

قسم العمارة
Architecture
Department



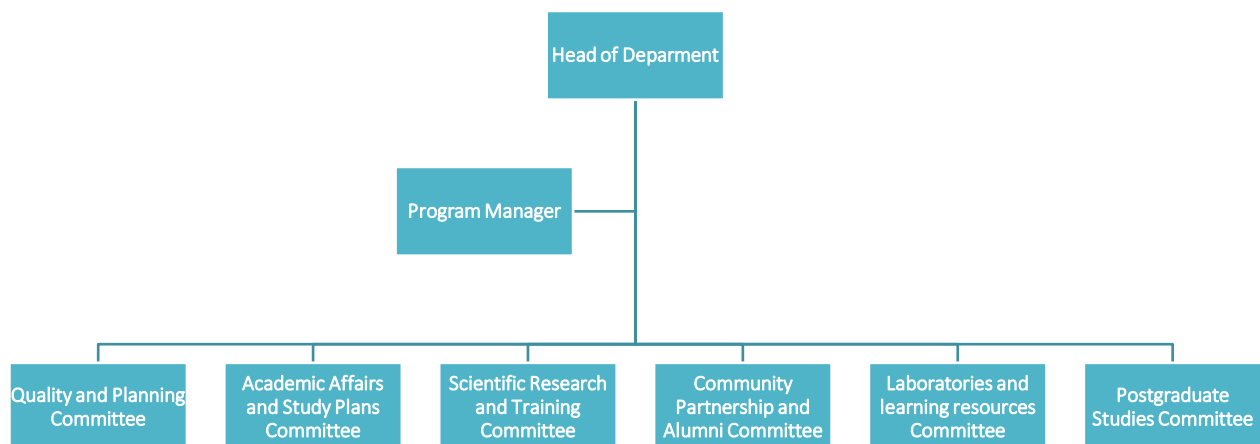
THE FORMULATION OF COMMITTEES

Department of Architecture

Academic year 1445 (2023-2024)
14/11/2023

Introduction:

The department of Architecture aims to create a healthy work environment for its students and staff members, and to encourage innovation, providing distinguished academic programs through the application of quality and accreditation standards. The department goal is to prepare the students with practice competence and research capabilities to qualify them for professional practice. The department of architecture's endeavor is intended to save the environment and to serve the community. To achieve its goals, the department of architecture formed 6 department committees to organize work and ensure efficiency in a collaborative manner; each committee has a student member to ensure the representation of the most important stakeholder in the process. This document is meant to outline department committees' description, members, students' representation, and responsibilities, including a description of individual key roles within each committee. The number of committees has been reduced combining similar and related tasks to ensure productivity. Each staff member is involved to establish a collaborative teamwork environment, and to benefit from the collective department experience. The formulation of the committees is annual, and this document will be reviewed and developed annually considering committees' performance and recommendations.



1. Quality and Planning Committee

The quality and planning committee plans, monitors and controls department's quality assurance and accreditation process, performing continuous improvement to close the quality cycle. The committee aims to achieve educational excellence and to improve the academic and administrative performance. The committee hosts frequent workshops and seminars to monitor and control the department quality progress and to ensure the implementation of NCAAA quality standards. The committee's responsibilities also includes local and international accreditation procedures and documentation, supervising and preparing quality files. The committee members are the head of department, quality supervisor, planning supervisor and other chosen staff members in addition to a students' representative.

1.1 Committee Formulation:

Quality and Planning Committee Membership		
No	Name	position
1	Head of Department	President
2		Quality Supervisor
3		Planning Supervisor
4		Member
5		Member
6		Member
7		Member
8		Students' Representative

1.2 Quality and Planning Committee Responsibilities:

1. Foster the promotion of quality culture and adherence to academic accreditation standards within the department.
2. Monitor the quality assurance process in the department, analyze associated challenges, and collaborate with the head of department and quality unit to resolve the issues.

3. Attend college's Quality Unit meetings on behalf of the department and oversee the implementation of recommendations.
4. Compile and provide essential databases required for academic accreditation.
5. Develop the department's quality documents which include:
 - Meeting minutes.
 - Staff CVs and information.
 - Staff research activities.
 - Department activities and workshops
6. Produce an annual report summarizing the department's activities of quality assurance and academic accreditation.

1.3 Quality Supervisor Responsibilities:

1. Implement an internal review process for NCAAA accreditation.
2. Promote departmental understanding of academic accreditation and its application through the organization of seminars and workshops.
3. Encourage both staff and students to engage in research activities.
4. Establish a continuous assessment and improvements process for academic accreditation.
5. Hold two meetings per academic year to discuss and assess the implementation of accreditation procedure with all relevant stakeholders.
6. Gather and evaluate stakeholder feedback, taking necessary actions.
7. Monitor and document the attainment of program goals and learning outcomes.
8. Create regular reports about the activities and quality progress.

1.4 Planning Supervisor Responsibilities:

1. Issue the academic guides for the department's programs in alignment with the college's strategic plan.
2. Contribute in the preparation of the college strategic plan taking program objectives into consideration.
3. Prepare program's operational plan in alignment with college's strategic plan.
4. Support and monitor other committees' adoption and execution of operational plans.

5. Recommend policies, and procedures that support the execution of the strategic and operational plans.
6. Assign tasks from the approved operational plan to the responsible committees for implementation and request modifications as needed.
7. Assess the program's progress in achieving its objectives based on the KPIs.

Other members of the Committee cooperate closely with the Supervisors in carrying out the tasks of the Committee.

2. Academic Affairs and Study Plans Committee

The Academic Affairs and Study Plans Committee monitors and control the entire academic process, aiming for educational excellence in the department of architecture, ensuring the achievement of the educational objectives and program learning outcomes. The committee is responsible for the development of undergraduate curriculum, taking into consideration community needs, practice updates, benchmarking and quality recommendations. The committee also oversees the department's academic procedures including timetable, exams and registration. The Committee also monitors academic advising and collaborate with the college and university academic advising units to ensure best practice.

2.1 Committee Formulation:

Academic Affairs and Study Plans Committee		
No	Name	position
1	Head of Department	President
2		Academic Affairs Supervisor
3		Study Plans Supervisor
4		Academic Advising Supervisor
5		Member
6		Member
7		Students' Representative

2.2 Academic Affairs and Study Plans Committee Responsibilities:

1. Review registration details and predict next semester's registration expectations.
2. Program the academic process for each semester including timetables, exams schedules, classrooms, and teaching loads.
3. Review undergraduate program curriculum including courses structures, contents and alignment with the program outcomes and graduates attributes.

4. Develop undergraduate program curriculum in collaboration with college and university curriculum development units.
5. Supervise new staff members to ensure their engagement in the training programs and their commitment to the quality standards.
6. Organize academic advising and integrate the necessary procedure to ensure academic advising activation.
7. Introduce program's mission and goals to the students through academic activities and advising.

2.3 Academic affairs Supervisor Responsibilities:

1. Supervise the planning and execution of timetables including exams, classrooms and teaching loads.
2. Monitor final exams preparations and progress in the department and assign invigilation duties to the staff members.
3. Coordinate new program students' entry exams.
4. Supervise new program students' orientation program.
5. Follow-up students' courses registration process and find solutions for the registration issues related to the academic affairs.
6. Contribute with the academic advising supervisor in the development of the academic advising plan.

2.4 Study Plans Supervisor Responsibilities:

1. Review department study plans in collaboration with the teaching staff in accordance with the college strategic plan.
2. Develop undergraduate study plans taking into consideration community needs, practice updates, benchmarking and quality recommendations.
3. Collaborate with the quality committee in the development of the study plan.
4. Ensure the presence of the updated version of the study plans on the college website.
5. Collaborate with the laboratories and learning resources committee in the development of the list of textbooks and references.

6. Organize and archive the academic affairs committee files including study plans documents.

2.5 Academic Advising Supervisor Responsibilities:

1. Oversee the execution of the academic advising plan.
2. Raise the awareness about the importance of academic advising among the students and staff members.
3. Introduce program's mission and goals to the students.
4. Contribute in the introduction of career opportunities to the students and the orientation of new program students.
5. Assign academic advising duties.
6. Report the academic issues facing the students to be resolved by the related stakeholders.
7. Prepare periodical Academic advising report for the head of department.

Other members of the Committee cooperate closely with the Supervisors in carrying out the tasks of the Committee.

3. Scientific Research and Training Committee

The scientific Research and Training Committee promotes, encourages and documents scientific research amongst the students and staff members in the department of Architecture, following the research interests of the college and the university. The committee is responsible for the establishment of a healthy research environment that supports program objectives and serves the community, aiming to promote academic excellence in the department. The committee also facilitates the necessary training for the staff members to improve their research, academic and administrative skills and efficiency.

3.1 Committee Formulation:

Scientific Research and Training Committee		
No	Name	position
1	Head of Department	President
2		Scientific Research Supervisor
3		Training Supervisor
4		Member
5		Member
6		Member
7		Member
8		Students' Representative

3.2 Scientific Research and Training Committee Responsibilities:

1. Promote academic excellence in the department.
2. Encourage Scientific Research in the department.
3. Facilitate research collaboration and organize research groups' information exchange.
4. Collaborate with the research units in the college and the deanship of research in the university.

5. Oversee staff training and ensure the engagement of the department staff members in the suitable and diverse training programs.

3.3 Scientific Research Supervisor Responsibilities:

1. Encourage the staff members to publish their research articles in the properly indexed journals.
2. Ensure the involvement of students in scientific research.
3. Develop scientific research strategic plan and monitor its execution.
4. Collaborate with national and international research centers facilitating partnership and information exchange.
5. Create a database for department staff and students' research work.
6. Issue periodical reports about department research activities.

3.4 Training Supervisor Responsibilities:

1. Determine the significant skills that requires staff training.
2. Prioritize training requirements.
3. Develop training strategy and plan in alignment with the college strategic plan, and oversee its execution.
4. Document and report the training process considering the training plan.
5. Suggest training programs and collaborate with the college training unit and the university training center.
6. Create annual staff training report.

Other members of the Committee cooperate closely with the Supervisors in carrying out the tasks of the Committee.

4. Community Partnership and Alumni Committee

The Community partnership and Alumni Committee is the link between the department of Architecture and the local community, initiating and coordinating community service, through various activities such as galleries, consultations, visits, workshops and seminars. The Committee aims to promote Architecture as community friendly career choice. The Committee is also responsible for Alumni activities to strengthen the relation between the department of Architecture and its graduates through graduates annual meetings and career follow-up. The committee also aims to ensure the involvement of students in community service and career development activities, and to encourage them to play a role in the decision making process through the Students' Council.

4.1 Committee Formulation:

Community Partnership and Alumni Committee		
No	Name	position
1	Head of Department	President
2		Community Partnership Supervisor
3		Alumni Supervisor
4		Students' Council Supervisor
5		Member
6		Member
7		Students' Representative

4.2 Community Partnership and Alumni Committee Responsibilities:

1. Plan Community service activities in alignment with college community service unit's plan.
2. Encourage the Staff members and the students to involve in the community service activities.
3. Coordinate and document Community service activities producing annual reports.
4. Steer community service towards the achievement of the department goals and vision.

5. Plan and document Alumni activities, and follow-up their career development.

4.3 Community Partnership Supervisor Responsibilities:

1. Coordinate with college's Community service unit.
2. Plan and document Community service activities.
3. Coordinate and manage community service events.
4. Coordinate and manage extracurricular activities such as school visits and department trips.
5. Create annual department's community service report.

4.4 Alumni Supervisor Responsibilities:

1. Communicate with the department graduates and document feedback.
2. Coordinate Alumni annual meetings.
3. Create and develop Alumni database.
4. Collaborate with college Alumni unit and statistics unit to perform surveys that generates feedback and recommendations for department strategic planning.
5. Involve the graduates in the department activities and community service events.
6. Benefit from the graduates communication network to seek career and training opportunities for the students.
7. Create Annual Alumni activities report.

4.5 Students Council Supervisor Responsibilities:

1. Collaborate and coordinate with the Students' Club in the extracurricular activities planning.
2. Engage in the students' interpersonal skills development through extracurricular activities.
3. Involve the students in community service to strengthen their ties to their community.
4. Manage and document extracurricular activities.

Other members of the Committee cooperate closely with the Supervisors in carrying out the tasks of the Committee.

5. Laboratories and Learning Resources Committee

The Laboratories and Learning Resources Committee is responsible for reviewing and reporting the condition of the facilities, equipment and learning resources. The aim of the committee is to ensure the adequacy and quality of facilities, equipment and learning resources fulfill the academic requirement of the department and to promote academic excellence. The committee is required to report feedback to the strategic and action plans, and to coordinate with the related college and university units to bridge the gaps.

5.1 Committee Formulation:

Laboratories and Learning Resources Committee		
No	Name	position
1	Head of Department	President
2		Laboratories Supervisor
3		Learning Resources Supervisor
4		Website Supervisor
5		Member
6		Member
7		Member
8		Students' Representative

5.2 Laboratories and Learning Resources Committee Responsibilities:

1. Review the academic process and contents to decide the requirements.
2. Inventory current status of facilities, equipment and learning resources, comparing with the related recommendations from the statistics unit surveys and report the shortages to the related stakeholders.
3. Plan and request the necessary development of facilities, equipment and learning resources to fulfill the department goals and program outcomes, in alignment with the college action plan.

4. Review operational procedures of the facilities and equipment to ensure efficiency and safety.

5.3 Laboratories Supervisor Responsibilities:

1. Review the requirement of the department according to the goals and learning outcomes.
2. Inventory facilities and equipment and report the needs to the head of department and the college laboratories unit.
3. Create an annual plan for facilities development aligned with the department and college strategic plans.
4. Oversee laboratories operational instructions and ensure the availability of labels and signs.

5.4 Learning Resources Supervisor Responsibilities:

1. Evaluate the available learning resources in terms of updates and suitability to learning outcomes.
2. Report the need to new learning resources to the university deanship of libraries.
3. Plan the development of learning resources in alignment with the department strategic plan and curriculum development.

Other members of the Committee cooperate closely with the Supervisors in carrying out the tasks of the Committee.

6. Postgraduate Studies Committee

The Postgraduate Studies Committee is responsible for supervising and monitoring the postgraduate studies programs in the department, reviewing the study plans and academic process, coordinating with the academic affairs and study plans committee. The committee is also required to coordinate with the college postgraduates studies unit in the development of current or new programs in the department. The committee supervises thesis preparation process, including the review of thesis proposals, assigning supervisors, and guiding the process.

6.1 Committee Formulation:

Postgraduates Studies Committee		
No	Name	position
1	Head of Department	President
2		Post Graduates Studies Supervisor
3		Member
4		Member
5		PG Students' Representative

6.2 Post Graduates Studies Committee Responsibilities:

1. Supervise postgraduate studies programs in the department.
2. Collaborate in the development of postgraduate programs development.
3. Monitor the academic process of the postgraduate programs in the department.
4. Review and approve thesis proposals.
5. Organize and manage postgraduate seminars, presentations and defense sessions.
6. Prepare and develop postgraduate guide which includes thesis preparation instructions.

6.3 Post Graduates Studies Supervisor Responsibilities:

1. Direct postgraduate studies programs in the department.
2. Organize postgraduate students' academic advising process.

3. Assign post graduate courses to staff members.
4. Follow-up thesis preparation progress and facilitate problem solving.
5. Manage postgraduate seminars and presentation sessions.

Other members of the Committee cooperate closely with the Supervisors in carrying out the tasks of the Committee.

7. Program Manager

The Program Manager is a teaching staff member who assists the head of department in the monitoring of the academic, administrative and social aspects in the department. The program manager prepares an annual department activities report to the head of the department at the end of each academic year, and helps with the organization of department events and facilitates communications.

7.1 Program Manager Responsibilities:

1. Fulfil the academic and administrative tasks assigned by the head of the department.
2. Provide accurate statistics and numerical information about the department when required.
3. Prepare and develop department committees' guide document.
4. Organize staff members' social gatherings and activities.
5. Coordinate staff members' participation in the activities and events outside the department.
6. Participate in the organization of department activities and events and facilitate communications.
7. Follow-up current practices and developments in the similar departments locally and internationally to provide inspiration for the department.
8. Prepare annual report to the head of department including department activities and optimization recommendations.