Software Engineering Department Committees

Quality and Academic Accreditation Committee in the department

One of the most important tasks of the Quality and Academic Accreditation Committee in the department

1. Preparing the committee's work plan and submitting it to the department council:

The committee prepares an annual work plan that includes the goals and actions that must be taken to achieve quality and academic accreditation. This plan is presented to the Department Council for review and approval.

2. Conducting the necessary questionnaires:

Surveys are conducted for students, faculty, alumni, and graduates to collect their opinions and evaluate their satisfaction with the academic programs and their quality.

3. Analysis of questionnaire results:

The data collected from the questionnaires are analyzed and key conclusions and observations are extracted to identify areas that need improvement and development.

4. Coordination and periodic follow-up with the College's Academic Accreditation Committee:

Regular meetings are organized with the National Accreditation Committee to discuss progress, required improvements, and adherence to academic standards.

5. Preparing a self-study report:

The committee prepares a report reviewing various aspects of the department and academic programs, including goals, procedures, and progress in achieving academic accreditation.

6. Follow up on the preparation of the course file in accordance with national accreditation standards with faculty members in the department:

Provides advice and guidance to faculty members on how to develop and organize courses in accordance with national accreditation standards.

7. Collect and analyze quality-related data:

Quality-related data is collected and analyzed to evaluate the performance of the department and academic programs and identify areas that need improvement.

8. Follow up on the work of other committees:

The committee follows up the work of other committees in the department related to quality and academic accreditation and provides support and guidance as needed and additional information about the "Quality Management System QMS."

Graduation Projects Committee

One of the most important tasks of the Graduation Projects Committee

1. Helping students understand the requirements for graduation projects:

The committee provides support and guidance to students in understanding the requirements of graduation projects, analyzing the problems they face, and providing appropriate solutions.

2. Create student groups for each project and distribute them to supervisors:

The committee works to form student work teams for each graduation project, and distributes these groups to the appropriate faculty supervisors.

3. Coordinating workshops to help students develop better quality graduation projects:

The committee organizes workshops and training activities to develop students' skills and help them improve the quality of their projects for graduation.

4. Establishing mechanisms for evaluating graduation projects and supervising their activation:

The committee sets the necessary procedures and standards to evaluate graduation projects and provide guidance and support to students and supervisors to ensure their effective implementation.

5. Student evaluation based on faculty evaluator input:

The committee evaluates students' performance in graduation projects based on the evaluations of supervisors and faculty members participating in the project.

6. Organizing the day of graduation project presentations and the scientific forum:

The committee organizes a special event to present graduation projects, as well as organizes a scientific forum, which includes presentations for students to present the results of their research and achievements.

7 .Delivering the necessary documents and data to the quality units in the department:

The committee works to provide the required documents and data to the quality units in the department to ensure compliance with quality standards and academic accreditation.

8. Submit a quarterly report to the department council on the progress of graduation projects:

This quarterly report aims to provide the Department Council with comprehensive information about the progress and performance of graduation projects and achieving the desired goals. This information can be used to make future decisions and improve the overall process.

Courses and Study Plans Committee

One of the most important tasks of the Curriculum and Study Plans Committee:

1. Preparing the academic schedule and distributing the teaching load:

The committee prepares the academic schedule for the semester and distributes the teaching load among faculty members, lecturers, and teaching assistants in a balanced and fair manner.

2. Holding introductory seminars on academic courses:

The committee organizes introductory seminars for new students aimed at introducing them to the courses available in the department and the requirements for each course.

3. Review of study plans and modifications:

The committee reviews the study plans approved by the department and evaluates them based on the proposals of the department itself, the advisory council, and the opinions of graduates. Modifications may be suggested to improve the courses and their compatibility with the needs of the labor market and modern scientific and technological developments.

4. Evaluating student feedback:

It conducts student surveys to evaluate their satisfaction with courses and their quality, and provides platforms for student participation in improving the learning process and developing courses.

Graduate Follow-up Committee

One of the most important tasks of the Graduate Follow-up Committee:

1. Helping graduate students and qualifying them for employment:

a. Providing career advice and guidance to graduates regarding the labor market.

b. Helping graduates improve their functional and social skills required for employment.

c. Providing guidance in preparing a CV, writing cover letters, and preparing for job interviews.

2. Create and update the alumni database:

a. Create a database containing the names and details of current and former graduates.

b. Update data regularly to ensure it is accurate and up to date.

c. Use the base to continuously communicate with graduates and provide them with information and career opportunities.

3. Contributing to the preparation and announcement of the standardized test

a. Cooperating with department management to prepare and organize the standardized test

b. Announcement to graduating students about the dates and details of the test and its importance.

c. Providing preparation resources for graduate students to help them pass the exam successfully.

4. Holding workshops for graduates:

a. Organizing workshops and orientation seminars for graduates in various fields such as skills development, innovation and entrepreneurship.

b. Providing opportunities for graduates to expand their professional networks and exchange experiences.

5. Providing advice and guidance on potential career paths for graduates.

a. Informing graduating students about new career opportunities:

b. Follow developments and career opportunities in the labor market.

c. Providing graduates with information about available career opportunities and required conditions.

d. Advertising and providing support to graduates looking for new job opportunities.

Scientific Research Committee

One of the most important tasks of the Scientific Research Committee

1. Supporting research activity in the department:

a. Providing support and resources to department members in carrying out their scientific research.

b. Providing advice and guidance in selecting research topics and developing research methods.

2. Organizing research events and specialized workshops:

a. Organizing conferences, seminars, and workshops aimed at exchanging scientific knowledge and promoting research in the department.

b. Supporting scientific activity by organizing discussion sessions, research presentations, and analyzing results.

3. Seminars presented by department members:

a. Organizing seminar sessions that allow department members to present their research results and share knowledge.

b. Encouraging dialogue and interaction among members and providing an environment that stimulates scientific cooperation.

4. Encouraging scientific publishing:

a. Providing support and guidance in the scientific publishing process, including editing articles and selecting appropriate journals.

b. Promoting a culture of publishing and exchanging scientific achievements among department members.

5. Managing the department's scientific research database:

a. Creating and managing a database containing scientific publications by department members.

b. Update the database regularly and provide access for members to benefit from previous research.

Committee for evaluating and reviewing course reports

One of the most important tasks of the committee is to evaluate and review course reports

1. Evaluating and reviewing course reports for each semester:

o Evaluating course reports submitted by faculty members after the end of each semester.

o Review the content, structure and educational outcomes achieved and provide recommendations for improvement.

2. Evaluate and review the measurement of learning outcomes for each course:

o Evaluate student learning outcomes in each course through performance analysis, reports, and evaluations.

o Reviewing the achieved educational outcomes and analyzing the data resulting from the measurement to identify strengths and weaknesses and recommendations to improve the quality of education.

3. Contributing to the continuous improvement of courses:

o Analyze the results of course evaluation and reports and extract lessons learned and recommendations to improve the quality of courses.

o Collaborate with faculty members to develop and update courses and implement proposed changes.

4. Holding workshops for new faculty members in the department to introduce the course file:

o Organizing workshops and introductory sessions for new faculty members in the department about the course file and the requirements for evaluation and review.

o Provide guidance and support to new faculty members to ensure they fully understand the course evaluation and review process.

Field practical training committee

The most important tasks of the field practical training committee are:

1. Organizing events related to helping students obtain field training:

o Organizing workshops and orientation sessions for students to introduce them to the importance of field training and provide the necessary information and guidance.

o Organizing communication events with field training entities and facilitating the communication process between students and host entities.

2. Accepting and following up on field training requests:

o Receiving field training requests from students and ensuring that the necessary standards and requirements are met.

o Follow up on the implementation of field training and ensure the availability of the necessary support and resources for students and hosts.

3. Preparing field training controls:

o Establish controls and procedures for field training in the department, including the required duration, standards, desired goals, and evaluation.

o Ensure that field training controls are consistent with the requirements of educational programs and recognized professional standards.

4. Determine and approve criteria for accepting field training entities:

o Establishing standards and guidelines for selecting and accepting field training entities.

o Evaluate and update the list of approved field training bodies in accordance with specified standards and requirements.

Academic Advising Committee

<u>The most important tasks of the Academic Advising Committee:</u>

1 .Providing assistance to department students in deletion and addition operations:

o Providing advice and support to students in selecting and changing courses and adding and dropping procedures in the classroom.

o Provide guidance about available options and potential impacts on their academic progress.

2 .Review and discuss the conditions of struggling students:

o Review and analyze the conditions of students who face academic difficulties and discuss appropriate solutions to help them.

o Providing support and follow-up to struggling students to improve their academic performance and achieve their success.

3 .Motivating and honoring outstanding students:

o Identify academically distinguished students and provide them with honor and encouragement.

o Providing support and opportunities for outstanding students to continue achieving excellence and developing their academic skills

4. Helping to solve students' academic, psychological and social problems:

o Providing advice and support to students in dealing with the academic, psychological and social problems they face.

o Directing students to appropriate resources within or outside the department to help solve their problems.

5. Holding workshops for students to guide and guide them:

o Organizing workshops and guidance sessions for students to provide them with the academic and personal skills necessary for success.

o Providing guidance and advice on choosing academic paths and developing individual study plans.

6. Establishing a preparation program for new students in the department:

o Organizing an orientation program for new students to help them adapt to the department's environment and understand the academic program requirements.

7. Holding workshops for new faculty members in the department to introduce academic advising:

o Organizing workshops and introductory sessions for new faculty members in the department about academic advising and how to provide support and advice to students in the field of academic advising.

Laboratories Committee

The most important tasks of the Laboratories Committee are:

1. Follow up on the progress of the Software Engineering Department's laboratories:

o Providing periodic follow-up on the performance and progress of the Software Engineering Department's laboratories.

o Verify the availability of necessary equipment and resources in laboratories and take the necessary measures to improve performance.

2. Ensure that the laboratories are ready and connected to the Internet:

o Verifying the readiness of technical laboratories and ensuring a stable, high-speed Internet connection.

o Ensuring the availability of the necessary hardware and software for students and faculty members to carry out academic activities effectively.

3. Follow up on maintenance requests for laboratory equipment:

o Receive and process maintenance requests for equipment in laboratories in an effective and timely manner.

o Cooperating with maintenance teams to repair malfunctioning equipment and ensuring the continuity of laboratory work.

4. Follow up on providing laboratories with the necessary software for teaching in the scientific department:

o Verify the availability of software necessary for teaching and learning in laboratories.

o Follow up on updating the software and provide the latest versions to ensure the use of modern technologies in programming and software development.