

Development and Quality Committee

Members of the committee:

	Name	Description
1	Ms. Hadeel Madkhali	President
2	Dr. Sobhana Nandyal	Quality Coordinator

The tasks of the committee are as follows:

1. Preparing quarterly and annual operational and executive plans that are consistent and compatible with the plans of the college and university and submitting them to the head of the department
2. Follow up the implementation of the department's strategic plan.
3. Follow up on the initiatives of the various committees, collect evidence of achievement and enter them into the strategic planning system
4. Develop an annual progress plan with the most important tasks and priorities that the department should implement and approve it by the department council
5. Submitting to the department council the tasks and initiatives that require approval.
6. Documenting the progress of all initiatives and raising evidence documents, on the strategic plan system for the department and college.
7. Preparing a quarterly report on the actions and initiatives that have been accomplished.
8. Coordinate and supervise the quality and academic accreditation requirements of the program and ensure that the program is consistent with the academic evaluation and accreditation plan.
9. Preparing the self-study report according to the standards of the Academic Accreditation Authority.
10. Provide the required documents and review course files based on the requirements of the Academic Accreditation Authority.
11. Collecting, reviewing and interpreting the program evaluation and the recommendations of the Academic Accreditation Authority.
12. Recommending improvements to the department's programs and suggesting modifications as needed.
13. Registration of the department in all local and international bodies for academic accreditation.

14. Preparing an annual report that includes the achievements made in terms of quality, academic accreditation, challenges resulting, and proposing corrective actions if necessary.
15. Review reports and course descriptions on an annual basis in accordance with the requirements of the Academic Accreditation Commission and provide comments or improvement suggestions.
16. Communicating the results of the academic evaluation to all members of the program.
17. Writing the quarterly and annual reports and submitting them to the head of the department.
18. What the department head refers to the committee.