بسم الله الرحمن الرحيم

Kingdom of Saudi Arabia
King Abdulaziz University
Faculty of Science
Department of Statistics

Department of Statistics - Committee Guide

No.	Committee	Responsibilities	Chair	Contact Email
Development and Quality Unit				
1	Development and Quality Unit	Advisory Committee. Quality and Academic Accreditation Committee. Coordinator of the Evaluation and Quality Assurance of University Performance Program (EQUAP). Departmental Program Development Committee.	Prof. Farooq Alam	fmalam@kau.edu.sa
2	Academic Accreditation Division for Bachelor's and Diploma Programs	Develop and update program objectives, learning outcomes, graduate attributes, specifications, and alignment matrices; monitor the quality of courses and educational and administrative processes; and implement national and international accreditation standards in coordination with relevant bodies. Measure performance indicators, analyze surveys, and use findings for continuous improvement; prepare self-studies and annual reports, document evidence, promote a quality culture, and pursue and maintain accreditation.	Dr. Shafya Alhidairah	Salhidairah@kau.edu.sa
Educational Affairs Unit				
3	Class Scheduling Committee	Prepare class schedules and allocate courses in accordance with approved study plans, student numbers, and student and faculty preferences; verify teaching loads and submit schedules to the Department Council for approval. Coordinate classroom and laboratory bookings, update and	Prof. Farooq Alam	fmalam@kau.edu.sa

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		publish schedules, resolve conflicts and requests to increase section capacity, provide statistics, and prepare a documented annual report on additional teaching loads, part-time instructors, and committee achievements.		
4	Class Scheduling Division for Male Students	Prepare class schedules and allocate courses in accordance with approved study plans, student numbers, and student and faculty preferences; verify teaching loads and submit schedules to the Department Council for approval. Coordinate classroom and laboratory bookings, update and publish schedules, resolve conflicts and requests to increase section capacity, provide statistics, and prepare a documented annual report on additional teaching loads, part-time instructors, and committee achievements.	Dr. Abdulqader Daghistani	amadaghistani@kau.edu.sa
5	Class Scheduling Division for Female Students	Prepare class schedules and allocate courses in accordance with approved study plans, student numbers, and student and faculty preferences; verify teaching loads and submit schedules to the Department Council for approval. Coordinate classroom and laboratory bookings, update and publish schedules, resolve conflicts and requests to increase section capacity, provide statistics, and prepare a documented annual report on additional teaching loads, part-time instructors, and committee achievements.	Dr.Hadeel Kalktawi	hklakattawi@kau.edu.sa

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6	Examinations and Invigilation Committee	Prepare schedules for periodic and midterm examinations and final examinations in computer laboratories; coordinate room bookings, assign supervisors and invigilators, and prepare assignment letters and attendance records. Oversee bachelor's and graduate examinations, circulate schedules and instructions to department personnel and students, and coordinate electronic archiving of examination papers with the relevant committees.	Prof. Farooq Alam	fmalam@kau.edu.sa
7	Examinations and Invigilation Division for Female Students	Prepare schedules for periodic and midterm examinations and final examinations in computer laboratories; coordinate room bookings, assign supervisors and invigilators, and prepare assignment letters and attendance records. Oversee bachelor's and graduate examinations, circulate schedules and instructions to department personnel and students, and coordinate electronic archiving of examination papers with the relevant committees.	Dr. Hanan Alamoudi	hhalamoudi@kau.edu.sa
8	Exit Examination Committee	Identify program learning outcomes measurable through the exit examination; prepare the examination, review its questions, and update question banks in coordination with faculty members; and arrange training in question development. Analyze examination results and assess question quality; prepare semester reports on results, statistics, and committee activities for Department Council	Dr. Maryam Habadi	mhabadi@kau.edu.sa

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		approval; and undertake assigned duties.		
9	Alumni Training and Labor Market Committee	Create and update an alumni database, strengthen alumni engagement with the department, identify employment challenges, and assess alumni and employer satisfaction with the alignment of graduate skills and labor market requirements in coordination with the Faculty Alumni Unit. Organize meetings and training, professional, and community programs; draw on alumni expertise to improve training, support students and recent graduates, and guide them toward employment and postgraduate study opportunities.	Dr. Hanan Baqeel	hbaageel@kau.edu.sa
10	Entrepreneurship Coordinators Committee	Coordinate with the Faculty Entrepreneurship Unit to attract and nurture creative and innovative students, support the development of their ideas and research into products and ventures that meet labor market needs, and publicize training opportunities and innovation competitions. Create and update a database of student projects and promote them; connect innovative projects with investment companies where available; and prepare students to present their projects to these companies.	Dr. Shafya Alhidairah	Salhidairah@kau.edu.sa
11	Scientific Partnerships and Community Service Committee	Coordinate with the Faculty Scientific Partnerships and Community Service Unit to build effective partnerships and agreements with local and international bodies, develop sustainable initiatives, and provide applied statistical	Dr. Hanan Baqeel	hbaageel@kau.edu.sa



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		services that address community needs. Promote social responsibility and encourage department personnel and students to volunteer and participate in community service; record, approve, evaluate, and report on volunteer activities in coordination with relevant bodies.		
12	Training Courses and Research Seminars Committee	Organize and publicize training courses, workshops, and research seminars, prepare their schedules, and nominate faculty members to deliver lectures and scientific seminars. Create and update an electronic database of committee activities, submit a semester report to the Department Council, contribute to the Faculty annual report, and undertake assigned duties.	Dr. Ibtesam Alsaggaf	ialsaggaf@kau.edu.sa
13	Statistics Club Committee	Plan club activities, organize and publicize scientific competitions, form student teams, establish club membership procedures, and motivate and support student participation in coordination with relevant bodies. Document participant and winner information, publicize achievements, prepare recognition certificates, submit semester and annual reports, and contribute to the faculty annual report on student activities.	Dr. Sulafah Binhimd	shamad@kau.edu.sa
Department Personnel Affairs Unit				
14	Scholarship and Joint Supervision Affairs Committee	Review scholarship, extension, postponement, course withdrawal, and joint supervision requests in accordance with regulations; monitor scholarship recipients and outstanding requests. Update databases, individual	Dr. Dawlah Alsulami	dalsulami@kau.edu.sa

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		files, and annual reports; recommend solutions to difficulties; participate in relevant meetings; and undertake assigned duties.		
15	Social Affairs and Public Relations Committee	Organize department events and recognition ceremonies in coordination with Public Relations and relevant committees, support the student club, and complete arrangements for hosting external reviewers. Maintain the department's general appearance and nameplates, provide recognition certificates for outstanding students, submit a documented annual achievements report to the Department Council, and undertake assigned duties.	Prof. Aisha Fayomi	afayomi@kau.edu.sa
Planning and Follow-up Unit				
16	Strategic Planning Committee	Prepare and update departmental strategic and operational plans in alignment with Faculty, University, and national directions; develop the vision, mission, objectives, and initiatives with stakeholder participation and relevant committee coordination. Monitor implementation, performance indicators, and completion rates; manage risks and develop contingency plans; prepare evaluation, achievement, and SWOT analysis reports; and present a documented annual report to the Department Council.	Prof. Aisha Fayomi	afayomi@kau.edu.sa
17	Course File Monitoring Committee	Follow up on the receipt of bachelor's and graduate course outlines in the second week of each semester; verify their alignment with approved study plans and the completion and updating of course files in accordance with academic accreditation requirements.	Dr. Ibtesam Alsaggaf	ialsaggaf@kau.edu.sa

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		Review and electronically archive course files, prepare samples of student work for accreditation visits in coordination with relevant committees, and present a documented annual achievements report to the Department Council.		
Student Advising Unit				
18	Academic Advising Division for Male Bachelor's Students	Plan and deliver academic advising for students in departmental programs; explain study plans, regulations, rights, and responsibilities; monitor progress, registration, and schedules; support students experiencing academic difficulties; and identify expected graduates. Follow up on visiting student requests and course equivalencies with relevant bodies; standardize and update advising forms, document procedures, complete evaluation requirements, and prepare documented semester and annual reports, presenting the annual report to the Department Council.	Omar Al Harthi	oalharthi@kau.edu.sa
19	Academic Advising Division for Female Bachelor's Students	Plan and deliver academic advising for students in departmental programs; explain study plans, regulations, rights, and responsibilities; monitor progress, registration, and schedules; support students experiencing academic difficulties; and identify expected graduates. Follow up on visiting student requests and course equivalencies with relevant bodies; standardize and update	Dr. Mariam Mominkhan	mmominkhan@kau.edu.sa



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		advising forms, document procedures, complete evaluation requirements, and prepare documented semester and annual reports, presenting the annual report to the Department Council.		
20	Committee for Students Experiencing Academic Difficulties	Identify students experiencing academic difficulties in coordination with academic advisors, create a monitoring database, and hold documented meetings with students and course instructors to investigate causes, recommend improvements, and provide appropriate guidance. Submit recommendations and meeting minutes to the Department Council in coordination with relevant committees, present a documented annual achievements report to the Council, and undertake assigned duties.	Dr. Reem Al-Harbi	rsaalharbi@kau.edu.sa
Supporting Committees Unit				
21	Laboratories and Educational Equipment Committee for the Female Campus	Oversee the readiness of department laboratories and equipment and the quality of laboratory operations; implement accreditation and safety standards, document procedures, and organize laboratory use in coordination with relevant bodies. Prepare and monitor development and maintenance plans, identify faulty equipment and resource needs, arrange training on new equipment, submit requests and documented annual reports, and present committee achievements to the Department Council.	Dr. Lamis Alamoudi	lalamodi@kau.edu.sa

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22	Learning Resources Committee	Evaluate and develop learning resources, facilities, and equipment; identify reference, technology, staffing, and training needs; and coordinate their provision to support education and research and meet academic accreditation requirements. Measure user satisfaction, promote effective use of laboratories and learning resources, ensure safe-use instructions are available, and prepare documented periodic and annual reports, presenting committee achievements to the Department Council.	Dr. Aisha Ghazwani	ahghazwani@kau.edu.sa
Graduate Studies and Scientific Research Unit				
23	Scientific Research Committee	Develop and promote departmental research by establishing research groups and partnerships, supporting faculty and student projects, funding, and publication, organizing scientific participation and events, and publicizing funding opportunities and recognized journals. Update databases of research output and achievements, measure research performance indicators, identify publication challenges and training needs, incorporate research findings into graduate courses, and prepare documented semester reports in coordination with relevant bodies.	Dr. Amani Alghamdi	amaalghamdi@kau.edu.sa
24	Graduate Studies Committee	Manage graduate program affairs from admission and selection to graduation; monitor advising, registration, scheduling, examinations, supervision, and theses; and prepare guides and update student records in	Prof. Lutfiah Alturk	lturk@kau.edu.sa



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		coordination with relevant bodies. Monitor teaching and assessment quality and regulatory compliance, nominate proposal review and thesis examination committees, organize comprehensive examinations, complete evaluation and performance indicator requirements, and prepare semester and annual reports and improvement plans.		
25	Conference Classification Committee	Ensure the quality of scholarly participation by department personnel by evaluating and classifying conferences against approved criteria and verifying their credibility and relevance to the discipline.	Dr. Shafya Alhidairah	Salhidairah@kau.edu.sa
EQUAP Coordinators				
26	Bachelor's Program	Complete and electronically document EQUAP domains, practices, and indicators, and collect supporting evidence in coordination with department management and relevant committees. Complete annual report forms identifying strengths, weaknesses, and improvement plans; present the report to the Department Council; and undertake assigned duties.	Dr. Bothinah Altaf	baltaf@kau.edu.sa
	Master's Program		Dr. Amani Alghamdi	amaalghamdi@kau.edu.sa
	Doctoral Program		Prof. Lutfiah Alturk	lturk@kau.edu.sa