

**The Supervising committee of the Chemistry Program**

**Zulfi College of Education 1435/1436 H**

**Prepared by: Dr. Gehan alaemary**

**Head of the Supervising Committee of the Chemistry  
Program**

جامعة البصرة  
Bassorah University





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## **Vision**

To create an educational environment characterized by a distinguished teaching quality, scientific research and community service according to the international quality standards.

## **Mission:**

The Department is committed to providing distinguished education that combines knowledge and innovation in the field of chemistry, and forming qualified graduates to meet the labor market requirements according to international quality standards

## **Objectives:**

- 1- To obtain an advanced academic level of graduates in the light of the quality standards.
2. To prepare scientific competencies majored in chemistry that will contribute to community service and the developing programs and plans in the fields of education, health, industry and scientific research.
3. To Contribute to the scientific knowledge and progress through the academic and scientific research.
4. To help spreading scientific research by holding seminars and conferences.
- 5- To serve the community in both the governmental and private sectors through raising awareness about chemistry programs and exchange of experiences.
- 6- To make use of electronic programs for presenting the latest educational programs in the field of chemistry.
7. To enhance the faculty performance through training courses, seminars and scientific conferences.



جامعة النجعة  
Najmaat University



### The program inception:

#### The Resolution

The chemistry department Council in the Zulfi College of education has agreed upon forming the Supervising Committee of the Chemistry Program in the department during its meeting according to the following

#### The committee members according to its forming Resolution

N	Name	Status
1	Dr. Gehan Abdel-Aziz al-aemary	Head
2	Dr. Nawal Mahjoub Suleima	member
3	Dr. Amani Hassan Ahmed Saleh	member
4	Dr. Manal Mohamed Mohamed Salem	member
5	A. Ibtihaj Hassan Mohammed Hassan	member



6	A. Emna Mohammad Qasim Shtiwi	member
7	A. Ines Talal Juhani	member



The committee members



جامعة النجدة

The Program Supervising Committee:

Najran University

<b>University E-mail</b>	<b>Specialty</b>	<b>Academic Degree</b>	<b>Name</b>
<a href="mailto:g.alomayri@mu.edu.sa">g.alomayri@mu.edu.sa</a>	Biochemistry	Associate professor	Dr. Gehan Abdel-Aziz al-Aemary
<a href="mailto:n.suleman@mu.edu.sa">n.suleman@mu.edu.sa</a>	Organic Chemistry	Assistant professor	Dr. Nawal Mahjoub Suleiman
<a href="mailto:ah.Ahmed@mu.edu.sa">ah.Ahmed@mu.edu.sa</a>	Organic Chemistry	Assistant professor	Dr. Amani Hassan Ahmed Saleh
<a href="mailto:m.salem@mu.edu.sa">m.salem@mu.edu.sa</a>	Physical chemistry	Assistant professor	Dr. Manal Mohamed Mohamed Salem
<a href="mailto:e.elhasan@mu.edu.sa">e.elhasan@mu.edu.sa</a>	Physical chemistry	Lecturer	A. Ibtihaj Hassan Mohammed Hassan
<a href="mailto:m.alfouzan@mu.edu.sa">m.alfouzan@mu.edu.sa</a>	Biology - Parasitology	Lecturer	A / Mouna Nasser Al-Fawzan Al-Fawzan
<a href="mailto:a.shtaiwi@mu.edu.sa">a.shtaiwi@mu.edu.sa</a>	Analytical Chemistry	Lecturer	A. Emna Mohammad Qasim Shtiwi
<a href="mailto:enasaljohani@hotmail.com">enasaljohani@hotmail.com</a>	Inorganic Chemistry	Lecturer	A. Ines Talal Juhani
<a href="mailto:w.alsiqiani@mu.edu.sa">w.alsiqiani@mu.edu.sa</a>	Chemistry	Instructor	A. Widad Nafaa Meshaal Alsagayani
<a href="mailto:r.almudeed@mu.edu.sa">r.almudeed@mu.edu.sa</a>	Chemistry	Instructor	A. Ruba Ali Abdul Karim al-Madid
<a href="mailto:a.aljaghwani@mu.edu.sa">a.aljaghwani@mu.edu.sa</a>	Chemistry	Instructor	A. Anoud Abdul Aziz Kabalan Aljguany
Scholarship	Chemistry	Instructor	A. Afnan Abdul Rahman Ataiwallah

**The Organization of the Supervising Committee:**

The Academic Advisory Committee under the supervision of A.Emna Shtiwi

The Scientific Research and Higher Education Committee under the supervision of Dr. Nawel Mahjoub

The Students' Cases Committee under the supervision of Dr. Afef Sherif

The Graduates Committee under the supervision of Dr. Afef Sherif

The Laboratories Committee under the supervision of Dr. Ameni al-Hassan

The Quality Committee which includes other subcommittees.

### **The Organization of the quality Committee**

The Quality support Committee: A. Emna Shtiwi

A. Afnan al-Tiwalah

A. Nada Addiwish

The Performance Evaluation Committee: Dr. Afaf Sherif

A. Wided Siqyeni

A. Ruba al-Madid

The Academic Accreditation Committee: Dr. Nawel Mahjoub

Dr. Gehan Alaemary

A. Noura Doussari

The Strategic Planning Committee: Dr. Gehan Alaemary

Dr. Ameni Hassan

A. Imen Melhem

The Quality Assurance Committee: A. Ibtehaj al-Hassan

A. Mariem al-Autaibi

A. Muznah Abdulkarim



**Authorization:**

**Her Excellency / Dr. Nawal El Mahjoub Suleimen    May  
Allah protect her**

**May Allah help and guide you. Due to my engagements, I  
will not be able to attend this week. Accordingly, you are  
authorized to carry out the educational, financial and  
administrative affairs during my leave of absence .I'm  
grateful for your cooperation. May Allah help you.**

**Dr. Gehan Alaemary**

**Head of the Supervising Program Committee**

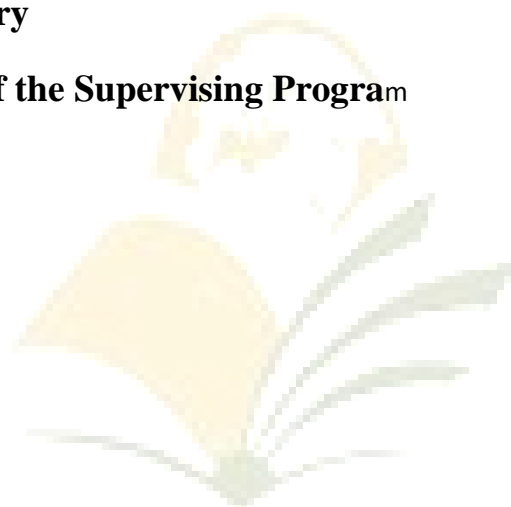


**Dr. Gehan Alaemary Associate Professor of Biochemistry and Head  
of the Supervising Committee of the Chemistry Bachelor program of**

**Education, has authorized Dr. Amani Hassan, Assistant Professor of Organic Chemistry, to do her work during her leave of absence.**

**Dr. Gehan Alaemary**

**Committee Head of the Supervising Program**



جامعة المنصورة  
Mansoura University

محاضر اجتماعات



Maqalat University

**The meeting minutes:**

**The meeting minutes of the Program Supervising Committee**



**The minutes of the first meeting of the Program  
supervising Committee:**

<b>The college/ the department</b>	<b>The Zulfi college of Education</b>	<b>Date</b>	<b>24/10/1435 H</b>
<b>Meeting number</b>	<b>1</b>	<b>Time</b>	<b>9.30 am</b>



جامعة النجدة  
Najran University

**First: The members of the committee according to its forming resolution**

Excuse	Absent	Present	Status	Name
		√	Head	Dr Gehan Abdel-Aziz al-Aemary
		√	Member	Dr. Nawal Mahjoub Suleiman
		√	Member	Dr. Amani Hassan
		√	Member	Ibtehaj Hassan
		√	Member	A. EmnS shtiwi
		√	Member	A. Ines al-Jahni
		√	Member	Dr. Manel Mohamed Mohamed Salem

جامعة المنصورة  
Mansoura University

**Second;**

Its source	The theme	م
The Department	Restructuring all the Department committees and allotting their tasks and objectives to avoid any overlapping tasks between the committees, in addition to identifying the action plan for each committee along with their timetables.	١
The department	<b>Rewriting the Program's vision, mission and objectives to comply with the College message and objectives.</b>	٢
The department	<b>Meeting with the new students and assigning their Academic Advisors.</b>	٣
The Department	<b>Distributing the program self-evaluation on the committees according to their working scope.</b>	٤
<b>The department</b>	<b>Any other Business</b>	٥

Dr. Jihan Al Amiri started the meeting wishing everyone a new academic year full of success. She expressed her appreciation of all the efforts made last year and welcomed the new teaching members. Then, the committee coordinator listed the meeting agenda.

**Third: Deliberations and Recommendations:**

<b>Restructuring all the department committees and allotting their tasks and objectives to avoid any overlapping tasks between the committees.</b>	<b>The first theme</b>
<b>Discussing the committees restructuring and tasks distribution.</b>	<b>The theme resume and deliberation</b>
<b>Providing each committee coordinator with the tasks</b>	Recommendation
<b>Identifying the action plan and setting a timetable for the committees tasks</b>	

<b>The modified committees are attached</b>	<b>The recommendation Document</b>
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<b>Rewriting the Program's vision, mission, and objectives to comply with the college mission and objectives.</b>	<b>Second theme</b>
<b>The Program's vision, mission, and objectives were modified to comply with the college mission and objectives.</b>	<b>The theme résumé and deliberation</b>
<b>To publish the modified vision, mission and objectives of the Program via the available means and notify the Program relative parties of these modifications.</b>	<b>The Recommendation</b>
<b>The new form of the vision, mission and objectives</b>	<b>The recommendation document</b>

<b>Meeting with the new students and assigning their academic advisors.</b>	<b>The third theme</b>
<b>Assigning the Academic advisors for the new students and explaining the Academic Advisory tasks to the new teaching members which include solving the student's academic problems, helping them s with their courses schedule, courses deletion and addition, informing them with the Program sections as well as the behavioral rules adopted in the college, introducing the department teaching faculty and leading the students to the classrooms and laboratories.</b>	
<b>Each Academic Advisor in the Program has to abide by what has been already approved.</b>	<b>Recommendation</b>
<b>The Program Academic Advisory Guide</b>	<b>The Recommendation document</b>

<b>Distributing the program self-evaluation on the committees according to their working scope.</b>	<b>The Fourth Theme</b>
<b>The program self-evaluation was distributed on the committees</b>	<b>The theme abstract and deliberation</b>

<b>Providing proofs for the fulfilled requirements and restricting the unfulfilled ones to set its improvements priorities.</b>	<b>Recommendation</b>
The program self-evaluation	<b>The recommendation document</b>

#### Fourth: The Present members' signatures

<b>Signature</b>	<b>Status</b>	<b>Name</b>
	<b>Head</b>	<b>Dr. Gehan Abdel-Aziz al-Aemary</b>
	<b>Member</b>	<b>Dr. Nawal Mahjoub Suleiman</b>
	<b>Member</b>	<b>Dr. Ameni Hassan</b>
	<b>Member</b>	<b>Ebtihaj al-Hassan</b>
	<b>Member</b>	<b>A. Emna shtiwi</b>
	<b>Member</b>	<b>A. Ines al-Jahni</b>
	<b>Member</b>	<b>Dr. Manel Mohamed Mohamed Salem</b>

#### Fifth: Modifications and notes

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**The minutes of the second meeting of the Program Supervising Committee :**

5/11/1435 H	Date	The college of Education of Zulfi	<b>The college/the department</b>
9.30 am ٩,	<b>Time</b>	٢	Session number



جامعة النجدة  
Najran University

**First: The members of the committee according to its forming resolution:**

Absence excuse	Absent	Present	Status	Names
		√	Head	Dr. Gehan Abdel-Aziz al-Aemary
		√	Member	Dr. Nawal Mahjoub Suleiman
		√	Member	Dr. Ameni Hassan
		√	Member	Ibtihaj al-Hassan
		√	Member	A. Emna shtiwi
		√	Member	A. Ines al-Jahni
		√	Member	Dr. Manel Mohamed Mohamed Salem



**Second: The schedule of the session members:**

Source	Theme	م
The Department	Discussing the compatibility between the student's learning outputs and the program objectives sent by the committee of the Educational Programs Development.	١
The Department	Discussing the compatibility between the learning outputs for the Chemistry Program with the Learning outputs of the National Entity  Qualifications for Assessment and Accreditation sent by the committee of Educational Program Development.	٢

Discussing the compatibility the student's learning outputs and the program objectives sent by the committee of the Educational Programs Development	First theme
The compatibility between the student's learning outputs and the program objectives sent by the committee of the Educational Programs Development was discussed.	The theme abstract and Deliberation
Working on creating a form that is compatible with the courses specifications and adopting the already approved consistency between the students' learning outcomes and the program objectives.	Recommendation
The form and the specifications	The recommendation document

**Discussing the compatibility between the learning outputs for the Chemistry Program with the Learning outputs within the Qualifications national framework of the National Entity for Assessment and Accreditation sent to the committee of Educational Program Development.**

**Discussing the compatibility between the learning outputs for the Chemistry Program with the Learning outputs within the Qualifications national framework of the National Entity for Assessment and Accreditation sent to the committee of Educational Program Development.**

**Creating a form that is compatible with the courses specifications and adopting the already approved consistency between the students' learning outcomes and the program objectives.**

**The outputs of the National Entity for Assessment and Academic Accreditation.**

**Fourth: The present members' signatures**

<b>Signature</b>	<b>Status</b>	<b>Name</b>
	<b>Head</b>	<b>Dr.Gehan Abdel-Aziz al-Aemary</b>
	<b>Member</b>	<b>Dr. Nawel Mahjoub Slimen</b>
	<b>Member</b>	<b>Dr. Ameni Hassan</b>
	<b>Member</b>	<b>Ibtihej al-Hassan</b>
	<b>Member</b>	<b>A. Emna Shtiwi</b>
	<b>Member</b>	<b>A. Ines al-Jahni</b>
	<b>Member</b>	<b>Dr. Mane Mohamed Mohamed Salem</b>

**Fifth : Modifications and notes**

**The minutes of the third meeting of the Program  
Supervising Committee**

12/11/1435 H	Date	The Zulfi College of Education	The college/ the Department
9.30 am.	Time	٣	Session number

**First: The committee members according to its forming resolution**

Absence excuse	Absent	Present	Status	Names
		√	Head	DrGehan Abdel-Aziz al-Aemary
		√	Member	Dr. Nawal Mahjoub Suleiman
		√	Member	Dr. Ameni Hassan
		√	Member	Ibtihaj al-Hassan
		√	Member	A. Emna shtiwi
		√	Member	A. Ines al-Jahni
		√	Member	Dr. Manel Mohamed Mohamed Salem

**Second: the session members' schedule**

<p><b>Discussing the rubrics form for the learning outputs and the performance indicators (form 9) sent by the Committee of Educational Programs Evaluation.</b></p>	<p><b>Theme 1</b></p>	
<p><b>The rubrics form for the learning outputs and the performance indicators (form 9) sent by the Committee of Educational Program Development was discussed.</b></p>	<p><b>Topic Summary</b></p>	
<p><b>Adopting the learning outputs and the performance indicators form (form 9) and sending it to the Committee of Educational Programs Development.</b></p>	<p><b>Recommendations</b></p>	
<p><b>The form 9 sent to the committee of Educational Programs Development</b></p>	<p><b>Recommendation Document</b></p>	
<p><b>Its source</b></p>	<p><b>Theme</b></p>	<p><b>م</b></p>
<p><b>The department</b></p>	<p><b>Discussing the rubrics form for the learning outputs and the performance indicators (form 9) sent by the Committee of Educational Programs Evaluation.</b></p>	<p><b>١</b></p>
<p><b>The department</b></p>	<p><b>Discussing the form for the evaluation techniques for the learning outcome (form 11) sent by the Committee of Educational Programs Evaluation.</b></p>	<p><b>٢</b></p>
<p></p>	<p><b>Any Other Business</b></p>	<p><b>٣</b></p>

Discussing the form of the evaluation techniques for the learning outcome (form 11) sent by the Committee of Educational Programs Evaluation.	<b>The Second theme</b>
The form of the evaluation techniques for the learning outcome (form 11) sent by the Committee of Educational Programs Evaluation was discussed.	<b>The theme abstract and deliberation</b>
Adopting the form for the learning outcome (form 11) sent by the Committee of Educational Programs Evaluation.	<b>The recommendation</b>
Form 11 sent by the Committee of the Educational Programs Development	<b>The recommendation document</b>

**Fourth: The Present member(s) signatures**

جامعة البصرة  
Baquba University

signature	Status	Name
	Head	Dr. Gehan Abdalaziz Aemary
	Member	Dr. Nawel Mahjoub Sulimen
	Member	Dr. Amani Hassan
	Member	Ibtihej al-hassan
	Member	A. Emna shtiwi
	Member	A. Ines al-Juhani
	Member	Dr. Manel Mohamed Mohamed Salem

**Fifth: Modifications and notes**

**The minutes of the fourth meeting of the Program Supervising**

**Committee:**

٥١٤٣٥/١٢/	Date	The Zulfi College of Education	<b>The college/the department</b>
9.30 am	Time	٤	<b>Session number</b>

**First: The members of the committee according to its forming resolution**

Excuse	Absent	Present	Status	Name
		√	Head	Dr. Gehan Abdulaziz Aemary
		√	Member	Dr. Nawel Mahjoub Slimen
		√	Member	Dr. Ameni Hassan
		√	Member	Ibtehaj al-Hassan
		√	Member	A. Emna Shtiwi
		√	Member	A. Ines al-Jahni
		√	Member	Dr. Manel Mohamed Mohamed Salem

جامعة المنامة  
Najmaak University



### Second: the session members schedule

<b>Its source</b>	<b>The theme</b>	<b>م</b>
<b>The department</b>	<b>Reviewing the quality improvement plan for the academic year 1435/1436 H</b>	<b>١</b>
<b>Department</b>	<b>Reviewing the Course specification for the academic year 1435/1436 H</b>	<b>٢</b>

### Third: Deliberations and recommendations

<b>Reviewing the Quality improvement plan of the Program for the Academic year 1435/1436 H</b>	<b>The first theme</b>
<b>Discussing the quality improvement plan of the Program for the academi year 1435/1436 H</b>	<b>The theme abstract and deliberation</b>
<b>To hold regular meeting to improve the quality plan</b>	<b>Recommendation</b>
<b>The improvement plan for the academic year 1435/1436 H</b>	<b>The recommendation Document</b>

<b>Reviewing the Program specification for the academic year 1435/1436 H</b>	<b>The second theme</b>
<b>Discussing the program specifications in both the Arabic and English Languages and their compatibility with the strategic plan.</b>	<b>The theme abstract and deliberation</b>
<b>Sustaining the new updated specification</b>	<b>Recommendation</b>
<b>The Program specification plan</b>	<b>The recommendation Document</b>

**Fourth: the Present member's signatures:**

جامعة البصرة  
Baqubah University

Signature	Status	Name	م
	Head	Dr. Gehan Abdulaziz Al-aemary	١
	Member	Dr. Nawel Mahjoub Slimen	٢
	Member	Dr. Ameni Hassan	٣
	Member	Ibtehaj al-Hassan	٤
	Member	A. Emna Shtiwi	٥
	Member	A. Ines al-Jahni	٦
	Member	Dr. Manel Mohamed Mohamed Salem	٧

**Fifth: Modifications and notes**

**The minutes of the fifth meeting of the Program Supervising Committee**

٥١٤٣٥/١٢/	Date	The Zulfi College of Education	The college/the Department
9.30 a.m	Date	•	The session number

**First: The members of the committee according to its forming resolution:**

Excuse	Absent	Present	Status	Name
		√	Head	Dr. Gehan Abdulaziz Al-aemary
		√	Member	Dr. Nawel Mahjoub Slimen
		√	Member	Dr. Ameni Hassan
		√	Member	Ibtehaj al-Hassan
		√	Member	A. Emna Shtiwi
		√	Member	A. Ines al-Jahni
		√	Member	Dr. Manel Mohamed Mohamed Salem

## Second: The session member's schedule

<b>Its source</b>	<b>The theme</b>	<b>م</b>
<b>Department</b>	<b>Reviewing the course specification</b>	<b>١</b>
	<b>Any other business</b>	<b>٢</b>

## Third: Deliberations and recommendations:

<b>Reviewing the courses specification</b>	<b>The first theme</b>
<b>Discussing the specification of the specialized courses received from the Study Plans Committee</b>	<b>The subject abstract and deliberation</b>
Identifying the Plans Committee modifications	<b>The recommendation</b>
<b>The courses specification</b>	<b>Recommendation Document</b>

## **Fourth: The present member's signature:**

Signature	Status	Name	م
	Head	Dr. Gehan Abdulaziz Al-aemary	١
	Member	Dr. Nawel Mahjoub Slimen	٢
	Member	Dr. Ameni Hassan	٣
	Member	Ibtehaj al-Hassan	٤
	Member	A. Emna Shtiwi	٥
	Member	A. Ines al-Jahni	٦
	Member	Dr. Manel Mohamed Mohamed Salem	٧

### **Fifth: Modifications and notes**

### **The minutes of the sixth meeting of the Program Supervising Committee**

٥١٤٣٥/١٢/	Date	The Zulfi College of Education	<b>The College/ the Department</b>
9.30 am	Time	٦	<b>Session number</b>

### **First: the members of the committee according to its forming resolution:**

Excuse	Absent	Present	Status	Name
		√	Head	Dr.gehan Abdulaziz Al-aemary
		√	Member	Dr. Nawel Mahjoub Slimen
		√	Member	Dr. Ameni Hassan
		√	Member	Ibtehaj al-Hassan
		√	Member	A. Emna Shtiwi
		√	Member	A. Ines al-Jahni
		√	Member	Dr. Manel Mohamed Mohamed Salem

### : Timetables of the committees members

Its source	The theme	م
	Discussing the Department Strategic Plan	١
	Implementing the College Strategic Plan	٢
	Upcoming tasks	٣

### Third: Discussions and Deliberations

Discussing the Department Strategic Plan	The first theme
--	-----------------

The Program Strategic Plan presented by the Program Committee and its compatibility with the College Strategic Plan were discussed.	<b>Topic Summary</b>
Applying the necessary modifications from the part of the committee of the Program Strategic Plan.	<b>Recommendations</b>
The Strategic Plan of the program and the College	<b>Recommendation Document</b>

<b>Implementing the College Strategic Plan</b>	<b>Second Topic</b>
The Strategic Plan sent by the College unit of Quality and how to implement it were discussed.	<b>Topic Summary</b>
Setting a plan to implement the College Strategic Plan.	<b>Recommendation</b>
The Strategic Plan of the program and the College.	<b>Recommendation Document</b>

**Fourth: The present member's signature:**



Signature	Status	Name	م
Department	Head	Dr. gehan Abdulaziz Al-aemary	١
Department	Member	Dr. Nawel Mahjoub Slimen	٢
	Member	Dr. Ameni Hassan	٣
	Member	Ibtehaj al-Hassan	٤
	Member	A. Emna Shtiwi	٥
	Member	A. Ines al-Jahni	٦
	Member	Dr. Manel Mohamed Mohamed Salem	٧

## Fifth: the modifications and notes

### The first committee meeting

First	Session	Quality	Committee
9.00 am	Time	22/10/1435 H	Date

### First: the committee members

signature	Presence	Status	Member	م
	Present	Head	Dr.Gehan abdulaziz	١
	Present	Coordinator	A. Ibtehaj al-Hassan	٢
	Present	Member	Dr. Nawel Mahjoub	٣
	Present	Member	Dr. Amani Hassan	٤
	Present	Member	A. Emna shtiwi	٥

	<b>Present</b>	<b>Member</b>	<b>A. Ines al-Jahni</b>	٦
	<b>Present</b>	<b>Member</b>	<b>A. Wided al-Siqyeni</b>	٧
	<b>Present</b>	<b>Member</b>	<b>A. Ruba al-Madid</b>	٨
	<b>Present</b>	<b>Member</b>	<b>A. Imen al-Milhim</b>	٩
	<b>Present</b>	<b>Member</b>	<b>A. Miznah Abdulkarim</b>	١٠

### **The session agenda:**

- 1- Reviewing all the specifications of the specialty courses.**
- 2- Reorganizing the Quality Committees.**

Recommendations:

- 1/ All the department faculty members were asked to review the courses specifications each according to her specialty.
- 2/ The Quality Committees have been restructured.

The Quality unit is composed of five principal committees as follows:

1. Quality-support Committee.
2. Performance-evaluation Committee.
3. Academic Accreditation Committee.
4. The Strategic Planning Committee.
5. Quality Assurance Committee.

#### **\The Quality-support Committee:**

**The Committee Objective:**

**To Reinforce the Quality and Accreditation concepts, improve communication between the department and the beneficiaries and enhance the skills of the department members through a training program that meets their needs, in addition to creating a comprehensive database that includes the different educational, research and community activities of the department and restricting the department various teaching and learning styles, resources and equipments.**

**The committee structuring:**

- A / Amani Hassan Head
- A / Ines al-Jahani Member
- A / Ruba al-Madid Member

**The Committee assignments:**

**A) Information Technology and database**

- 1. Contacting the Department members to prepare lists with the students' educational and practical needs for the current and the coming academic year.**
- 2. Preparing the lists of the current and future Laboratories equipments for the female.**

**3. Creating a database with the available department textbooks and the needed books needed.**

**B) Training**

**C) Announcement and Media**

- Collecting the required data and uploading them on the department site.
- Collecting the department and faculty member's news as well as the students' activities and achievements on a regular basis.
- Managing with the portal coordinator to announce the department news on the College and the University sites.
- Learning and Teaching resources.

**2/ The Performance Evaluation Committee**

**- The committee objective:**

To Study, review and modify the evaluation and examination methods and their likelihood for improvement, as well as to design, codify and distribute questionnaires and opinion polls, then convert and analyze their results to write a report about their ultimate objective and the obtained results for all the department different categories, activities and fields for the purpose of boosting the educational, research and community process to meet the accreditation standards.

**- The committee structuring:**

**Head–A. Emna Shtiwi**

**- A. Muzna Abdul Karim Member**

**- A. Wided Assekiani Member**

**- A. Ruba al-Madid**

**The Committee assignments:**

**- Evaluating the students and the exams**

**- Distributing the different questionnaires, the courses questionnaires, questionnaires for the students' study program, the graduates questionnaires (the final term), collect the students' questionnaires and send them to the committee in charge of quality assurance for data analysis.**

**- Reporting the questionnaires result to the Department committee of Quality Assurance.**

**3/ The Academic Accreditation Committee**

**-The Committee objective :**

To Specify the department academic programs, review them regularly, prepare the courses specification, and adopt the national standards within the National framework of qualifications and bookmarks BENCH MARK, in addition to writing the programs reports regularly in the light of the courses report, and setting and adopting the Programs reviewing mechanisms.

**- The Committee structuring:**

**Dr. Nawal El Mahjoub Head**

**A. Ebtihaj al-Hassan Member**

### **The Committee assignments:**

#### **A/ Specifying the programs and courses:**

- To follow-up the designing and updating of the courses specifications forms in the beginning of each academic year then assemble them in the relative file.

- To follow-up the designing of the courses shortcut Advisory forms and distribute them on students at the beginning of each semester.

**B/ To write reports about the programs, the courses and the curriculum contents to avoid repetition and ensure a concordant and gradual academic and practical training of the students.**

- To report the difficulties hampering the realization of these courses to the committee of Quality Assurance

**C/ To adopt the Quality Standards set by the National Authority.**

**D / The regular review and reporting of the difficulties that may hamper the realization of the courses then, submitting them to the Quality Assurance Committee.**

### **The Committee objective:**

**To Review the strategic vision, mission and objectives of the Department and the programs, analyze the existing circumstances, set the systems and policies, and identify the strength points, the weaknesses, the opportunities, the threats and the values in the light of evaluating the department and setting the alternative strategies, as well as designing the operational plan in order to avoid divergences within the weighted factors and according to the working methodology of the College strategic plan.**

### **The Committee structuring:**

**Dr. Ines Talal Juhani - Head**

**Dr. Amani Hassan- Member**

**A. Imen Melhem - Member**

### **The Committee assignments:**

**A) The strategic planning and the Department operational plan.**

**B) Reviewing the vision, mission and objectives of the Department Programs, and the College.**

## **5/ The Quality Assurance Committee**

### **The Committee objective:**

**To set a logical framework for the quality auditing system of the department by means of auditing protocols and mechanisms, the follow-up executive plans, the continuous evaluation, and the regular reporting of the auditing results to be submitted to the department council by the unit coordinator as well as reviewing the authentication systems to meet the Department accreditation standards.**

### **The Committee structuring:**

- A. Ibtihaj al-Hasan - Head
- A. Emna Shtiwi - Member
- A. Muzna AbdulKarim - Member

The Committee assignments:

The internal follow-up and auditing in the department

- To follow-up the Quality committees work and coordinate between them.

B-reports

- Collecting regularly the Committees quarterly and annual reports to prepare the Department quarterly and annual reports.
- Reporting the committees' working progress and submitting a monthly report to the department supervisor.

C-protocols

- Communicating with the College Deanship for Development and Accreditation to document the Department achievements and identify the academic accreditation requirements to satisfy them.

## The Second Quality Unit

### The First Semester of the Academic Year 1435-1436 H

Second	Session	Quality	Unit
9.00 am	Time	29/10/1435 H	Date

signature	Presence	Status	Member	م
	Present	Head	Dr. Gehan Abdulaziz	١
	Present	Coordinator	A. Ibtihaj al-Hassan	٢
	Present	Member	Dr. Nawel Mahjoub	٣
	Present	Member	Dr. Amani Hassan	٤
	Present	Member	A. Emna shtiwi	٥
	Present	Member	A. Ines al-Jahni	٦
	Present	Member	A. Wided al-Siqyeni	٧
	Present	Member	A. Ruba al-Madid	٨
	Present	Member	A. Imen al-Milhim	٩
	Present	Member	A. Miznah Abdulkarim	١٠

The session agenda:

- ١- Assigning a coordinator for each course.

2- Creating a folder for each course.

Recommendations:

1- A coordinator was assigned for each of the specialized courses in the department as follows.

منسق المقرر	اسم المقرر
<b>Dr. Gehan Al-aemary</b>	Biochemistry (1)
<b>Rouba Al Madid</b>	Surfaces and Stimulating
<b>Nawal Al Mahjoub</b>	Organic Chemistry (1)
	Polymers and oil
	Physical Organic Chemistry
<b>Amani Ahmed Hassen</b>	Organic Chemistry (2)
	Consistency Chemistry
	Heterocyclic Chemistry
<b>Wided Sogiyani</b>	قاعده صنف
	Counterproductive Chemistry (1)
<b>Ibtihaj Al Hassen</b>	Thermodynamics
	Quantum chemistry (1)
	Quantum chemistry (2)
	Counterproductive Chemistry (2)
<b>Amani Chtiwi</b>	Auto-analytical Chemistry
	Quantum Analytical Chemistry
	تحليلية وصفية
<b>Rouba Al Madid</b>	General Chemistry (2)
<b>Ines Al Jahni</b>	Inorganic Chemistry Transition Elements
<b>Rouba Al Madid</b>	General Chemistry (1)
<b>Ines Al Jahni</b>	Inorganic Chemistry Major Components

2- The Faculty were asked to create a specific folder for each course that contains (the course schedule – the course specification– the faculty member schedule – the course activities – copy of the exams).  
The session ended by approving upon the above-mentioned recommendations.

### e third meeting of the Quality Unit:

Third	Session	Quality	The Unit
9.00 am	Time	06/11/1435 H	Date

### First: the unit members

signature	Presence	Status	Member	م
	Present	Head	Dr. Gehan Abdulaziz	١
	Present	Coordinator	A. Ibtehaj al-Hassan	٢
	Present	Member	Dr. Nawel Mahjoub	٣
	Present	Member	Dr. Amani Hassan	٤
	Present	Member	A. Emna shtiwi	٥
	Present	Member	A. Ines al-Jahni	٦
	Present	Member	A. Wided al-Siqyeni	٧
	Present	Member	A. Ruba al-Madid	٨
	Present	Member	A. Imen al-Milhim	٩
	Present	Member	A. Miznah Abdulkarim	١٠

### The Agenda:

1. Distributing the self-evaluation criteria according to the Quality committees.
2. Informing the students with the courses specifications.
3. Informing the students enrolled in the Department committees with their tasks and communicating with them.

### Recommendations:

1- Self-evaluation criteria were distributed according to the Quality committees as follows:

Signature	Member in charge	The Criteria
	Ines Al Johani	The mission, purposes and objectives

	<b>Dr. Ameni al-hassan</b>	<b>Program Management</b>
		<b>The quality program assurance Management</b>
	<b>A. Ebtihaj al-Hssan</b>	<b>Learning and Teaching</b>
	<b>A/ Ruba al-Madid</b>	<b>The Student affairs and related services Management</b>
		<b>Learning resources</b>
	<b>A/ Wided al-Siqyani</b>	<b>Facilities and Equipments</b>
	<b>A. Emna Shtiwi</b>	<b>Planning and Financial Management</b>
		<b>Recruitment processes</b>
	<b>Dr. Nawel Mahjoub</b>	<b>Scientific Research</b>
		<b>The community relations</b>

4- The students were informed with the courses specifications.

2- The students enrolled in the Department committees were informed with their tasks and how to contact them.

### The Forth Quality meeting:

<b>Forth</b>	<b>Session</b>	<b>Quality</b>	<b>The unit</b>
<b>9.00 am</b>	<b>Time</b>	<b>2/11/1435 H</b>	<b>Date</b>

#### **First: the Unit members**

<b>signature</b>	<b>Presence</b>	<b>Status</b>	<b>Member</b>	<b>م</b>
	<b>Present</b>	<b>Head</b>	<b>Dr.Gehan Abdulaziz</b>	<b>١</b>
	<b>Present</b>	<b>Coordinator</b>	<b>A. Ibtehaj al-Hassan</b>	<b>٢</b>
	<b>Present</b>	<b>Member</b>	<b>Dr. Nawel Mahjoub</b>	<b>٣</b>
	<b>Present</b>	<b>Member</b>	<b>Dr. Amani Hassan</b>	<b>٤</b>
	<b>Present</b>	<b>Member</b>	<b>A. Emna shtiwi</b>	<b>٥</b>
	<b>Present</b>	<b>Member</b>	<b>A. Ines al-Jahni</b>	<b>٦</b>
	<b>Present</b>	<b>Member</b>	<b>A. Wided al-Siqyani</b>	<b>٧</b>
	<b>Present</b>	<b>Member</b>	<b>A. Ruba al-Madid</b>	<b>٨</b>
	<b>Present</b>	<b>Member</b>	<b>A. Imen al-Milhim</b>	<b>٩</b>
	<b>Present</b>	<b>Member</b>	<b>A. Miznah Abdulkarim</b>	<b>١٠</b>



## **The Meeting Agenda:**

**1- Filling out the forms (1-2-3-4) sent by the Deanship of Quality and Skills Development.**

**The Developing project of the university eligibility for accreditation – the Programming Committee - the Programs Developing Committee.**

### **Recommendations**

**1- Discussing the following forms:**

**A- The matrix of compatibility between the Program vision and the College (Form 1)**

**B- The matrix of compatibility between the program mission and the College mission (Form 2)**

**C- The matrix of compatibility between the program objectives and its mission (Form 3)**

**2/ the above forms were filled and sent to the relative authorities.**

## **The fifth Quality meeting:**

<b>Fifth</b>	<b>Session</b>	<b>Quality</b>	<b>The Unit</b>
<b>9.00 am</b>	<b>Time</b>	<b>14/11/1435 H</b>	<b>Date</b>

### **First: the Unit Members**

<b>signature</b>	<b>Presence</b>	<b>Status</b>	<b>Member</b>	<b>م</b>
	<b>Present</b>	<b>Head</b>	<b>Dr. Gehan abdulaziz</b>	<b>١</b>
	<b>Present</b>	<b>Coordinator</b>	<b>A. Ibtehaj al-Hassan</b>	<b>٢</b>
	<b>Present</b>	<b>Member</b>	<b>Dr. Nawel Mahjoub</b>	<b>٣</b>

	Present	Member	Dr. Amani Hassan	٤
	Present	Member	A. Emna shtiwi	٥
	Present	Member	A. Ines al-Jahni	٦
	Present	Member	A. Wided al-Siqyeni	٧
	Present	Member	A. Ruba al-Madid	٨
	Present	Member	A. Imen al-Milhim	٩
	Present	Member	A. Miznah Abdulkarim	١٠

## The Meeting Agenda:

1/ Filling out the forms (5 - 9 – 11) sent by the Deanship of Quality and Skills Development.

(The Developing project of the university eligibility for accreditation – the Programming Committee - the Programs Developing Committee)

## Recommendations:

The following forms were discussed:

1- The Matrix of consistency between the Program Learning outputs and the learning outputs of the National Entity for Assessment and Accreditation (Form 5)

2- The Rubrics for learning outputs (Form 9)

3- The evaluative methods of Learning outputs (The Chemistry program) (11)

The above forms were filled and sent to the relative authorities.

## The Quality Sixth meeting:

### **The first semester for the Academic year 1435-36 H**

Sixth	Session	Quality	The Unit
9.00 am	Time	19/11/1435 H	Date

## First: the Unit members

signature	Presence	Status	Member	م
	Present	Head	Dr.Gehan abdulaziz	١
	Present	Coordinator	A. Ibtehaj al-Hassan	٢
	Present	Member	Dr. Nawel Mahjoub	٣
	Present	Member	Dr. Amani Hassan	٤
	Present	Member	A. Emna shtiwi	٥
	Present	Member	A. Ines al-Jahni	٦

	<b>Present</b>	<b>Member</b>	<b>A. Wided al-Siqyeni</b>	٧
	<b>Present</b>	<b>Member</b>	<b>A. Ruba al-Madid</b>	٨
	<b>Present</b>	<b>Member</b>	<b>A. Imen al-Milhim</b>	٩
	<b>Present</b>	<b>Member</b>	<b>A. Miznah Abdulkarim</b>	١٠

**The Meeting agenda:**

**1/ Filling out the form number (10) sent by the Deanship of Quality and Skills Development. (The Developing project of the university eligibility for accreditation – the Programming Committee - the Programs Developing Committee)**

**Recommendations:**

**1. The following form was discussed:**

**The program map**

**2- The above form was filled and sent to the relative authorities.**



## الانجازات



بالتعاون مع  
Majma'at al-Usuliyah

## ACHIEVEMENTS

### Achievements:

#### The Supervising Committee has fulfilled the following:

1. Quality Committees Following-up the work of the Program.
2. Following-up the work of the Scientific Research and Graduate Studies committee and reviewing their plan.
3. Following-up and auditing the work of the Timetables Committee taking into consideration both the student and the Faculty member.
4. Following-up and auditing the work of the Study Plans Committee.
5. Following-up the work of the Graduates Committee and auditing its improvement plan in view of the College plan.
6. Following-up the work of the Security and Safety Committee and the publications and trainings it organizes.
7. Following-up and checking the Student Activities Committee.
8. the realization of the compatibility forms. Following-up
9. Accomplishing the Program auto-plan.
10. Following-up the work of the Program Committee of Performance and Evaluation



Navigation University

**Difficulties and restrictions:**

- 1. The lack of equipments such as the computers, printers, and Stationery which impede the working process.**
- 2. The lack of references and the specialized books in the Library.**
- 3. The lack of the students' motivation for quality work and their lack of awareness with quality and its requirements.**
- 4. The program has weakened the students' level.**
- 5. The overlapping in the schedules which have prevented some students from graduating in time.**
- 6. The laboratory limited capacity in terms of equipments, chemicals, and vitreous tools.**
- 7. The overloaded teaching hours for the members on the expense of the administrative and quality works.**
- 8. The shortage in terms of the specialized faculty members.**
- 9. Not rewarding the members with benefits for doing the quality and the administrative work.**





### **Recommendations:**

- 1- Regular maintenance of the laboratories and the provision of the necessary equipments, chemicals, and vertious tools.**
- 2-To Regularly maintain classrooms and smartboards and acquaint the faculty memberswith the modern techniques.**
- 3. To encourage the faculty members to cooperate with the community.**
- 4. To Present training sessions to the graduates to acquaint them with the program, its activities and its evolution.**
- 5.help them. To establish a link between the Program and the schools and**
- 6. To have the Program'semployers and professionals join the Program counseling committees.**
- 7. To Work on establishing relationships with the local industrial sector and the employers.**
- 8. To encourage the faculty members to participate in seminars that discuss societal important issues.**
- 9. To encourage the community members' involvement in the Program activities.**
- 10. To conduct a survey on what the Program offersfor community services.**
- 11. To work on establishing a Master program in chemistry**
- 12. To provide the College library with more specialties books and create a library in the department.**
- 13.To require a placement test for students before joining the department.**
- 14. To have improvement groups for students**

- 15. To provide a laboratory Specialist for regular maintenance of equipments.**
- 16. To encourage the faculty to include information about their researches and scientific activities in their courses.**
- 17. To help the faculty conduct joint research with their colleagues in other local and international educational institutions**
- 18. To establish a special central laboratory for the region.**
- 19. To do more research projects to give an opportunity for a greater number of faculty members to participate**
- 20. To provide more security systems in labs.**
- 21. To try to have more than one faculty member for each specialty.**
- 22. To provide the faculty with appropriate facilities for private counselings with the students.**
- 23. To make the library represent advisory training program for the students and the new employees to train them on how to use the library facilities and services.**
- 24 . Developing the resources and services on the basis of the questionnaires results.**

## Auditing the Program Supervising Committee.



جامعة المدينة  
Madinat University

<b>Signature</b>	<b>Status</b>	<b>Academic Degree</b>	<b>Name</b>	<b>م</b>
	The head of the Plans Committee Head of the Department	Associate Professor	Dr.Gehan Abdel-Aziz Al-aemary	١
	The Committee vice-dean Head of the Scientific Research and Higher Education Committee	Assistant Professor	Dr. Nawal Mahjoub Suleiman	٢
	Member	Assistant Professor	Dr. Amani Hassan Ahmed Saleh	٣
	Member	Assistant Professor	Dr. Manal Mohamed Mohamed Salem	٤
	The Quality Coordinator	Lecturer	A. Ibtihaj Hassan Mohammed Hassan	٥
	Head of the Academic Advisory Committee	Lecturer	A. Emna Mohammad Qasim Shtiwi	٦
	Member	Lecturer	Ines Talal Juhani	٧

## Accreditation

*The Department Council session dated / / 1436 H*

The Department Coordinator

Dr. gehan alaemary



جامعة النجدة  
Najran University