MAJMAAH UNIVERSITY-COLLEGE OF ENGINEERING-

# Operational Plan    2016 – 2017

Department of Electrical Engineering

**EE Department**
**9/24/2016**

This document contains the strategic plan and operational plans of EE department. Analysis of different sources is performed

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# Introduction

Due to the importance of Strategic Planning for any successful organization, the Electrical Engineering (EE) Department started from the academic year 2014\2015 to set the main strategic goals to be as a blueprint or framework that needs to be achieved to fulfill the mission and goals of EE program.

Majmaah University just published its Operational Plan (2015-2019) with its goals to meet the Strategic Plans of the Kingdom of Saudi Arabia. Therefore, in order to fulfil these goals, the Strategic Planning Committee (SPC) in EE department reviewed the Operational Plan of MU University and updated its Strategic Plan to meet these goals. The goals of EE program defined based on desired state that the program wants to achieve, a target the EE program wants to hit. The SPC and with participations of all faculty members, formed committees and administration discussed the activities and responsibilities that should be defined to achieve the main goals and Goals defined by the SPC.

# College's Vision, Mission and Objectives.

**Vision**
To be internationally well recognized engineering college in top engineering education, scientific research, and service to the community

**Mission**
To provide and educate students with the highest quality in engineering knowledge and to facilitate cutting edge research for the benefit of the society

**Objectives**
- To attract high quality faculty and well prepared students.
- To continuously improve and revise the academic programs.
- To build a strategic alliance with the industry.
- To be sensitive to the needs of the society.

# EE Department's Vision, Mission and Objectives

**Vision**
To become internationally recognized for graduating electrical engineers proficient in putting theory into practice and capable of succeeding in advanced research and studies for the benefit of the society.

**Mission**
To provide graduates with distinguished engineering knowledge, professional and engineering problem solving skills and be engaged in research and experiential work for the benefit of community

**Objectives**
The Electrical Engineering Program in Majmaah University prepares students to have strong foundation in mathematical, scientific and engineering sciences who are able to:
1- Demonstrate technical competence in identifying, formulating, analyzing and solving engineering problems
2- Demonstrate the professional skills necessary to lead their professional discipline and have the lifelong learning skills to adapt to rapidly changing technologies
3- Pursue higher learning in the field of engineering and multidisciplinary areas to emerge as successful researchers, entrepreneurs, experts and educators
4- Practice and inspire high ethical and professional standards

The mission of the University and College focuses on the education and research for the benefits of the society. The EE program fulfil the mission of the institute by providing an educational program that is based on providing graduates with the knowledge and professional and research skills.

Methods of delivery of program are based on the teaching strategies, assessment method used and analysis of results. Mainly, lectures, projects, labs, senior designs and summer training (Engineering practice) are major methods to deliver the program. Also, assignments, E-learning (D2L) and scientific visits to factories and industry companies can be used for the same purpose.

# Department Committees:

| N | Committee | Shortcut | Responsibilities | Coordinator | Members |
|---|-----------|----------|------------------|-------------|---------|
| 1 | Academic Accreditation Committee | AAC | - Supervising the quality process in the department.<br>- Preparing SSR for accreditation | Dr. Abdullah Almuhaisen | Dr. Abdel-Rahman Al-Qawasmi<br>Dr. Abdullah Al-Ahmadi<br>Dr. Praveen |
| 2 | Assessment and Evaluation Committee | AEC | Provide feedback based on collected and analyzed data to improve the effectiveness of the EE program. | Dr. Muhamed Ouda | Dr. Abdullah Al-Ahmadi<br>Eng. Mohammad Humran<br>Eng. Badr Al Harbi |
| 3 | Bridging Program | BP | Administration of the bridging program | Dr. Abdel-Rahman Al-Qawasmi | --- |
| 4 | Department Service Committee | DSC | - Department Annual Report<br>- Supporting Department activities<br>- Administrative Communication | Dr. Yazeed Qasaymeh | Eng. Hussam Habibeh<br>Eng. Muhammad Humran Khan |
| 5 | Documentation and Archiving Committee | DAC | - Identification of required data<br>- Data Collection<br>- Data processing and preparation with statistical analysis<br>- Archiving and database management<br>- Unifying documents and forms in the department<br>- Recording all activities in the department | Eng. Muhammad Humran Khan | Eng. Mohammad Abdul Baseer |
| 6 | Engineering Practice Committee | EPC | Supervise the summer training seminar and reports | Dr. Fathi Khallel | Dr. Ahmed Galal Abo-Khalil<br>Eng. Faisal Al Harbi |
| 7 | Follow Up Committee | FUC | Follow up with department activities | Dr. Fathi Khallel | --- |
| 8 | Graduate Program Committee | GPC | Establishing and Developing Graduate Programs. | Dr. El Manaa Barhoumi | Dr. Ahamed Abokhalil<br>Dr. Abdulrahman Alqawasmi |
| 9 | Interviewing Committee | IC | Reviewing Applicant's documentation | Dr. Abdullah Almuhaisen | Dr. Abdel Rahman Al-Qawasmi<br>Dr. Ahmed Galal Abo-Khalil |
| 10 | Lab Developments Committee | LDC | - Developing EE labs.<br>- Operation, Maintenance and Safety of Labs | Dr. Muhamad Zubair | Eng. Talha Yazdani<br>Eng. Mohammad Abdul Baseer |
| 11 | Quality Committee | QC | - Dissemination of quality culture.<br>- Improving academic performance in accordance with Faculty and University strategic plans.<br>- Supporting the EE program to achieve | Dr. Abdullah Al-Ahmadi | Dr. Praveen<br>Dr. Yazeed Qasaymeh<br>Eng. Ahamd AlTwejari |

| | | | | | |
|---|---|---|---|---|---|
| | | | national (NCAAA) and international program accreditation. | | |
| 12 | Research & Community Services Committee | RSCC | - To enhance the educational activities and to support the researchers.<br>- To adopt initiatives that support society needs. | Dr. Youcef Berrouche | Dr. Ahmed Galal Abo-Khalil<br>Eng. Mohammad Abdul Baseer<br>Eng. Talha Yazdani |
| 13 | Scheduling Program Committee | SPC | - Planning Course Scheduling<br>- Major Exams Coordination | Dr. Ahmed Galal Abo-Khalil | Dr. Abdullah Al-Ahmadi<br>Eng. Talha Yazdan |
| 14 | Senior Design Committee | SDC | Coordinator for all senior project activates | Dr. Ahmad Bilal | -- |
| 15 | Strategic Planning & Steering Committee | SPSC | - Proposing a strategic plan for the department.<br>- Proposing operational plans for the strategic plan.<br>- To provide direction and counsel to the EE department. | Dr. Abdullah Almuhaisen | Dr. Abdulrahman Alqawasmi<br>Dr. Ahamed Abokhalil |
| 16 | Teaching Quality Assurance Committee | TQAC | To provide a comprehensive framework for the enhancement and evaluation of the teaching, learning quality and assessment process in the EE department | Dr. Muhamed Ouda | Dr. Praveen<br>Dr. Muhamad Zubair<br>Eng. Mohammad Abdul Baseer |
| 17 | Undergraduate Coordination & Support Committee | UCSC | - Academic Advising<br>- Monitoring undergraduate student progress<br>- Undergraduate student petitions<br>- Support student's education learning | Dr. Ahmed Galal Abo-Khalil | Eng. Mohammad Abdul Baseer |
| 18 | Undergraduate Program Committee | UPC | - Supervising all aspects of program development and delivery.<br>- Development of undergraduate programs and structure. | Dr. Abdel Rahman Al-Qawasmi | Dr. El Manaa Barhoumi<br>Dr. Ahmed Galal Abo-Khalil<br>Eng. Muhammad Humran Khan<br>Eng. Bandar Alzufairi |
| 19 | Undergraduate Research & Assistance Committee | URAC | - Support student research in elective courses, senior design and micro projects.<br>- Induction, seminars and training courses for student | Dr. Praveen | Dr. Ahmed Galal Abo-Khalil<br>Dr. Youcef Berrouche<br>Eng. Talha Yazdani<br>Eng. Mohammad Abdul Baseer |
| 20 | Web Administration Committee | WAC | - Administration of EE websites and virtual server.<br>- Encourage faculty website development for learning. | Eng. Hussam Habibeh | Eng. Muhammad Humran Khan |

# Matrix of Initiatives and Performance Indicators for EE program

**Goal 1: Building of competition capabilities of students according to the market needs and knowledge society.**

Sub-Goals (1): Improving the internal and external efficiency levels of colleges

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Expand the acceptance opportunities in undergraduate EE program | Students' enrollment rate in the program (Total, Net, New) | ✓ | ✓ | ✓ | ✓ | • Undergraduate Coordination & Support Committee<br>• Undergraduate Program Committee |
| Development of admission standards of students | General students' assessment of courses quality | ✓ | ✓ | ✓ | ✓ | Undergraduate Coordination & Support Committee |
| Improving the overall satisfaction rate of students for courses | | ✓ | ✓ | ✓ | ✓ | Undergraduate Program Committee |
| Development of study plans | 1. Percentage of Students that entered the programs and had completed the first year<br>2. Percentage of Students that entered the undergraduate program and completed the program in minimum of a time | | ✓ | | | Undergraduate Program Committee |

Sub-Goals (2): Restructuring scientific disciplines according to market and society needs

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Restructuring some disciplines according to the needs of local and national community | Percentage of disciplines that have been restructured and improved to the number of programs those need to be restructured | ✓ | ✓ | ✓ | | • Undergraduate Program Committee<br>• Research & Community Services Committee |
| Follow-up the affairs of the college's alumni and communicate with them to develop of academic programs | 1. Percentage of Hired graduates who finished bachelor program or enrolled in graduate programs within six months of graduation<br>2. Stakeholders level satisfaction for graduates and their skills. | ✓ | ✓ | ✓ | ✓ | • Undergraduate Program Committee<br>• Research & Community Services Committee |

Sub-Goals (3): Providing students with job skills and Entrepreneurship

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Implementation of programs for entrepreneurship and student innovation projects | Number of initiatives and annual programs for the acquisition of student employment skills and entrepreneurship | ✓ | ✓ | ✓ | ✓ | • Undergraduate Research & Assistance Committee<br>• Senior Design Committee<br>• Lab Developments Committee |
| Providing training opportunities for students | Number of training opportunities have been introduced to students comparing to the total number of students got trained. | ✓ | ✓ | ✓ | ✓ | Engineering Practice Committee |
| Development of summer training skills | Percentage of students got B and more like a final mark in training | | ✓ | | ✓ | Engineering Practice Committee |

Sub-Goals (4): Improvement of academic advising system

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Activating the role of Student Counseling in EE | 1- Students evaluation for Academic and professional advising<br>2- Percentage of students that received academic services to the overall number of students'. | ✓ | ✓ | ✓ | ✓ | Undergraduate Coordination & Support Committee |

Sub-Goals (5): Diversifying the sources of learning

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Developing strategies and teaching methods | Level of students' satisfaction with teaching strategies, learning and assessment. | ✓ | ✓ | ✓ | ✓ | Teaching Quality Assurance Committee |
| Development of students' evaluation system | | ✓ | ✓ | ✓ | ✓ | Teaching Quality Assurance Committee |
| Development of faculty members' skills in the areas of measurement and evaluation | | ✓ | ✓ | ✓ | ✓ | Teaching Quality Assurance Committee |

Sub-Goals (6): Moving up to students' activities and services levels

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Providing quality support services for students | 1- Level of students' satisfaction with services provided by EE. 2- Percentage of students participated in activities to the total number of student | ✓ | ✓ | ✓ | ✓ | Undergraduate Coordination & Support Committee |

**Goal 2: Upgrading the skills and capabilities of academic and administrative staff.**

Sub-Goals (1): Attracting various personnel of faculty members and maintain

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Improving the appropriate of faculty member's disciplines with courses and administrative work | 1-The overall rate of students to faculty members 2- The rate of the number of students to faculty members by specialties | ✓ | ✓ | ✓ | ✓ | Interviewing Committee |
| Improving the academic job rates of Saudi citizens | 3- Teaching staff members contracted rate | ✓ | ✓ | ✓ | ✓ | Interviewing Committee |

Sub-Goals (2): Improvement of the professional development system for faculty members[*]

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| The sustainability of professional development for faculty members | 1- The number of worksheets and reports presented at conferences over the past year to the number of full-time faculty teaching members. | ✓ | ✓ | ✓ | ✓ | Training and Development Unit/VD of Quality and Development |
| Reviewing and raising evaluation and development plans of academic programs at the college | 2- Percentage of faculty members participated in professional development activities over the past year 3- Rate of faculty members that received training in modern teaching strategies that enhances teaching and learning. | ✓ | ✓ | ✓ | ✓ | Excellence in teaching and learning Unit/VD of Academic Affairs Training and Development Unit/VD of Quality and Development |

**\* This is a college level sub-goal and to be followed by the quality unit.**

**Goal 5: - Meet the quality requirements and preparing for institutional and program accreditations**

Sub-Goals (1): Development of quality Assurance system in accordance with a Systematic Model

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Periodic evaluation of Quality system run the program | 1- Satisfaction level of beneficiaries - students, graduates, employers and employment parties for a quality took system 2-Percentage of programs and units that are being internally and externally benchmarked in quality activities. | | ✓ | | ✓ | Quality Committee |
| Activation of committees of quality academic programs | The effectiveness of improvements plans | ✓ | ✓ | ✓ | ✓ | Strategic planning and steering committee |
| Activating authentication system | The effectiveness of Quality Center in saving documents and evidence and the way of their documenting and organizing | ✓ | ✓ | ✓ | ✓ | Documentation and Archiving Committee |

Sub-Goals (2): Preparing educational programs for accreditation

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Periodic evaluation of academic program | Percentage of courses that evaluated by students during the year | ✓ | | ✓ | | Academic Accreditation Committee |
| Quality Assurance of the reports and specifications of program and courses | | ✓ | ✓ | ✓ | ✓ | Quality Committee |
| Quality Assurance of learning outcomes for the academic program | | ✓ | ✓ | ✓ | ✓ | Quality Committee |
| Activation of the independent evaluation of the academic program | Percentage of advisory boards activation for academic programs | ✓ | | ✓ | | Academic Accreditation Committee |
| Performing meetings with the advisory boards of the EE program | | ✓ | ✓ | ✓ | ✓ | Coordinator of the EE program |
| Performance Indicators measurement and benchmarking for Academic Program | Number of academic programs that accredited by ABET | ✓ | ✓ | ✓ | ✓ | Academic Accreditation Committee |
| Quality assurance of courses File | | ✓ | ✓ | ✓ | ✓ | Quality Committee |
| To be accredited by ABET | | | | ✓ | ✓ | Academic Accreditation committee |

Sub-Goals (3): Distribution of quality institutional education for University members**

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |

| Preparation and implementation of training programs, workshops and seminars in the field of quality and academic accreditation | 1- Percentage of faculty members that trained in quality areas 2- Rate of faculty members that participated in quality events and activities in the college | ✓ | ✓ | ✓ | ✓ | Training and Development Unit/VD of Quality and Development |
|---|---|---|---|---|---|---|
| Preparation for the University Director Excellence Award | | ✓ | ✓ | ✓ | ✓ | VD of Quality and Development |

**\* \*This is a college level sub-goal and to be followed by the quality unit.**

**Goal 6: Upgrading the quality value of scientific research and innovation regarding development priorities.**

Sub-Goals (1): Improvement quality and quantity of scientific research

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Focusing on applied research in the fields of engineering | Average of reviewed papers published in Scientific and technological fields | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |
| Development of a program to improve the scientific productivity | Number of publications in reviewed scientific journals in the past year to the overall number of full-time faculty members Number of reference citations to the overall number of full-time faculty | | ✓ | | ✓ | Research and Community service committee |
| Encouraging faculty members to participate in funded research, locally and internationally | Percentage full-time faculty members that published at least one paper in the past year. | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |

Sub-Goals (2): Discovering and nurturing talented and support innovation and patents

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Developing the awareness of students and faculty members to intellectual property rights and registration procedures | 1- Patents Rate 2- Number of students' research 3- Number of innovations registered by faculty members. | | ✓ | | ✓ | • Research and Community service committee • Undergraduate Research & Assistance Committee |

Sub-Goals (3): Directing the scientific research by development priorities and environmental researchers

| Initiative | Performance Indicators | Academic Year | The entity responsible |
|---|---|---|---|

| | | 37 | 38 | 39 | 40 | |
|---|---|---|---|---|---|---|
| Support and motivate Multi-disciplinary research projects | The number of joint research projects with community organizations | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |
| Direct support towards the development of research | 1. Percentage of environment articles to the total number of annual articles<br>2. Number of research participated | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |

Sub-Goals (4): Reviewing of the scientific research and publication and enhancing its ethics

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Organizing some courses for faculty members about the local and international publishing | Level of satisfaction of faculty members about transparency and fairness of scientific research practice | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |
| The development of evidence, scientific research and publishing in EE program | The availability of regulatory guides of scientific research ethics rules and its regulations | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |

Sub-Goals (6): The diversity of scientific research sources

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Motivate of faculty members to participate and submit funded scientific research by the University, the Kingdom and international | 1- Number of funded projects internally comparing to the total number of scientifically proposed projects<br>2- Number of projects funded by King Abdul-Aziz research centers<br>3- Number of projects funded by external research resources.<br>4- The total income of funded research projects. | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |

**Goal 7: Strengthening the responsibility and community participation**

Sub-Goals (1): Improving of continuous educational programs in the light of the society needs***

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| The implementation of programs of continuing education by the needs of the community | 1- Increasing percentage of registered students in continuous learning programs<br>2- level of students' satisfaction with continuous learning programs | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |

**\*\*\*This is a college level sub-goal and to be followed by the Research and Community service committee.**

Sub-Goals (2): Activation of social partnership with non-profit and government and private sectors.

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Providing engineering and technical consulting | Number of annual programs of partnership and cooperation with society and private sectors | ✓ | ✓ | ✓ | ✓ | Research and Community service committee |
| Organizing workshops, courses, and lectures engineering community | Number of consulting and services submitted to the local community and business sector | | ✓ | | ✓ | Research and Community service committee |

Sub-Goals (3): Promote a culture of volunteering for students and university members[****]

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Accomplish volunteer activities for students and faculty members | Number of educational programs presented to the total number of departments | ✓ | ✓ | ✓ | ✓ | Undergraduate Coordination & Support Committee |

**\*\*\*\*This is a college level sub-goal and to be followed by the Research and Community service committee.**

Sub-Goals (4): Improving of continuous educational programs in the light of the society needs

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
|---|---|---|---|---|---|---|
| | | 37 | 38 | 39 | 40 | |
| Organizing of a student award in volunteer work | 1-Percentage of faculty members participated in social programs and activities.<br>2- Percentage of students participated in volunteer and social activities. | ✓ | ✓ | ✓ | ✓ | Undergraduate Coordination & Support Committee |

Sub-Goals (5): Merging the sustainable development of educational programs and research projects

| Initiative | Performance Indicators | Academic Year | | | | The entity responsible |
| --- | --- | --- | --- | --- | --- | --- |
| | | 37 | 38 | 39 | 40 | |
| Developing academic programs regarding sustainable development issues | 1- Number of research and research projects that serve the sustainable development issues of the environment<br>2- The proportion of courses in academic programs concerned with sustainable development issues | | | ✓ | | Undergraduate Program Committee |

## Performance Indicators:

| N | KPI | Actual | Target |
| --- | --- | --- | --- |
| 1. | Students' enrollment rate in the program (Total, Net, New) | | |
| 2. | General students' assessment of courses quality | | |
| 3. | Percentage of Students that entered the programs and had completed the first year | | |
| 4. | Percentage of Students that entered the undergraduate program and completed the program in minimum of a time | | |
| 5. | Percentage of disciplines that have been restructured and improved to the number of programs those need to be restructured | | |
| 6. | Percentage of Hired graduates who finished bachelor program or enrolled in graduate programs within six months of graduation | | |
| 7. | Stakeholders level satisfaction for graduates and their skills. | | |
| 8. | Number of initiatives and annual programs for the acquisition of student employment skills and entrepreneurship | | |
| 9. | Number of training opportunities have been introduced to students comparing to the total number of students got trained. | | |
| 10 | Percentage of students got B and more like a final mark in training | | |
| 11 | Students evaluation for Academic and professional advising | | |
| 12 | Percentage of students that received academic services to the overall number of students'. | | |
| 13 | Level of students' satisfaction with teaching strategies, learning and assessment. | | |
| 14 | Level of students' satisfaction with services provided by EE. | | |
| 15 | Percentage of students participated in activities to the total number of student | | |
| 16 | The overall rate of students to faculty members | | |

| | | | |
|---|---|---|---|
| 17 | The rate of the number of students to faculty members by specialties | | |
| 18 | Teaching staff members contracted rate | | |
| 19 | The number of worksheets and reports presented at conferences over the past year to the number of full-time faculty teaching members. | | |
| 20 | Percentage of faculty members participated in professional development activities over the past year | | |
| 21 | Rate of faculty members that received training in modern teaching strategies that enhances teaching and learning. | | |
| 22 | Satisfaction level of beneficiaries - students, graduates, employers and employment parties for a quality took system | | |
| 23 | Percentage of programs and units that are being internally and externally benchmarked in quality activities. | | |
| 24 | The effectiveness of improvements plans | | |
| 25 | The effectiveness of Quality Center in saving documents and evidence and the way of their documenting and organizing | | |
| 26 | Percentage of courses that evaluated by students during the year | | |
| 27 | Percentage of advisory boards activation for academic program | | |
| 28 | Number of academic programs that accredited by ABET | | |
| 29 | Percentage of faculty members that trained in quality areas | | |
| 30 | Rate of faculty members that participated in quality events and activities in the college | | |
| 31 | Average of reviewed papers published in Scientific and technological fields | | |
| 32 | Number of publications in reviewed scientific journals in the past year to the overall number of full-time faculty members Number of reference citations to the overall number of full-time faculty | | |
| 33 | Percentage full-time faculty members that published at least one paper in the past year. | | |
| 34 | Patents Rate | | |
| 35 | Number of students' research | | |
| 36 | Number of innovations registered by faculty members. | | |
| 37 | The number of joint research projects with community organization | | |
| 38 | Percentage of environment articles to the total number of annual articles | | |
| 39 | Number of research participated | | |
| 40 | Level of satisfaction of faculty members about transparency and fairness of scientific research practice | | |
| 41 | The availability of regulatory guides of scientific research ethics rules and its regulations | | |
| 42 | Number of funded projects internally comparing to the total number of scientifically proposed projects | | |

| | | | |
|---|---|---|---|
| 43 | Number of projects funded by King Abdul-Aziz research centers | | |
| 44 | Number of projects funded by external research resources. | | |
| 45 | The total income of funded research projects. | | |
| 46 | Increasing percentage of registered students in continuous learning programs | | |
| 47 | level of students' satisfaction with continuous learning programs | | |
| 48 | Number of annual programs of partnership and cooperation with society and private sectors | | |
| 49 | Number of consulting and services submitted to the local community and business sector | | |
| 50 | Number of educational programs presented to the total number of departments | | |
| 51 | Percentage of faculty members participated in social programs and activities. | | |
| 52 | Percentage of students participated in volunteer and social activities. | | |
| 53 | Number of research and research projects that serve the sustainable development issues of the environment | | |
| 54 | The proportion of courses in academic programs concerned with sustainable development issues | | |

## Operational Plan of EE for 2015-2016

IMPORTANT NOTES:
1- By ending of each activity (Workshops, lectures, training courses, photos, etc.), a full report should be written that will consist of attendance sheets, results of questionnaire, Program of activity, results and recommendations
2- The cooperation between committees to achieve common activities should be maintained through the HOD.
3- Every committee should have its own detailed operational plan including initiatives and activities from the EE department and regular (main) activities
4- Distribution in activities of any documents, brochures, regulations or any related documents should be approved first by EE department.
5- Regular work of committees is to be repeated for every semester. Other activities such as workshops, presentations, lectures, meeting should be early specified by time, place and needed support.

### Academic Accreditation Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | To be accredited by ABET | Completing writing Draft ABET SSR | W2/FS | W3/FS |
| | | Completing Final ABET SSR | W3/FS | W6/FS |
| 2 | Performance Indicators measurement and benchmarking for Academic Program | Determining the EE KPIs and benchmarking | W11/FS | W11/FS |

| 3 | Improvement of administrative and quality work in the department | Organizing a workshop "EE ABET accreditation: ABET SSR" | W14/FS | W15/FS |
| | | Organizing a workshop "EE ABET accreditation: How to meet ABET reviewing Committee | W6/SS | W7/SS |
| 4 | Periodic evaluation of academic program | Internal Reviewing of EE program | W10/SS | W12/SS |
| | Activation of the independent evaluation of the academic program | Evaluate EE program by independent committee | W12/SS | W14/SS |
| 5 | Activation of Advisory board of E program | Performing meetings with the advisory boards of the EE program | W11/FS | W12/FS |
| | | Performing meetings with the advisory boards of the EE program | W11/SS | W11/SS |

## Assessment and Evaluation Committee

| N | Initiatives | Activities | Implementation Period | |
| | | | From | to |
| 1 | Improving the quality work in the department | Assessment and evaluation of all reports and surveys provided by units and committees | W1/FS | W16/SS |
| | | Analyzing Annual Program Report | W0/FS | W4/FS |
| | | Analyzing Program Surveys (Course, program and experience) | W0/FS | W4/FS |
| | | Analyzing Program Surveys (Course, program and experience) | W0/SS | W1/SS |
| | | Analyzing the Experience Field Report | | |
| 2 | Enhancing the quality of exams | Evaluation of Final exams | W0/FS | W4/FS |
| | | Evaluation of Final exams | W0/SS | W1/SS |
| | | A workshop: "How to choose the suitable assessment method based on the course contents" | W6/SS | W7/SS |
| 3 | Development of faculty members' skills in the areas of assessment and evaluation | A workshop "assessment and evaluation skills" | W11/SS | W12/SS |

## Bridging Program

| N | Initiatives | Activities | Implementation Period | |
| | | | From | to |
| 1 | Continue the Bridging Program with the required standard. Investigate what EE program can provide for the community | Investigate projects that support community | W1/FS | W6/SS |
| | | Modification of regulation equivalency of courses | W12/SS | W13/SS |
| | | Making a meeting with new students | W1/FS | W3/FS |

## Department Service Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Making reaching of regulations and guidelines more available and flexible for students and faculty members | Inform faculty members about regulations and guidelines | W1 /FS | W2/ FS |
| | | | W1/SS | W2/SS |
| | | Inform new students about regulations and guidelines | W1 FS | W1 SS |
| | | Inform new students about regulations and guidelines | W1/ SS | W1 /SS |
| 2 | Follow-up the affairs of the college's alumni and communicate with them to develop of academic programs | Collecting addresses of work and make a communication with graduates | W1/FS | W1/SS |
| | | To prepare a report about Alumni feedback and development suggestion | | |
| 3 | Enhancing the flexibility of work in EE departments | Supporting EE activities | W1FS | W6FS |
| | | Preparing the EE annual report | W15/SS | W16/SS |

## Documentation and Archiving Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Activating authentication system | Identification of EE data needed | W1/FS | W3/FS |
| | | Data Collection | W1/FS | W16/SS |
| | | Data processing and preparation with statistical analysis | W1/FS | W16/SS |
| | | Archiving and database management | W1/FS | W16/SS |
| | | Unifying documents and forms in the department | W1/FS | W16/SS |
| | | Recording all activities in the department | W1/FS | W16/SS |

## Engineering Practice Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Enhancing student' skills through training, Labs and workshops. | A workshop "Engineering Practice importance and Regulations" | W3/SS | W3/SS |
| 2 | Providing training opportunities for students | Providing students with regulations, forms and training opportunities | W6/SS | W10/SS |

| | | Organizing a meeting with students to discuss the training summer regulations | W10/SS | W11/SS |
|---|---|---|---|---|
| 3 | Development of summer training skills | Following-up the training process in summer | W15/SS | W16/SS |
| | | Make a survey for s students satisfactions about training summer | W5/FS | W6/SS |

## Follow Up Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Follow up with department activities | follow-up the EE operational plan | W1/FS | W17/SS |
| | | follow-up other activities to the operational during the academic year | W1/FS | W17/SS |

## Graduate Program Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Establishing Master Degree Program in Electrical Engineering | A presentation: "Master Degree in EE: Importance and capabilities" | W5/SS | W6/SS |
| | | Proposing a graduate program | W8/SS | W9/SS |
| | | | W11/SS | W12/SS |

## Interviewing Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Increase number of Associate Prof and Professor. | Studying more applicants 'documentation | W1/FS | W15/SS |
| | | | W1 SS | W14SS |
| 2 | Improving the appropriate of faculty member's disciplines with courses and administrative work | Preparing an analysis report about the faculty member's disciplines with courses and administrative work | W9/FS | W10/FS |
| 3 | Improving the academic job rates of Saudi citizens | Studying more applicants 'documentation of Saudi citizens | W1/FS | W15/SS |

## Lab Developments Committee

| N | Initiatives | Activities | Implementation Period |
|---|---|---|---|

| | | | From | to |
|---|---|---|---|---|
| 1 | Enhancing the performance of Technicians regarding lab's courses | Participating of technician in special programs to enhance their practical performance | W1/SS | W2/SS |
| | | Creating a procedure to organize work of technicians and to define their main responsibilities | W1/FS | W2/FS |
| | | Organizing a presentation "Development of EE Labs" | W6/FS | W6/SS |
| 2 | Meeting safety and occupational environment of Labs | Lab conditions in EE from the OHSAS 18001 point of view | W2/FS | W4/FS |

## Quality Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Educational sessions about Quality in Education | Preparing a brochure or short handbook including main quality information needed for faculty members | W8/FS | W9/FS |
| | | Organizing A lecture "Why we need to be accredited?" | W8/SS | W9/SS |
| | | Request to publish the rules and regulation on the EE website | W3/FS | W5/FS |
| 2 | Analyzing the internal feedback from Quality Deanship (internal reviewing process) and suggest an action plan | Organizing special meetings to analyze the internal feedback and writing a report and suggest action plan | W10/FS | W11/FS |
| | | Making biannual meeting with committee's coordinators to share information and determining quality work and needs of QC | W12/FS | W13/FS |
| | | Making biannual meeting with committee's coordinators to share information and determining quality work and needs of QC | W12/SS | W13/SS |
| 3 | Periodic evaluation of Quality system run the program | Preparing a report regarding satisfaction level of beneficiaries | W6/FS | W8/FS |
| | Periodic evaluation of Quality system run the program | Internally evaluation of EE program | W6/SS | W9/SS |
| 4 | Quality assurance of courses File | Follow-up Course portfolio | W0/FS | W3/FS |
| | | Follow-up Course portfolio | W1/SS | W3/SS |
| 5 | Quality Assurance of learning outcomes for the academic program | To follow the indirect and direct assessment of CLOs | W1/FS | W16/FS |
| | | To follow the indirect and direct assessment of CLOs | W1/SS | W16/SS |
| 6 | Quality Assurance of the reports and specifications of program and courses | Checking and evaluation of course specifications and reports of the program | W1/FS | W16/SS |

Commented [AA1]:

## Research & Community Services Committee

| N | Initiatives | Activities | Implementation Period | |
|---|-------------|-----------|:---:|:---:|
| | | | From | to |
| 1 | Establish Research Center. | Preparing proposal | W1/FS | W14/FS |
| 2 | Organizing workshops about research methodology and how to write research papers | Organizing workshop "How to write a good paper". | W8/ FS | W9/FS |
| 3 | Organizing workshops and lectures about research national and international funded projects | Organizing a workshop "Important steps to be funded" | W8/ SS | W9/SS |
| 4 | Encouraging researchers to work with research that helps to improve the environment and society | Organizing a visit to industrial or social place to be familiar with their needs | W11/FS | W12/FS |
| 5 | Organizing conferences and scientific days | Preparing a proposal for organizing a scientific day | W5/SS | W6/SS |
| 6 | Restructuring some disciplines according to the needs of local and national community | Proposal "Courses for local and national community" | W5/FS | W7/SS |
| 7 | Development of a program to improve the scientific productivity | Proposing a program that will help in increasing the number research papers and publications. | W1/SS | W2/SS |
| 8 | Developing the awareness of students and faculty members to intellectual property rights and registration procedures | Preparing and publishing rights and registration procedures for faculty members and students | W12/SS | W13/SS |
| 9 | Support and motivate Multi-disciplinary research projects | Encouraging faculty members to work multidisciplinary with other programs by support them through cooperation with other research committees in the other programs | W7/FS | W7/FS |
| 10 | Motivate of faculty members to participate and submit funded scientific research by the University, the Kingdom and international | Periodically providing instructors with funded universities, centers and organizations and encourage them to participate. | W1/FS | W16/SS |
| 11 | Providing engineering and technical consulting | Providing consulting and training course for society | | |

## Scheduling Program Committee

| N | Initiatives | Activities | Implementation Period |
|---|-------------|-----------|:---:|

| | | | From | to |
|---|---|---|---|---|
| **1** | Scheduling Program and major Exams | Planning Course Scheduling | W1/FS | W2/FS |
| | | Planning Course Scheduling | W1/SS | W2/SS |
| | | Major Exams Coordination | W1/FS | W17/SS |

## Senior Design Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Enhancing student' skills through training, Labs and workshops. | Workshop on "Technical report writing" | W5/ FS | W6/ FS |
| 2 | Initiate a half year event for exhibition of Senior Design with presentations. | Workshop "Understanding the senior design process" | W3/SS | W4/SS |
| 3 | Implementation of programs for entrepreneurship and student innovation projects | Encouraging supervisors to propose innovated project | W1/FS | W1/SS |
| | | Participating in the college and university best innovation project competition | W12/SS | W13/SS |
| | | Discussing the innovated projects and putting a program for implementation | W4/FS | W4/SS |
| 4 | Enhancing the SDs quality | Evaluation of CLOs of Senior designs project | W16/FS | W17/FS |
| | | | W16/FS | W17/FS |

## Strategic Planning & Steering Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | To make the EE work more flexible and easy to follow | Preparing an EE operational Plans for 2016-2017 | W0/FS | W3/FS |
| | | Providing direction and counsel to the EE department | W1/FS | W16/SS |
| 2 | Follow-Up the improvement process in the EE departments. | Studying the reedbuck results, analysis and recommendations to make an action plan for improvement purposes. | W1/FS | W16/SS |

## Teaching Quality Assurance Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Developing strategies and teaching methods | A workshop "Teaching strategies and their effect on the performance of graduates" | W1/FS | W4/FS |
| | | Following and encouraging the progress of using D2L system | W0/FS | W0/SS |
| 2 | Encourage instructors to attend training on E-learning management system | Following and encouraging the progress of using D2L system | W0/FS | W0/SS |

## Undergraduate Coordination & Support Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Improving the Educational process to support the high ethical and professional standards | - A workshop "The importance of Engineering Ethics for your students " | W7/SS | W8/SS |
| | | Induction Day for the new students | W2/FS | W4/FS |
| | | Induction Day for the new students | W2/SS | W4/SS |
| 2 | Program to support unsurpassed students | Collecting data from instructors about unsurpassed students for support and solving their problems | W10/FS | W10/FS |
| 3 | Organizing lectures, scientific visiting's and workshop for students to enhance their skills and to improve their academic levels. | Jalajil substation visit | W4/FS | W5/FS |
| | | STC Visit | W11/FS | W12/FS |
| | | Workshop about "A preparation for Interviews and writing a CV" | W11/SS | W12/SS |
| | | Meeting with all EE students | W10/FS | W10/SS |
| 4 | Improve academic Advising | Workshop on Academic Advising "The importance of Academic Advising" | W4/FS | W5/FS |
| | | Supervising and following up the academic advising process in the first week | W1/FS | W1/SS |
| | | Preparing advising brochures and announcement s for students, inform students about regulations and guidelines and Proposing a template and appealing procedure | W1/FS | W1/SS |

| 5 | Expand the acceptance opportunities in undergraduate EE program | Organize an orientation day about the program and tracks. | W5/ FS | W5 /SS |
|---|---|---|---|---|
| 6 | Development of admission standards of students | Suggestion of new admission standards to be discussed at college level | W3/SS | W4/SS |
| 7 | Organizing of a student award in volunteer work | Writing a proposal about student award in volunteer work | W9/FS | W10/FS |

## Undergraduate Program Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Improving the EE program to meet high standards | Analyzing Course Reports and writing action plan | W1/SS | W2/SS |
| 2 | Improving the overall satisfaction rate of students for courses | Improving the EE curriculum based on the UPC operational plan | W2/FS | W15/SS |
| 3 | Development of study plans | Improving the EE curriculum based on the UPC operational plan | W2/FS | W15/SS |
| 4 | Developing academic programs regarding sustainable development issues | Considering the sustainable development issues in the development of EE curriculum. | W12/SS | W13/SS |

## Undergraduate Research & Assistance Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Enhancing student' skills through training, Labs and workshops. | Establishing EE club or (incubator) or an innovation group to support students to start their own projects. | W3/SS | W5/SS |
| | | Support participations of students in conferences Mainly (The seventh students conference organized by MOHE) | W3/FS | W4/FS |
| | | Announce a competition for best Micro-project | W5/FS | W6/FS |
| 2 | Educate students about the importance of research | Organizing a meeting with students and show explain them the importance of research in their life | W8/SS | FS/SS |
| | | Following the students research progress in the departments | W12/SS | SS/SS |
| 3 | Implementation of programs for entrepreneurship and student innovation projects | Writing a program for entrepreneurship and student innovation projects | W7/FS | W8/FS |

## Web Administration Committee

| N | Initiatives | Activities | Implementation Period | |
|---|---|---|---|---|
| | | | From | to |
| 1 | Improving the EE website | Checking all links, pages and contents of the EE webpage | W3/FS | W4/FS |
| | | Discussing the report actions and recommendations, needed information and material that should be updated with strategic committee. | W4/FS | W4/FS |
| | | Updating the EE website: Regulations, accreditation information, Faculty, board of advisors, EE program documents (Specifications, curriculum, reports). | W5/FS | W6/FS |
| | | All Courses (descriptions, specifications) Arabic (Links from Arabic webpage) and English should be in the EE website. | W5/FS | W6/FS |