



قسم الفيزياء  
Department of Physics

# Physics Department Committees Manual

1. Introduction.....	1
2. Structural organization of a committee .....	1
3. Meeting protocol and reporting.....	1
4. Committees and their tasks .....	3
4.1 Academic Advisory Committee .....	3
4.2 Accreditation and Quality committee .....	4
4.3 Alumni committee.....	4
4.4 Curriculum committee .....	5
4.5 Community Services Committee .....	5
4.6 Exit Exam committee.....	5
4.7 Field Training committee .....	6
4.8 Gifted and struggled students committee.....	6
4.9 Graduate Studies Committee .....	6
4.10 Laboratories Management Committee.....	7
4.11 Scientific Research Committee .....	8
Appendix A :Committee Annual Report .....	9

## 1. Introduction

This manual is a comprehensive guide designed to provide the department staff with the essential information needed to fulfil their roles effectively in the committees. This document is a reference for all committee-related actions.

A Committee is a group of staff members that are appointed for a specific task within the department. Each committee should have a clear mandate, including its objectives, scope, and responsibilities, to ensure that it operates effectively and serves the needs of the department. Overall, committees are an essential part of the department, helping to distribute workload, utilize specialized skills, and provide more focus and attention to specific matters. The goals of this manual are:

- 1) Define the objectives and scope of the committee.
- 2) Outline the structure and roles within the committee.
- 3) Explain the procedures for meetings and reporting.
- 4) Define the tasks and responsibilities of each committee.

## 2. Structural organization of a committee

A committee is directed by a chairperson to guide the process and a secretary to manage documents, minutes, and scheduling. Members are typically chosen for their expertise, interest, or representational needs concerning the committee's focus. The formation of the committee must be approved by the department council, and it usually lasts for one academic year and must be renewed every year. The committee must have members from female and male branches for coordination.

## 3. Meeting protocol and reporting

Each committee must meet at least twice per academic semester. In the first meeting a plan should be set up on how the assigned tasks will be achieved and the responsibility of each member in the committee. A meeting minute should be written by the committee secretary and acknowledged by the members. Moreover, by the end of the academic year, the chairperson should write an annual report including the achieved tasks, the tasks that are not achieved, difficulties that faced the committee, and suggestion according to the form attached in Appendix A. The program coordinator will collect all the committee's reports to be included in the program annual report.

Moreover, the accreditation and quality committee will conduct an evaluation survey on the committee's performance to identify strengths, areas for improvement, and enhance future operations.

#### 4. Committees and their tasks

There are 11 committees within the physics department , below is a detailed description of the tasks and responsibilities of each committee :

##### 4.1 Academic Advisory Committee

is a committee within department tasked with overseeing and guiding various academic matters including:

- Approving the admission of new students and transferring students according to the conditions approved by the department.
- Distribution of students to Academic consoler .
- Creating a database for all the department students, which includes the students' names - the university number - the mobile phone, and the mentor of
- Prepare the instructions for staff and students regarding academic advising.
- Prepare graduate students list and review their status at the beginning of the graduation semester.
- Supervising the registration, deletion, and addition
- Communicate with the educational affairs unit regarding registration and creating new sections if needed.
- Arrange an orientation day for the new students and get their feedback about the day.

##### **Tasks of the academic counsellor:**

- Helping students to properly plan in selecting the materials and urging them to adhere to the study plan.
- Follow-up of the additions and dropping of courses.
- Review the students 'schedules after the add and drop period ends and communicate with the students to ensure that they match the schedules they have.
- Preparing the proposed initial schedules for students for the following semester with the relevant form and submitting it to the committee chairperson.
- Make a list of students that are expected to graduate in the next semester and their need of courses.
- Provide the chairperson of the committee with any update of the student's status including the transfer or skipping the semester.

#### 4.2 Accreditation and Quality committee

is a committee within the department focused on ensuring and enhancing the quality of academic programs and overseeing the department's efforts to achieve and maintain accreditation from relevant accrediting bodies with the following tasks:

- Ensure that the program complies with all relevant standards and regulations.
- Raise awareness of quality assurance system among students and staff.
- Collaborate with various committees within the department to facilitate quality improvement.
- Repair the required reports for following up with accreditation (Abet and NCAA).
- Repair documents and required files for accreditation body for any program withing the department.
- Ensure that all necessary documentation and evidence is prepared and accessible for accreditation reviewers.
- Coordinate the preparation and facilitation of visits by accreditation bodies.
- Managing the feedback and recommendations provided by accreditation bodies.
- Develop and implement action plans in response to accreditation feedback.
- Follow up on course reports with coordinates.
- Review the recommendations in the course reports.
- Write a report about all suggested recommendations in the course reports and deliver it to the curriculum committee.
- Update the course specification after the approval form the department council.
- Organizing training sessions and workshops for staff and faculty to ensure understanding and engagement with accreditation and quality assurance processes.
- Coordinate with the program coordinate in filling the annual report.
- Conduct a survey on the performance of committees.

#### 4.3 Alumni committee

is a committee within the department that seeks to foster and maintain relationships between the department and its graduates with the following tasks:

- Creating and update the database for all the graduates of the department, which includes the names of the students – year of graduation - the mobile phone and email.
- Facilitate regular communication with alumni through emails, social media , and(what's up group) and other platforms to keep them informed about the program's activities, survey, and opportunities.
- Gather feedback from alumni on the effectiveness of alumni relations activities and programs.

#### 4.4 Curriculum committee

is a committee within the department responsible for the oversight, development, and review of academic courses and study plan with the following tasks:

- Review the report from the accreditation and quality committee regarding the recommendations collected from course reports and make sure that these recommendations will not affect any other courses or the study plan in general.
- submit a report about the changes needed to be implemented in course specifications to the department council for discussion and approval.
- Conduct the periodic review of the curriculum ( please refer to department quality assurance manual )
- Propose any new programs or tracks of the program.

#### 4.5Community Services Committee

is a committee within the department that is dedicated to promoting and organizing volunteer and service activities that benefit the larger community with the following tasks:

- Set up plan for all the community services activities including type of activity and timing of the activity ...etc.
- Establishing and maintaining partnerships with local organizations, businesses, and governmental entities.
- Organize community service events and initiatives.
- Coordinate logistics, materials, and volunteers for service events.
- Get feedback after each even for evaluation and improvement.

#### 4.6 Exit Exam committee

is a Committee responsible for overseeing the design and evaluation of exit exam with the following tasks:

- Prepare the exit exam and align it with the suitable program learning outcomes.

- Correct the exam and analyse the results.
- Submit a report to department council including the results, weakness, strengths, comparison with previous exams and recommendations that will help to improve the student's performance in the exit exam.

#### 4.7 Field Training committee

is a Committee within the department dedicated to the training field to ensure that students receive relevant, high-quality, real-world experience that complements their theoretical learning with the following tasks:

- Provide advice to students and staff regarding the training entities that collaborating with the department.
- Supervise the completion of the forms needed for training.
- Follow with the collage regarding partnerships with industries, organizations, or institutes to facilitate field training opportunities for students or participants.
- Collecting feedback from participants and training entities to evaluate the quality and impact of the field training.
- Collecting feedback from students for evaluation and improvement.
- Fill the training field annual report according to NCAAA forms.
- Assign two faculty members for the evaluation of the student's presentation about the field training.

#### 4.8 Gifted and struggled students committee

is a Committee focused on addressing the unique needs of both exceptionally talented and academically challenged students with the following tasks:

- Coordinate with the academic advisory committee for identifying the gifted and struggled students.
- Communicate with the students and conduct one to one meeting to discuss their challenges and needs.
- Develop a plan for everyone to help them achieve their needs.
- Follow up on the plan.

#### 4.9 Graduate Studies Committee

is a Committee responsible for overseeing matters related to postgraduate studies with the following tasks:

- Prepare an orientation day for new students.
- Prepare the admission tests for graduate programs in the department with the help of faculty members.



- Review the research proposal submitted by the faculty members for supervising thesis and submit recommendations about the proposals to the department council for approval.
- Review the defence thesis committee to make sure that it follows the university regulations.
- Review the request from thesis supervisor for changing the title of the thesis.
- Review the request regarding the thesis supervisors.
- Update the forms ( thesis proposal, change of thesis title, change of thesis supervisor...etc)
- Attending the induction meeting of the Vice-Dean for Graduate Studies and Scientific Research with postgraduate students.

#### 4.10 Laboratories Management Committee

is a Committee responsible for the oversight, maintenance, and enhancement of laboratory facilities with the following tasks :

- Create a file for the undergraduate department laboratories that includes the procedures and models and all that is related to the course inside the laboratory.
  - Ensure the safety and security procedures inside the laboratories.
  - Attend educational sessions on good behaviour during emergencies and disasters.
  - Prepare plans to develop and maintain devices and maintain them in cooperation with the competent authorities.
  - Raise maintenance requests and transfer the notables in charge of maintenance.
  - Prepare a quarterly agenda showing the maintenance work that has not been carried out and preparing the agenda in the summer period for maintenance work.
- Fill out the inventory and return forms and submit them to the college warehouse official.
- Receiving suppliers of orders for training on new devices in coordination with the college official.
  - Completion of procedures for destroying old and unfit for display.
  - Counting the annual restoration requests for the department's laboratories and submitting them to the concerned authority.

#### 4.11 Scientific Research Committee

is a Committee dedicated to fostering, overseeing, and enhancing research activities with the following tasks:

- organize scientific research groups in the department and monitor their implementation.
- Encourage faculty members and students to prepare scientific research, on the undergraduate and postgraduate levels, in topics compatible with the department's fields of research.
- Develop and update policies and guidelines related to research conduct, intellectual property rights, and ethics.
- Present a research plan for the department.
- Create and update a database of the local and international scientific output of faculty members, including publications, editorial board memberships, patents, awards, scientific partnerships, sponsored research projects, and entrepreneurship projects.
- Create and continually update a manual for King Abdulaziz University sponsored research.
- Follow up and review scientific agreements and partnerships with local and international universities and research centers.
- Provide a manual for staff about the research facilities available in the department and the university, related to physics research.
- Provide faculty members with information on any research fund opportunities, awards, and activities related to research.
- Assist and encourage the department's faculty members, especially those who are not active in research, to conduct research, publish in international journals, and participate in local and international conferences.
- Investigate the challenges facing faculty members and students in publishing scientific research.

## Appendix A :Committee Annual Report



### COMMITTEE ANNUAL REPORT TEMPLATE

Committee name: \_\_\_\_\_  
 Academic Year Covered by Report: \_\_\_\_\_  
 Date Report Submitted: \_\_\_\_\_  
 Report Submitted by, \_\_\_\_\_  
 Committee members: \_\_\_\_\_  
 Number of times committee met: \_\_\_\_\_

**A. SUMMARY OF ACHIAVED TASKS ( PLEASE REFER TO THE COMMITTEE MANUAL ):**

- 1-
- 2-

**B. SUMMARY OF TASKS THAT HASVE NOT BEEN ACHAIVED**

- 1)
- 2)

**C. BREIF DISCRIBITION OF THE REASONS ON WHY THE TAKS IN SECTION B HAVE NOT ACHAIVED**

**D. DIFFICULTES AND CHALANGES FACED THE COMMITTEE**

**E. RECOMMENDATIONS:**

## التقرير السنوي للجنة

اسم اللجنة:

العام الدراسي:

التاريخ:

اسم مقدم التقرير:

أسماء أعضاء اللجنة:

عدد اجتماعات اللجنة:

---

أ. لخص المهام المنجزة (يرجى الرجوع إلى دليل مهام اللجان  
للقسم):

-1

-2

ب. ملخص المهام التي لم يتم إنجازها

-1

-2

ج. وصف موجز للأسباب التي أدت إلى عدم تحقيق المهام الواردة  
في القسم ب

د. الصعوبات والتحديات التي واجهت اللجنة:

هـ. التوصيات:

## Approval Data

<b>Council / Committee</b>	Sixth meeting
<b>Reference No.</b>	four
<b>Date</b>	25-10-2023

## Approval of Updated Data

<b>Council / Committee</b>	
<b>Reference No.</b>	
<b>Date</b>	

