



# IT College-Level Committees

**FIT Committees 2016-2017**

**UNIVERSITY OF PETRA – COLLEGE OF INFORMATION  
TECHNOLOGY**

2016

**Approved by College Council Meeting 20161-2**

# IT College-Level Committees

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FIT Committees 2016-2017

## **ABSTRACT:**

The following document contains a list of College-Level Committees followed by a description of every committee. Committees must meet at least four times per semester and must submit the required minutes of meetings, and upload a copy of the signed minutes of meetings on the Moodle System.

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## Instructions and Procedures

- The committee coordinator has the full responsibility to hold the required meetings and to complete the minutes of meetings. Members who do not attend the regular committee meetings must be reported by the coordinator to the Dean.
- All minutes of meeting must be written in English using the attached template.
- Committees must meet at least four times per semester.
- All committee Minutes of Meetings must be uploaded on the Moodle LMS. A hard copy of the meeting minutes must be submitted to the Coordinator of the QA committee, and must be placed in a special folder at the QA Office.
- If a committee has issues that require action to be taken by the College Council, a request must be submitted to the Dean's Secretary along with a copy of the minutes of meeting with issues highlighted.
- Minutes of Meeting file must be uploaded to the online systems in two formats:
  - in MS Word format,
  - and scanned image in a PDF file (after being signed by committee members)
  - Name must follow the following format:
    - *MOM-committee name-YearSemester-Meetingnumber*
    - Example: MOM-QA-20161-2.doc

## List of Committees: 2016-2017

No	Committee Title	Committee Members	Title
1.	Faculty Appointment and Promotion Committee لجنة التعيين والترقية	<b>Dr. Ghassan Issa - Coordinator</b> Dr. Shakir Hussain Dr. Mohammad Abu-Arkoub Dr. Nesreen Otoum Dr. Hussein Al-Bahadili Dr. Nuha El-Khalili	Dean CIS – CNS Chair CS Chair SE Chair Senior Faculty Member Senior Faculty Member
2.	Quality Assurance Committee لجنة ضمان الجودة	<b>Dr. Nuha El-Khalili - Coordinator</b> Dr. Ghassan Issa Dr. Shakir Hussain Dr. Mohammad Abu-Arkoub Dr. Nesreen Otoum  Other Faculty members for QA Criteria	QA Officer Dean CIS – CNS Chair CS Chair SE Chair
3.	Scientific Research Committee لجنة البحث العلمي	<b>Dr. Hussein Al-Bahadili - Coordinator</b> Dr. Ghassan Issa Dr. Bassam Haddad Dr. Wael Hadi Dr. Kenza Meridji Dr. Ahmad Awwad	FIT Research Center Dean President Asst. Faculty Member Faculty Member
4.	Faculty Development Committee لجنة تطوير أعضاء الهيئة التدريسية	<b>Dr. Abdelraouf Ishtaiwi - Coordinator</b> Dr. Nawaf Ali Dr. Hadi AlSaadi Dr. Kenza Meridji Dr. Samer Khasawneh	Faculty Member Faculty Member Faculty Member Faculty Member Faculty Member
5.	Curriculum and Academic Programs Committee لجنة الخطط	<b>Dr. Moh Abu-Arkoub - Coordinator</b> Dr. Ghassan Issa Dr. Nuha El-Khalili Dr. Shakir Hussain Dr. Nesreen Otoum	CS Chair Dean QA Officer/Vice Dean CIS – CNS Chair SE Chair
6.	ABET Accreditation Committee لجنة الاعتماد المبركي	<b>Dr. Ghassan Issa - Coordinator</b> Dr. Nuha El-Khalili Dr. Shakir Hussain Dr. Mohammad Abu-Arkoub Dr. Nesreen Otoum	Dean QA Officer CIS – CNS Chair CS Chair SE Chair

7.	<b>Studies and Statistical Analysis Committee</b> لجنة الدراسات و الإحصاءات	<b>Dr. May Alnashashibi - Coordinator</b> Dr. Ghassan Issa Dr. Nuha El-Khalili Dr. Shakir Hussain Dr. Mohammad Abu-Arkoub Mr. Saif Abu-Aishah Mr. Mohammad Al Sheikh Hasan Dr. Wael Hadi	Faculty Member Dean QA Officer CIS – CNS Chair CS Chair Faculty Member Faculty Member Faculty Member
8.	<b>Library Committee</b> لجنة المكتبة	<b>Dr. Tatiana Balikhina – Coordinator</b> Dr. Hadi AlSaadi Dr. Ahmad Awwad Dr. Kenza Meridji	Faculty Member Faculty Member Faculty Member Faculty Member
9.	<b>Examination Committee</b> لجنة الامتحانات	<b>Mr. Saif Abuaisheh – Coordinator</b> Ms. Amal Abdalla Mrs. Suad Marie Mr. Mohammad Alqaysieh	Faculty Member Lab Supervisor Lab Supervisor Online Exams Supervisor
10.	<b>Course Submission Committee</b> لجنة تسليم ملف المادة	<b>Dr. Hadi AlSaadi - Coordinator</b> Mrs. Huda Saadeh Dr. Nawaf Ali Dr. Ahmad Awwad	Faculty Member Faculty Member Faculty Member Faculty Member
11.	<b>Teaching &amp; Learning Resources Committee</b> لجنة مصادر التعلم والتعليم والتعلم	Dr. Ghassan Issa - Coordinator Mrs. Huda Saadeh Mr. Abed Alkarim Banna Ms. Amal Abdalla Mr. Omar Al – Sayyed	Dean Faculty Member Faculty Member Lab Supervisor Technician – e-learning
12.	<b>Senior Project Committee</b> لجنة مشاريع التخرج	<b>Mr. Izzeddin Matar- Coordinator</b> Dr. Ghassan Issa Dr. Nesreen Otoum Mr. Abed Alkarim Banna Mr. Bashar Badran Mr. Saif Abu-Aishah Projects' Supervisors	Faculty Member Dean SE Chair Faculty Member TIC Coordinator Faculty Member
13.	<b>Field Training Committee</b> لجنة التدريب الميداني	<b>Dr. Nesreen Otoum – Coordinator</b> Dr. Mohammad Abu-Arkoub Dr. Shakir Course's Instructors	SE Chair CS Chair
14.	<b>Students' Activities &amp; Community Service Committee</b> لجنة الفعاليات الطلابية وخدمة المجتمع	<b>Dr. Wael Hadi– Coordinator</b> Dr. Nesreen Otoum Mr. AbdElkarim Al-banna Mr. Izzeddin Matar Mr. Bashar Badran Miss. Tharife Khuffash	Faculty Member SE Chair e-learning & Innovation e-learning & Innovation Innovation Director

15.	<b>Student Competency &amp; Performance Development Committee</b> لجنة امتحان الكفاءة الجامعية ورفع أداء الطلبة	<b>Dr. May Alnashashibi – Coordinator</b> Dr. Ghassan Issa Dr. Nuha El-Khalili Dr. Shakir Hussain Dr. Mohammad Abu-Arkoub Dr. Nesreen Otoum Mr. Saif Abu Aisha Mr. Ahmad Shtayyat	Faculty Member Dean QA Officer CIS-CNS Chair CS Chair SE Chair Faculty Member e-learning
16.	<b>Students Advising and Follow-up Committee</b> لجنة ارشاد ومتابعة الطلبة	<b>Dr. Shakir Hussain – Coordinator</b> Dr. Nesreen Otoum Dr. Abdelraouf Ishtaiwi Dr. Mohammad Abu-Arkoub Mr. Mohammad Al Sheikh Hasan Mr. Saif Abu-Aishah Ms. Amal Abdulla	CIS – CN Chair SE Chair Faculty Member CS Chair e-learning Faculty Member Lab Supervisor
17.	<b>Alumni and Graduating Students Committee</b> لجنة الطلبة الخريجين	<b>Dr. Nawaf Ali – Coordinator</b> Dr. Ali Maqousi Mr. Saif Abu-Aishah Miss. Tharife Khuffash	Faculty Member External Funding Office Faculty Member Faculty Member
18.	<b>University Website &amp; E-Learning Committee</b> لجنة التعلم الالكتروني وموقع الكلية	<b>Mr. Moh Sheikh Hasan - Coordinator</b> Dr. Ghassan Issa Mr. Abed Alkarim Banna Mr. Izzeddin Matar Mr. Saif Abu-Aishah Mrs. Abeer Al-Radideh Ahmad Shtayyat	e-learning Center Dean Faculty Member E-learning – Innovation Faculty Member Web Liaison officer e-learning Center
19.	<b>Systems Development and Statistical Data Committee</b> لجنة تطوير الأنظمة المحوسبة واستخراج البيانات الإحصائية	<b>Dr. Ghassan Issa - Coordinator</b> Dr. Nasir Al-Jamal Mr. Abed Alkarim Banna Dr. Wael Hadi Mr. Mohammad Al Sheikh Hasan Mr. Saif Abu Aisha	Dean Dean of Admission & Reg. Faculty Member Faculty Member Faculty Member Faculty Member
20.	<b>Social Committee</b> اللجنة الاجتماعية	<b>Mr. Moh Al Sheikh Hasan – Coordinator</b> Dr. Nesreen Otoum Mr. Mohammad Alqaysieh	e-learning SE Chair e-learning
21.	<b>College Promotion and Advertising Committee</b>	<b>Miss. Tharife Al-Khuffash - Coordinator</b> Dr. Ghassan Issa Mrs. Abeer Al-Radideh Mrs. Suad Marie	Faculty Member Dean Dept. Secretary Lab Supervisor

	<b>لجنة الترويج والاعلان</b>		
22.	<b>Innovation &amp; Technology Transfer Committee</b> <b>لجنة الابداع ونقل التكنولوجيا</b>	<b>Mr. Bashar Badran - Coordinator</b> Dr. Ghassan Issa Dr. Ali Maqousi Mr. Abed Alkarim Banna Mr. Izzeddin Matar Mrs. Huda Saadeh Miss. Tharife Al-Khuffash	TIC Coordinator Dean Director of External Funding Faculty Member Faculty Member Faculty Member
23.	<b>Faculty Annual Report Committee</b> <b>لجنة اعداد التقرير السنوي</b>	<b>Dr. Ghassan Issa - Coordinator</b> Miss Nayfeh Mousa Miss. Amal Abdulla Miss. Tharife Al-Khuffash Mrs. Abeer Al-Radideh	Dean Dean's Secretary Lab Supervisor Faculty Member Dept. Secretary
24.	<b>Budget Preparation Committee</b> <b>لجنة اعداد الموازنة السنوية</b>	<b>Dr. Ghassan Issa - Coordinator</b> Dr. Shakir Hussain Dr. Mohammad Abu-Arqoub Dr. Nesreen Otoum Mr. Omar Alsayed Mr. Bashar Badran Mr. Mohamad Alqyseih	Dean CIS-CN Chair CS Chair SE Chair Lab Technician TIC Coordinator e-learning Center
25.	<b>Advisory Committee</b> <b>اللجنة الاستشارية</b>	<b>Dr. Ghassan Issa - Chair</b> Dr. Shakir Hussain Dr. Mohammad Abu-Arqoub Dr. Nesreen Otoum Dr. Nuha El-Khalili Dr. Ali Maqousi Dr. Nasser Khraishi Dr. Mohammad Ansari Dr. Mohammed Al Jafari Dr. Shadi Khamaiseh Eng. Khalid Abueslaieh Mr. Ayman Afaneh Mr. Tariq Dweik Mrs. Sandra Mahjoob Mr. Mohammed Azzam	Dean CIS-CN Chair CS Chair SE Chair Vice Dean, QA Officer Director of External Funding Jordan Bank AlAwael Com Royal Scientific Society SAP Training & Development Adaptive Techsoft Microsoft Corp. Jumshat IT Service Jumshat IT Service Souq.com (Alumni)

## **Committees Description and Responsibilities:**

### **1. Faculty Appointment and Promotion Committee**

This committee is responsible for reviewing applicants credentials to ensure they meet the university faculty members' regulations. The committee audits and ensures that faculty members' requests for promotions are in accordance with university regulations. The committee also evaluates faculty members for the purpose of contracts renewal. Recommendations of the committee are directly sent to the College Council.

- Review Employment Applications
- Review Faculty Promotion Applications
- Review and evaluates faculty members' performance for the purpose of contract renewals
- Maintain relevant files and documentation including:
  - Employment Files
  - Promotion Files
  - Faculty Evaluation Files

*Deliverables: Committee Meeting Minutes, relevant files*

### **2. Quality Assurance Committee**

The committee is responsible for monitoring the implementation of the university quality assurance regulations and procedures in all faculty activities. The committee is also responsible for the Revision of Faculty and Departmental Strategic and Action Plans. The committee must also review all online material including QA online folders, and course submission files. The committee sends regular reports and recommendations to the college council.

- Prepare Strategic and Action Plans
- Devise processes, planning, and follow-up for QA criteria set by HEAC
- Audit QA Material and documentation
- Audit and update Online QA Material
- Audit Committees' Minutes of Meetings
- QA sessions for faculty members

*Deliverables: Committee Meeting Minutes, Strategic and Action Plans*

### 3. Scientific Research Committee

The committee is responsible for revising the faculty members' requests for funds for scientific research and requests for conference attendance to ensure they are in accordance with university scientific research regulations. It is also responsible for preparing seminars schedule during the current academic year and preparing for scientific conferences. Additional responsibilities include preparation of annual research reports, promoting research groups, and collaboration with other institutions.

- Approve Research funding applications
- Prepare and organize Scientific Seminars
- Activate Research Groups
- Monitor research output progress
- Administering/reviewing webpage / online systems for Scientific Research and Journal Indexing
- Produce statistical reports
- Ensure that college website contains latest faculty members' publications
- Maintain research applications and documentation

*Deliverables: Committee Meeting Minutes, Bi-Annual Report, Seminar Schedule, research documentation file*

### 4. Faculty Development Committee

The committee is responsible for the development of faculty members in terms of attending workshops, training courses, and faculty participation in departmental and college-wide activities. This committee is closely related to the Scientific Research Committee with emphasis on non-research activities that help improving the performance of faculty members. The committee should act as a bridge between the University Faculty Development Office, and the faculty members of the IT College. The committee should arrange for in house training sessions as well as sessions offered by the Faculty Development Office, and the Office of Consultations and Community Service.

- Announce Workshops and Training Sessions
- Collect Information Regarding Faculty Members Participation
- Organize Training Courses and Sessions
- Administer Committee Webpage
- Prepare a report at the end of each semester

*Deliverables: Committee Meeting Minutes, bi-annual report showing faculty activities, faculty surveys*

## 5. Curriculum and Academic Programs Committee

The committee is responsible for studying recommendations of changes and improvements of academic programs' curriculums. It is also responsible for reviewing the students' outcomes of programs, short descriptions of courses, and courses syllabi. It should ensure that programs within the faculty are in accordance with Ministry of Higher Education criteria. The committee must report any changes or updates regarding courses and curriculums to the College Council.

- Maintain Complete Academic Programs Files
- Evaluate Program Objectives
- Evaluate students' Outcomes
- Curriculum Modifications including courses, prerequisites, course description, course syllabus, required text books, study and advisory plans,
- Monitor faculty member specializations Vs. Required Program knowledge areas
- Monitor Programs' capacity (ratio of faculty members to students)
- Maintain consistency with HEAC Standards, and other International Accreditation bodies including ABET and ACM standards.

*Deliverables: Committee Meeting Minutes, complete Program Files*

## 6. ABET Accreditation Committee

The committee is responsible for monitoring the implementation of requirements necessary to acquire the ABET accreditation. The committee is also responsible for reviewing and updating all online and printed documentation related to the ABET Accreditation. The Main objective of this committee is to update the Self Evaluation Report at the end of every academic year.

- Work on ABET documentations and update existing SER including the following criteria:
  - Deficiencies, Weaknesses or Concerns from Previous Evaluation(s) and the Actions Taken to Address Them
  - STUDENTS
  - PROGRAM EDUCATIONAL OBJECTIVES
  - STUDENT OUTCOMES
  - CONTINUOUS IMPROVEMENT
  - CURRICULUM
  - FACULTY
  - FACILITIES
  - INSTITUTIONAL SUPPORT
  - PROGRAM CRITERIA
- Follow the activities of the Advisory committee
- Review and upload all ABET related files on the online system, and ensure they are always current
- Study the feasibility of accrediting other IT programs
- Document procedures, transactions, communications, applications of ABET Commissions
- Prepare college and faculty members for scheduled audits by ABET

***Deliverables: Committee Meeting Minutes, , annual SER update, uploaded documentation***

## 7. Studies and Statistical Analysis Committee

The committee is responsible for collecting surveys, questionnaires, and rubrics. The committee is responsible for collecting data and statistics needed to measure the performance indicators at the college level. It is also responsible for studying the collected data and analyzing them. The committee coordinates its work with other committees including the Systems Development and Statistical Data Committee, to produce required reports. All reports and findings must be submitted to the College Council.

- Collect data and feedbacks
  - Current students and senior students' surveys.
  - Employers' surveys.
  - Alumni surveys.
  - Faculty members' feedback
  - Course and Program Assessment Outcomes
- Analyze collected data
- Produce required reports.

*Deliverables: Committee Meeting Minutes, Bi-Annual Report*

## 8. Library Committee

The committee is responsible for monitoring and updating the educational resources at the university library to support the teaching and learning process. Must ensure that all required textbooks are available at the library. Online subscriptions of digital libraries, journals, magazines, and conference proceedings must be checked and updated. Statistical Report on the usage of students and faculty members based on the Program/Department is be produced every semester. The committee is also responsible for organizing special events and activities to promote the usage of the library.

- Ensure that latest textbooks are available at the library
- Scientific Journals and Magazines subscriptions
- Online Database subscriptions
- Hold seminars and encourage students to use the library and online databases
- Prepare the following reports for the college and for each academic program:
  - Textbooks, Books, Journals, Magazines,
  - Online subscription details
  - Library usage and statistics

*Deliverables: Committee Meeting Minutes, Bi-Annual Report.*

## 9. Examination Committee

The committee is responsible for preparing the schedule for term exams and invigilation and to ensure that they are adequately implemented. It is also responsible for receiving the final marks of offered courses and the required quality assurance supporting evidences.

- Preparation of exam schedules
- Preparation of Invigilation schedules
- Accepting feedbacks from students and from faculty members pertaining to exam schedules
- Coordinate with e-learning center for on-line exams
- Coordinate with Math and Science Departments

*Deliverables: Committee Meeting Minutes, Exam Schedules, bi-annual report*

## 10. Course Submission Committee

This committee is responsible for collecting and evaluating all submission activities of course files. All items must be submitted on the online system:

#	Item to be submitted
1.	Updated syllabus
2.	EXAM #1 (PDF File)
3.	EXAM #1 Solution Key (PDF File)
4.	Sample Exam Papers for students (Low, Average, High) (Scanned as PDF)
5.	EXAM #2 (PDF File)
6.	EXAM #2 Solution Key (PDF File)
7.	Sample Exam Papers for students (Low, Average, High) (Scanned as PDF)
8.	FINAL EXAM (PDF File)
9.	FINAL EXAM Solution Key (PDF File)
10.	Sample Exam Papers for students (Low, Average, High) (Scanned as PDF)
11.	<b>Course assignments and activities:</b> Assignments, quizzes, Labs, reports, presentation, projects. Include solutions, and sample of students' work.
12.	<b>Lecture/activity notes</b> or descriptions, including all paperwork handed out in class or, at least, representative samples

13.	Student Outcomes (Excel File)
14.	QA Course Student Outcome Form (PDF)
15.	ABET Program Outcomes Assessment Form
16.	Item Analysis for all <u>Online</u> Sections of the Course
17.	<u>Online</u> Exam Request Form (PDF)
18.	Instructor Evaluation of a Course
19.	Peer Review for Final Exam (PDF File)
20.	Attendance Sheet
21.	Coordination Meeting Minutes (Minimum 4 ) (PDF Files)
22.	Final Grade Distribution

*Deliverables: Committee Meeting Minutes, Bi-Annual Report showing the status of submission.*

### **11. Teaching & Learning Resources Committee**

The committee is responsible for monitoring the resources at the college labs, classrooms, and other facilities in order to maintain and improve them. The committee sends regular reports about the resources to the college council. The committee is also responsible for coordinating the schedules of lab assistants and for coordinating the lab teaching material with faculty members. Maintenance agreements, laboratory user policy, software licensing, upgrades are all the responsibility of this committee.

- Monitor Laboratories and classroom equipment
- Prepare schedules for Labs, Classrooms, and Lab instructors
- Upgrade of software and hardware
- Software availability
- Maintenance Policy
- User Policy

*Deliverables: Committee Meeting Minutes, Bi-Annual Report, required documents and evidences file.*

## 12. Senior Project Committee

The committee is responsible for monitoring students enrolled in the senior graduation project course in the following aspects:

- Determine the schedule of the project stages deadlines.
- Arrange seminars for students about the requirements of each submission stage.
- Approve the major project themes and directions for the semester
- Evaluate and approve the list of prospective projects at the beginning of every semester.
- Evaluating and updating the senior project report template and required documentation (must be approved by college council)
- Monitor the electronic submission of students artifacts in each stage
- Recommend distinguished projects for incubation by the Innovation Center.
- Administering the Senior Project Pre-Qualification Exam
- Preparing final presentation schedule

*Deliverables: Committee Meeting Minutes, Bi-Annual Report with statistical data, results of pre-qualification exam, list of distinguished projects.*

## 13. Field Training Committee

The committee is responsible for monitoring students enrolled in the field training course including: evaluating and approving the training sites for students, monitoring the progress of students at their training sites, advising students during their training period, finally, evaluating students grades according to the field training rubric. The committee should cooperate with the Students Activities & Community Service Committee to supply it with completed Community Service activities.

- Maintain a list of industry partners willing to accept students for training
- Evaluate training sites
- Administer field training rubrics, surveys, and questionnaires
- Maintain the online Field Training site
- Prepare field training presentation & discussions schedules
- Prepare field training onsite visitation schedules
- Assign student's community service load
- Evaluate and approve the field training final report template
- Coordinate with the Continuing Education Center for offering special training for registered students

*Deliverables: Committee Meeting Minutes, Bi-Annual Report with statistical data and training sites profile, Community service data.*

#### **14. Students' Activities & Community Service Committee**

All non-curricular activities are to be monitored and organized by this committee. Students' Clubs and Students activities must be fully documented. Community Services are to be monitored and to be fully documented. The committee is responsible for the preparation of bi-annual reports for students' activities and for community services. The committee collaborates with the university QA office, College Promotion and advertising committee to supply them with the reports.

- Work with students' clubs
- Organize and oversee all non-curricular activities
- Collect Community service Data from Field training Committee
- Organize Community Service file
- Supply news regarding activities to College Promotion & Advertising Committee

*Deliverables: Committee Meeting Minutes, Bi-Annual Report, Community service data.*

#### **15. Student Competency & Performance Development Committee**

The committee is responsible for preparing senior students for the ministry of higher education competency exam. It is also responsible for implementing the math entrance exam for new students. Additional duties include monitoring the implementation of college council regulations and procedures to improve the students' academic level.

- Organize and administer all activities related to the competency exam
- Organize and administer Math Entrance Exam and produce required reports
- Collect and prepare all necessary data to evaluate and revise the student competencies
- Implement and administer surveys, questionnaires, to measure students' performance

*Deliverables: Committee Meeting Minutes, Bi-Annual Report, statistical reports for math and competency exam.*

## 16. Students Advising and Follow-up Committee

The responsibility of this committee is students' advising, and students' follow-up. Responsibilities include advising and follow-up of new students, students under probation, existing students, excepted graduating students, and top students, The committee maintains on regular bases both the Dean's and President's Lists. The committee must work on the **Students' Advising and Follow-up System**, and must ensure is up-to-date at the beginning of every semester.

- Generating and uploading the following categories of students:
  - New students based on their programs of Study
  - Students under probation and with averages below 2.0
  - Existing students
  - Excepted graduating students
  - Top students with averages above or equal to 3.0
  - Dean's List
  - President's List
- Assigning advisors to students' categories
- Preparation of Advising Schedule for the college Advising Office
- Preparation of Advising Schedule for the Admission & Registration Department
- Work on enhancing and promoting the Online Advising System
- Monitor students' Tutoring activities
- Work on enhancing students' Communication skills

*Deliverables: Committee Meeting Minutes, Bi-Annual Report showing information and statistics for expected graduating students including Dean's and President Lists. The report should include statistics and analysis of students benefiting from the advising and follow-up system.*

## 17. Alumni and Graduating Students Committee

The committee is responsible tracking all graduate students (Alumni). The tracking begins from the time a student is listed as a candidate for graduation and continues throughout his/her career.

- Maintain a list of all expected graduating students
- Gather personal and contact information for all expected graduating students
- Prepare special seminars for graduation candidates
- Organize and administer a college-level graduation ceremony

- Keep track of alumni students
- Prepare and administer required surveys, questionnaires, and rubrics
- Use the University online Alumni System to collect required reports

*Deliverables: Committee Meeting Minutes, Bi-Annual Report showing information and statistics.*

## **18. University Website & E-Learning Committee**

The committee is responsible for implementing the college plan for moving towards electronic education, in addition to updating the information on the college web site.

The Committee must designate one or more members for the purpose of checking all the activities concerning the faculty website and the e-learning system. A progress report for the Moodle must be submitted every two weeks.

- Monitor and update the college website
- monitor faculty members' profiles on website
- Monitor research listings on Faculty website
- Upload courses at the beginning of every semester
- Activate attendance system on Moodle
- Monitor and maintain course files on the Moodle System
- Monitor and maintain committees Web pages
- Maintain all existing websites on the Moodle LMS
- Administer the Turnitin System

*Deliverables: Committee Meeting Minutes, Bi-Annual Report showing the status of the college website, and contents of the Moodle System, Moodle Progress report.*

## **19. Systems Development and Statistical Data Committee**

The committee is responsible for the development and implementation of required programs and systems. Work includes generating various statistical data regarding admission and registration, faculty evaluation data, grade distribution, and other required data.

- Implementation and deployment of required online systems
- Design special APIs to access required data available on the Admission & Registration System and other systems
- Providing data to other college committees
- Generating Statistical Data from the Admission & Registration System
- Generating statistical data regarding Math and Science courses

*Deliverables: Committee Meeting Minutes, Bi-Annual Report*

## **20. Social Committee**

Members of this committee volunteer their time and efforts to organize social events and social activities.

## **21. College Promotion and Advertising Committee**

This committee is responsible for all promotional and advertisement activities including college news, social media, and printed material. The committee is also responsible for maintaining and administering all social media sites, as well as display screens. All promotions, advertisements, and announcements must be approved by the Dean.

- Preparing of College, Programs, e-Learning and Innovation Brochures
- Preparing and collecting news for all faculty and student activities
- Coordination with the university Public relation Office
- Administering and monitoring all social media sites
- Updating news articles on the university website
- Organizing and administering announcements and notifications
- Preparing a News Archive at the end of every semester.

*Deliverables: Committee Meeting Minutes, Bi-Annual Report*

## **22. Innovation & Technology Transfer Committee**

The committee works as a bridge between the Innovation Center and the College of IT. Coordination with Senior Project Committee, Students' Activities & Community Service Committee, and Scientific Research Committee is required to achieve the predetermined goals and objectives. The Innovation Center must work closely with students working on their projects. Other responsibilities include the activation of the Technology Transfer Office and Research Groups amongst faculty members.

- Innovation and Entrepreneurship Awareness and training Seminars
- Preparation of Project Abstract Booklet at the end of every semester
- Participation of Field trips and Competitions

*Deliverables: Committee Meeting Minutes, Bi-Annual Report*

### 23. Faculty Annual Report Committee

The committee is responsible for assembling the College Annual Report which is usually has to be submitted to the president at the end of every academic year (End of August). The committee must collect all the required information from the dean, department chairs, and from other committees, and construct the final report and make it ready for submission. The report consists of the following sections:

- 1- Faculty Administration, Boards, and Committees (مجالس و التشكيلات الادارية في الكلية و لجان)
- 2- Teaching Activities (الأنشطة التعليمية)
  - a. Faculty Members Distribution amongst Departments (توزيع اعضاء الهيئة التدريسية على الأقسام)
  - b. QA Activities (أنشطة الجودة)
- 3- Scientific Research (البحث العلمي)
  - a. Journals
  - b. Conferences
  - c. Books and Book Chapters
  - d. Workshops, Seminars, Training
  - e. Patents
- 4- Community Service and Collaboration with Community (خدمة المجتمع و التواصل مع المجتمع المحلي و الأعمال التطوعية)
- 5- Faculty Members' Promotions (ترقيات اعضاء الهيئة التدريسية)
- 6- Awards received by Faculty or by Students (جوائز اعضاء الهيئة التدريسية و الطلبة)
- 7- College wide Activities and accomplishments (نشاطات وانجازات الكلية)
- 8- Field Training Accomplishments (مدى استفادة الطلبة من التدريب الميداني و عدد ساعات التدريب لكل تخصص)
- 9- Recommendations and future outlook (التوصيات والتطلعات المستقبلية)

**Deliverables:** Committee Meeting Minutes, Bi-Annual Report, Final Report. (Arabic and English)

### 24. Budget Preparation Committee

This committee is responsible for the preparation of the annual budget for the faculty of Information Technology, in addition to the e-learning Center, and the technology Innovation Center. The committee seeks required budgetary requirements from the faculty departments, laboratories, and centers.

**Deliverables:** Committee Meeting Minutes, completed Budget Files

## **25. Advisory Committee**

This is a special committee (Board) consisting of members from Industry. Along with FIT members, the committee meets at least twice a year for a discussion of the latest improvements to the Academic programs, including reviewing program objects, students' outcomes, study plans and course description, alumni feedbacks, employer feedback, market and industry issues, research and development, and other related issues. Committee members must complete a number of evaluation forms (Rubrics). This committee is chaired by the dean and includes department chairs, QA officer, and the external funding office director.

*Deliverables: Committee Meeting Minutes, Bi-Annual Report, completed and analyzed rubrics.*

## Sample Minutes of Meeting:

<b>Meeting</b>		<b>College Council</b>	
<b>Date of Meeting</b>	Thurs. Oct., 27, 2016	<b>Time</b>	12:30 PM
<b>Minutes prepared by</b>	Ghassan Issa	<b>Location</b>	Faculty Meeting Room
<b>1. Meeting Objectives</b>			
General discussions of major topics after the ABET visitation. Topics will be further explored in upcoming College council Meetings.			
<b>2. Members/ Attendance</b>			
<b>Name</b>	<b>Title</b>	<b>Attendance</b>	<b>Signature</b>
Ghassan Issa	Dean	Yes	
Nuha El-Khalili	Vice Dean, SE Representative	Yes	
Shakir Hussain	CIS, CN Chair	Yes	
Muhammad Abu Arqoub	CS Chair	Yes	
Nesreen Otoum	SE Chair	Yes	
May Alnashashibi	CIS Representative	Yes	
Hussein I. Al-bahadili	CN Representative	Yes	
Abdelraouf Ishtaiwi	CS Representative	Yes	
<b>3. Agenda, Topics, Issues</b>			
<b>No</b>	<b>Topic</b>	<b>Discussion</b>	
<b>1.</b>	Re-assignment of Faculty Members to departments <u>ATTACHMENT#1</u>	Due to the resignation of Dr. Rafat Hammad, the leave of absence for Dr. Ahmad Shubita,, the cancellation of the resignation of Dr. Samer Al-Khasawneh, hiring Dr. Nawaf Ali and Wael Hadi, and the lack of time to properly distribute faculty members due to the ABET preparation. The council has agreed on assigning Dr. Samer Al- Khasawneh to the Software Engineering Department.	
<b>2.</b>	Discussion of ABET Concerns <u>ATTACHMENT#2</u>	The dean presented the council with the ABET visitation report which included 3 concerns but no weaknesses nor Deficiencies. The concerns are related to student communication skills, Faculty members' stability and retention, and the decrease of the number of research activities in the past few years. The strengths	

		of the College of IT programs were also presented and includes: excellent preparation, excellent team work, and the role of the innovation center in enhancing students projects. The council will work on resolving the concerns immediately.
<b>3.</b>	Presentation of recommendations by departments Councils regarding Evaluation of Academic Programs Outcomes <u>ATTACHMENT#3</u>	Department Chairs for CS and CIS Programs presented their recommendations regarding the Academic Programs based on their evaluation of Academic Programs Outcomes. The Dean requested recommendations for the SE and CN programs to be submitted in the near future. The council decided to hold a special meeting to discuss the recommendations.
<b>4.</b>	Using English Language for Meeting Minutes	Council members agreed on using the English Language as the official Language for all committees meeting minutes.
<b>5.</b>	Faculty Committees <u>ATTACHMENT#4</u>	Committee Chairs will be determined and assigned in the next College Council Meeting (CCM). Members of each committee will be assigned during the College-Wide Meeting (CWM).
<b>6.</b>	Course Coordination <u>ATTACHMENT#5</u>	A list of coordinators has been completed and distributed by Dr. Nesreen Otoum. Coordinators must meet at least four times per semester, and must hand in proper minutes of meetings.
<b>7.</b>	Faculty Annual Report	The dean stated that the annual report must be submitted to the president before the end of this week. The report is still under preparation. The dean also mentioned the difficulty of assembling the report especially collecting the research and faculty activities, thus the urgent need to automate an online system for that purpose.
<b>8.</b>	Future Accreditation of SE and CN by ABET	To be considered in the future. Must decide on proper ABET Commissions to apply for.
<b>9.</b>	HEAC Faculty of IT Accreditation	Will be seriously studied by the council after the HEAC visit to the university.
<b>10.</b>	Completing and Computerizing Faculty Member evaluation	The dean will present the finalized version of the faculty evaluation to the council for discussion and approval in a special meeting. Once approved the evaluation will be assigned to a programming team lead by Mr. Abdul Kareem for the implementation of the evaluation online.
<b>11.</b>	Perform a full review for College statistics	The statistical report produced by the ABET workgroup will be presented during the coming CWM. Future work will include contacting the Admission & Registration department for gaining direct access to the data. These reports will be fully automated in the near future.
<b>12.</b>	Students' Follow-up Systems	The e-learning center will be instructed to continue their work on the system

<b>13.</b>	Lab instructor and Lab Technicians Hiring	The college remains short of one technician, and one lab instructor. This issue must be resolved within two weeks.
<b>14.</b>	Other Topics	Includes the coming conference, Boosting research and other funded projects, college and departments strategic (action Plan), establishing an office for graduating students and alumni, establishing a college wide English Language and Communication Clinic, contacting British Council and AmidEast, Exploring possibility of students' "Travel abroad & Study" proposal. These topics and others will be presented in the coming CCM and will be added to the college action plan.

#### 4. Decisions/Recommendations

D1-20161-1	Transfer Dr. Samer Al- Khasawneh from the Computer Science Department to the Software Engineering Department.
D1-20161-2	The College Council has decided to use English as the official Language for all Committees and council minutes of meetings starting from the Fall Semester 2016-2017

#### 5. Conclusion

The council concluded its meeting at 2:00 PM. Next meeting is set for Monday Nov. 3<sup>rd</sup>, 2016.

#### 6. Task Assignment and Follow-up

Task	Start Date	End Date	Responsibly	Status
(1) Transfer Dr. Samer Al- Khasawneh	27/10	<b>31/10</b>	Dean	
(4) Use English for Meetings Minutes	27/10	31/10	Dean	Sent an email to FIT
(5) Faculty Committees	27/10	8/11	Council	Under process
(7) Faculty Annual report	27/10	9/11	Dean + Secretary	Under process
(10) Computerizing Faculty Member evaluation	30/10	30/12	Dean	Work assigned to Mr. Abed Al-Kareem