provided	Bulletin of the latest computer hardware and software for courses math example c language c and Fortran original
6. to provide effective substantive support to the employees of the program and its students.	Select the technical support at the University and make it available to staff and students and to provide the competent authority with feedback on the performance of the services provided by the technical support department to upgrade their performance.	Alumni were contacted and their contacts	Effective communication after graduation and opened ways for the solution of problems faced by employees of the Department after graduation

Program: Bachelor of Computer Science& Information   **Department**: CSI

Form a plan to improve the standard 7 (Facilities and Equipment) for the year 1435-1436

Area of improvement

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
Recruiting qualified supporting staff	Establishment of a committees who is responsible to look in to recruitment policies and to ensure the recruitment of relevant and competent staff	10/10/ 1435H	8/10/ 1436H		Committees reports	Staff	Program management unit	Vice Deanship of Quality and Skills Development
Enhancing the safety and security facilities at the department.	Ensuring the availability of First Aid at the University's facilities. Security is augmented by the presence of security staff round the clock	10/10/ 1435H	8/10/ 1436H		Charts for first aid at the labs and also the presence of medical room on campus. Regular security rounds by the security guards are ensured.	Vice Deanship of Safety and Security	Faculty	Dean of faculty

Initiatives	Activities	The implementation period Resources required			Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
Labs must be provided with more learning resources concerning the courses taught in the respective labs.	Provision of a List of Experiments for each course conducted in a lab have been ensured. Lab manuals containing the detailed experiments and learning outcomes have also been provided.	10/10/ 1435H	8/10/ 1436H		Charts for the experiments displayed in or outside each lab. Availability of lab manuals for each subject taught in the lab.	Faculty	Program management unit	Head of department

Form a plan to improve the standard 8 (Financial Planning and Management) for the year 1435-1436
Faculty of Science - Zulfi   Program: Bachelor of Computer Science & Information   Department: Computer Science & Information

Area of improvement

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
1. CSI Department does not have financial autonomy to cover its day-to-day operational expenses.	Restructuring of MU's financial planning and management system in order to delegate some level of financial autonomy to the department through the provision of its annual operational expenses budgets.	10/10 /1435	8/10/ 1436H	A committee by the department identifies the needs of the department and submitted to relevant authorities to determine the required budget to provide these needs	Total operating expenditure (other than accommodation and student allowances) per student	Head of Department	Financial Affairs in the college	Dean
2. The financial affairs should embark on formal cost-benefit and cost-effectiveness analyses for proposed projects and	Embark on formal cost-benefit and cost-effectiveness analyses for proposed projects and programs.	10/10 /1435	8/10/ 1436H	Prioritize exchange with a portion of the budget for each item	Operating expenses in the library system, computers and information center in proportion to the total number	Head of Department	Financial Affairs in the college	Dean

programs.					of fulltime students			
3. The financial planning processes should include independently verified risk assessment.	The financial planning processes should include independently verified risk assessment.	10/10 /1435	8/10/ 1436H	The presence of procedures and strategies for the analysis and risk assessment	Evaluation of risk management practices as implemented (Means average and Level achieved based on survey)	Head of Department	Financial Affairs in the college	Dean

Area of improvement: Standard 9 – Recruitment

Initiatives	activities	Implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	**To**			**fundamental**	**Supportive**	
The recruitment of faculty members	Make An interview with the Department Council of progress for the position of faculty member of the department	/10/ 1 1435	/ 10 / 1 1436		Work to attract new faculty members in the department	Faculty members		**Head of Department**
	Make a committee to examine the files of applicants from faculty members	/10/ 1 1435	/ 10 / 1 1436		Work to attract new faculty members in the department	The committee formed		**Head of Department**
Evaluations of faculty members	The creation of a committee to identify clear mechanisms for evaluation	/10/ 1 1435	/ 10 / 1 1436		Inform each member on its result Rated by clear evidence	Faculty members		**Head of Department**

Initiatives	activities	Implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			fundamental	Supportive	
The operation of Upgrade the faculty members	The creation of a committee to identify clear and smooth mechanisms to upgrade the faculty member in our college and send it to university to study the proposed	/10/ 1 1435	/ 10 / 1 1436		Raise the quality of education level	Faculty members		**Head of Department**

Form a plan to improve the ==standard 10== (Research) for the year 1436-1437
Faculty of Science at Az-Zulfi Program: Computer Science and Information

Areas of Improvement

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
The establishment of specialized labs such Cloud, robotics and BigData labs	3. Preparing a feasibility report 4. Approval from the Dean	10/5/1436 H	8/5/1438 H	Enough Financial and administrative support for these purposes.	Alumni quality and research quality	Management of the college	College of Science	Head of department. Dean of the college.
Introduction of the postgraduate programmes such as Masters in Computer Networks, Masters in Software Engineering, Masters in Artificial Intelligence etc.	3. Do market survey 4. Identify postgraduate programmes 5. Prepare a comprehensive proposal 6. Implementation	10/5/1436 H	8/5/1437 H	Enough Financial and administrative support for these purposes.	Contribution to society Alumni quality Research quality	Management of the college	Majmaah University	Head of department. Dean of the college.

Form a plan to improve the <mark>standard 11</mark> (Relationship with the community) for the year 1435-1436
Faculty of Science – Zulfi Program: Bachelor of Computer science and Information

Area of improvement

Initiatives	Activities	The implementation period		Resources required	Performance indicators	Responsibility for implementation		Responsibility for follow-up
		From	To			Basic	Support	
1. Create a strategy plan for all community activities at the Department of CSI.	To Finalize the community needs assessment plan.	1435	1436		Proportion of full-time teaching and other staff are actively engaged in all community service activities.	quality unit	Committee service unit	Dean of the college
2. The Computer Science and Information Program should improve communication between the Program mission and its surrounding community.	To have an effective alumni program.	1435	1436		Proportion of full-time teaching and other staff are actively engaged in all community service activities.	quality unit	Committee service unit	Dean of the college
3. CSI Program should provide educational and innovative programming for its community	To have an effective alumni program	1435	1436		Proportion of full-time teaching and other staff are actively engaged in all community service activities.	quality unit	Committee service unit	Dean of the college