

Formation of Organizational Structure and Self-Evaluation Team & Evaluation Study for University Institutional Accreditation

Administrative Decision No. dated on / / 1435

In accordance with University Rector's authorities, Article No. 4 concerning General Regulations of the system of Council of Higher Education, the contract signed with the Education Evaluation Commission for preparing self-evaluation and evaluation study for university institutional accreditation and the report of Vice Rector for Development & Quality as well as work requirement,

University Rector made the following decision:

First, approval of the formation of both the organizational structure and Self-Evaluation Team & Evaluation Study for University Institutional Accreditation by virtue of the attached statement,

Second, the formation of the Higher Committee, main committees and subordinate committees according to the attached formation,

Third, Vice Rector for Development & Quality is authorized to add to or amend the team formation according to work requirements,

Fourth, teams must abide by the project accredited schedule,

Fifth, this decision abolishes other previous contradictory decisions in this regard,

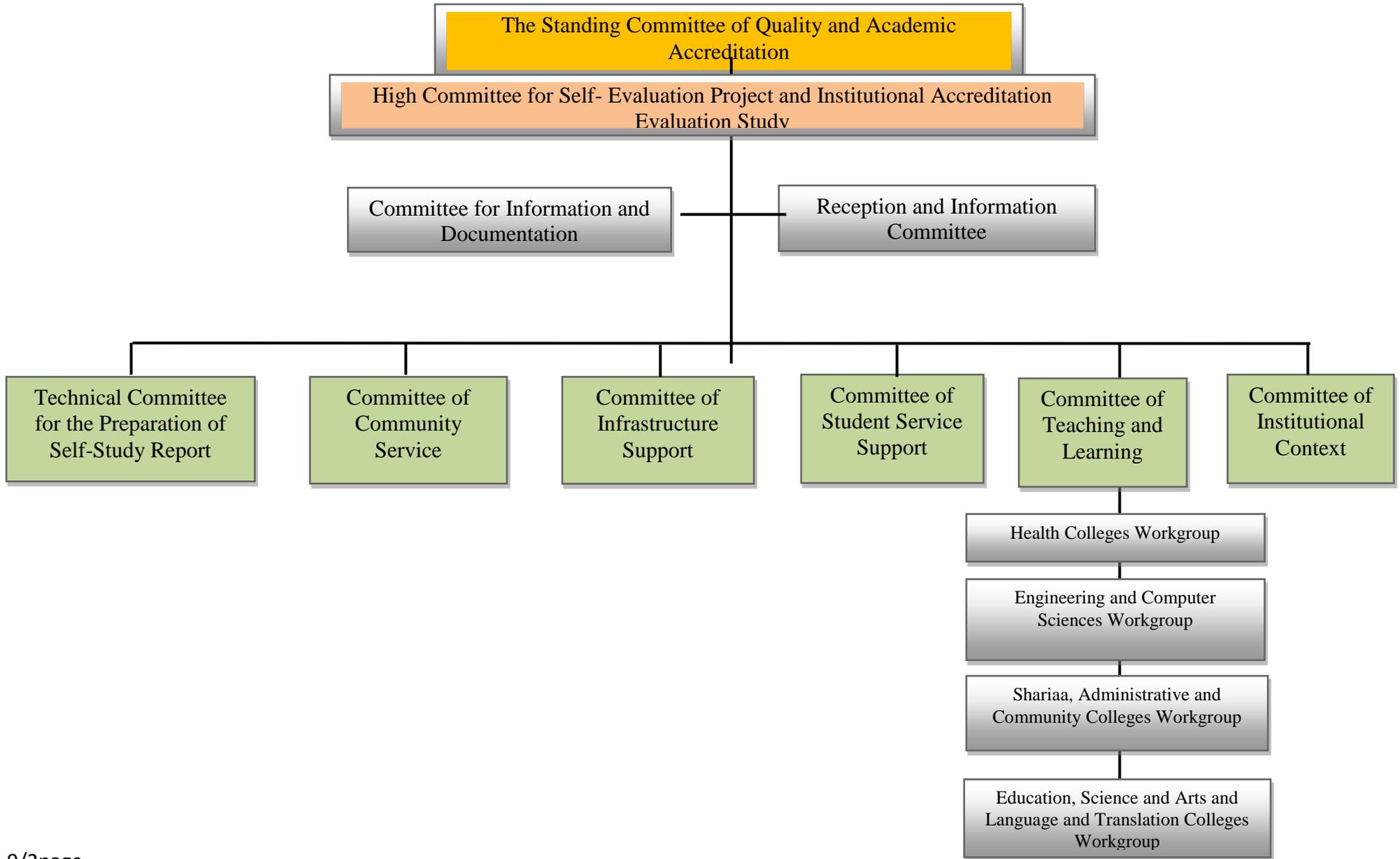
Sixth, committees start their tasks on the date of decision issued, and

Seventh, this decision is circulated to the university departments to be implemented.

University Rector
Prof. Mohamed ibn Ibrahim Alhasan

The Organizational Structure and the Formation of Self-Evaluation and Self-Study Team for Najran University Institutional Accreditation

1438H./ 2017 A.D.



Formation of Committees and Workgroups

1. The Standing Committee of Quality and Academic Accreditation with the Rector's decision No. (...)

2. The Higher Committee of Self- Evaluation Project and Evaluation Study for Institutional Accreditation, including:

1.	Dr. Yahya Suliman Alhefdhy- Vice Rector of Development and Quality	Head
2.	Dr. Mohammed Ali Fayee- Vice-Rector	Member
3.	Prof. Muhammad Sultan Alasiri- Vice-Rector of Higher Studies and Scientific Research	Member
4.	Dr. Jobran ibn Miree AL-Qahtani- Vice-Rector for Academic Affairs	Member
5.	Prof. Saeed ibn Ali Abu Eshy Elmaleky- Professor, College of Medicine	Member
6.	Dr. Mohammed bin Ali Al-Shehri- Dean of Scientific Research	Member
7.	Dr. Saleh ibn Nemran Alharthi- Dean of Community Service and Continuous Education	Member
8.	Dr. Muhammad Mofarh Asiri- Deputy of the General Supervisor of Financial Affairs	Member
9.	Dr. Zuhair Al-Amri- Dean of Admission and Registration	Member
10.	Dr. Mohamed Hadi Ashehri- Dean of College of Science and Arts- Sharoura	Member
11.	Dr. Yasser Idris Al-Maliki- Vice-Dean of Development and Quality	Member
12.	Dr. Ibrahim Mostafa Shaaban- Head of Consultants	Member and Rapporteur
13.	Prof. Ahmed Reda Aggour- Adviser of the Vice-Rector of Development and Quality	Member
14.	Dr. Muhammad Sayed Zakhera- Adviser of the Vice Rector of Development and Quality	Member
15.	Dr. Hussien Mahmoud Qamh- Head of Follow- up and Risk Management Office	Member
16.	Dr. Mona Alsaef- Supervisor of Girls Colleges	Member
17.	Dr. Huda Yami – Vice-Dean of Development and Quality, Female Section	Member
18.	Prof. Nashwa Nafee- Adviser of the Vice-Rector of Development and Quality	Member
19.	Dr. Tulip Abdulghafar- Adviser of the Vice Rector of Development and Quality	Member
20.	Dr. Aml Abdullah- Adviser of the Vice Rector of Development and Quality	Member

- It includes the following committees:

2-1 Committee of Institutional Context

1.	Dr. Yahya Suliman Alhefdhy	Head
2.	Dr. Ibrahim Mostafa Shaban	Adviser of Institutional Context
3.	Dr. Yasser Idris Al-Maliki	Member
4.	Dr. Awad Mohammed Al Shahrani	Member
5.	Dr. Hussien Mahmoud Qamh	Member
6.	Dr. Hesham Kamal	Member
7.	Dr. Rafaat Qabel	Member
8.	Mr. Yahya Kaplan Bani Abdo	Member
9.	Mr. Saleh Almusabi	Member
10.	Mr. Muhammad Hady Hekmy	Member
11.	Mr. Saleh Muhammed Al Salem	Member
12.	Dr. Mona Sief	Member

13.	Dr. Tulip Abdulghafar	Member
14.	Ms. Ghada Awad Elsarhany	Member
15.	Ms. Hayfaa Abdullah Al Zebian	Member
16.	Representative of the external community (men)	Member
17.	Representative of the external community (women)	Member

2-2 Committee of Teaching and Learning

1.	Dr. Jobran ibn Miree AL-Qahtani	Head
2.	Dr. Muhammad Sayed Zakhhera	Adviser of Teaching and Learning
3.	Dr. Muhammad Saeed Al Ayed	Member and Head of Health Colleges Workgroup
4.	Dr. Abdullah Al Abbas	Member and Head of Engineering and Computer Science Workgroup
5.	Dr. Saud Mushayt	Member and Head of Shariaa, Administrative and Community Colleges Workgroup
6.	Dr. Mansour Al-Otaibi	Member and Head of Education, Science and Arts and Language and Translation Colleges Workgroup
7.	Dr. Dr. Hoda Elyami	Member
8.	Representative of Male/ Female Students	Member
9.	Representative of Graduates	Member

The following sub-committees has been emerged:

2-2-1 Health Colleges Workgroup

1.	Dr. Muhammad Saeed Al Ayed	Head
2.	Prof. Mamdouh Abdulmaqsoud	Member
3.	Dr. Ali Abdullah Al-Shehri	Member
4.	Dr. Saeed Hafez	Member
5.	Dr. Mohammed Al-Qahtani	Member
6.	Prof. Ashraf Muhammad Muhammad	Member
7.	Dr. Abdalnaser Muhammad Nour	Member
8.	Dr. Muhammad Khalel	Member
9.	Dr. Sarah Al Mutalaqa	Member
10.	Dr. Wafaa Taha	Member
11.	Dr. Naglaa Hussein	Member
12.	Dr. Soher Soliman	Member
13.	Representative of Male Students	Member
14.	Representative of Female Students	Member

2-2-2 Engineering and Computer Sciences Workgroup

1.	Dr. Abdullah Al Abbas	Head
2.	Dr. Abdullah Alwadaee	Member
3.	Dr. Ibrahim Yahya ibn Hakim	Member
4.	Dr. Muhammad Abdullatif Alsharjabi	Member
5.	Dr. Noura Abdulaziz Elshamrany	Member
6.	Representative of Male Students	Member
7.	Representative of Female Students	Member

2-2-3 Shariaa, Administrative and Community Colleges Workgroup

1.	Dr. Saud Mushayt	Head
2.	Dr. Ahmad Omar	Member
3.	Dr. Muhammad Elahmady	Member
4.	Dr. Hasan Somely	Member
5.	Dr. Khalid AbuAlela (Shariaa)	Member
6.	Mr. Abdullah ibn Said AbuDaser	Member
7.	Dr. Mokhtar Abdulhadi	Member
8.	Dr. Badria Elwaday	Member
9.	Dr. Samia Abdulrahman Alshami	Member
10.	Mr. Modawy Alyami	Member
11.	Representative of Male Students	Member
12.	Representative of Female Students	Member

2-2-4 Education, Science and Arts and Language and Translation Colleges Workgroup

	Dr. Mansour Al-Otaibi	Head
1.	Dr. Ragea Elqahtany	Member
2.	Dr. Abdulrahman Al Maady	Member
3.	Dr. Ali Elrayany	Member
4.	Dr. Abdulaziz Abboud Asiri	Member
5.	Dr. Taleb Ahmed Alhammami	Member
6.	Dr. Yasser Bayoumey Abdo	Member
7.	Dr. Saeed Elaaser	Member
8.	Dr. Muhammad Elsalahat	Member
9.	Dr. Atef Abdulaziz	Member
-10	Dr. Eman Ellaheby	Member
11.	Ms. Rahma Ali Alghamdi	Member
12.	Mr. Wadhy Al Warqash	Member
13.	Representative of Male Students	Member
14.	Representative of Female Students	Member

3 Committee of Student Service Support

1.	Dr. Mohammed Fayee	Head
2.	Dr. Shaker Abulfetouh	Adviser of Student Services Support
3.	Dr. Mosfer Laslom	Member
4.	Dr. Khalid Alwadaey	Member
5.	Prof. Sameh Abdulraouf	Member
6.	Mr. Samer Alasiri	Member
7.	Dr. Aml Abdullah	Member
8.	Representative of Male Students	Member
9.	Representative of Female Students	Member

4 Committee of Infrastructure Support

1.	Dr. Mohammed Fayee	Head
2.	Dr. Hussien Mahmoud Qamh	Adviser of Infrastructure Support
3.	Dr. Muhammad Mofarh Asiri	Member
4.	Mr. Muhammad Al-Shibli	Member
5.	Eng. Hasan Jreeb	Member
6.	Mr. Abdulwahab Elhazemy	Member
7.	Mr. Ali Eljaree	Member
8.	Mr. Abdullah Saeed Al Assem	Member
9.	Mr. Maher Kazan	Member
	Dr. Muhammad AbuBakr	

5 Committee of the Institution's Relationship with community

1.	Prof. Muhammad Sultan Alasiri	Head
2.	Prof. Ahmad Reda Ajjour	Adviser of Community Service
3.	Dr. Mohammed ibn Ali Al-Shehri	Member
4.	Dr. Saleh Namran	Member
5.	Dr. Atef Al-Shehri	Member
6.	Dr. Khayran Rajab	Member
7.	Dr. Fuad Alkhasawna	Member
8.	Mr. Fahd Nasser Al Abdullah	Member
9.	Dr. Nora Almhad	Member
10.	Dr. Wafaa Al Dgharir	Member
11.	Mr. Khaleda Abdullah Mustafa	Member
12.	Representative of the external community	Member

6 Technical Committee for the Preparation of Self-Study Report

1.	Dr. Dr. Yahya Suliman Alhefdhy- Vice Rector of Development and Quality	Head
2.	Prof. Prof. Saeed ibn Ali Abu Eshy Elmaleky- Professor, College of Medicine	Member
3.	Dr. Khalid Alwadaee- Dean of Student Affairs	Member
4.	Dr. Mohammed bin Ali Al-Shehri- Dean of Scientific Research	Member
5.	Dr. Zuhair Al-Amri- Dean of Admission and Registration	Member
6.	Dr. Saleh ibn Nemran- Dean of Community Service and Continuous Education	Member
7.	Dr. Muhammad Mofarh Asiri- Dean of Institute of Studies and Consulting Services	Member
8.	Dr. Ibrahim Mostafa Shaaban- Head of Consultants	Member and Rapporteur
9.	Prof. Ahmed Reda Aggour- Adviser of the Vice-Rector of Development and Quality	Member
10.	Dr. Muhammad Zakhera- Adviser of the Vice Rector of Development and Quality	Member
11.	Dr. Hussien Mahmoud Qamh- Head of Follow- up and Risk Management Office	Member
12.	Dr. Shaker Abu Alfutuh- Deanship of Development and Quality	Member
13.	Dr. Mona Saef- Supervisor of Girls Colleges	Member
14.	Dr. Dr. Huda Yami – Vice-Dean of Development and Quality (Female Section)	Member
15.	Prof. Nashwa Nafee- Adviser of the Vice-Rector of Development and Quality	Member
16.	Prof. Aml Abdullah- Adviser of the Vice Rector of Development and Quality	Member
17.	Dr. Tulip Abdulghafar- Adviser of the Vice Rector of Development and Quality	Member

7. Committee of Information and Documentation, including

1.	Dr. Samer Asiri – Director, Deanship of Admissions and Registration	Head
2.	Dr. Rafaat Qabel- Head of the Office of Standards and Evaluation Standards, Performance Measurement Unit	Deputy
3.	Dr. Muhammad Abu Zayd- Technical Office of Deanship of Development and Quality	Coordinator
4.	Mr. Saad Elqarany- Director- assistant of the General Administration of Information and Communication Technology	Member
5.	Mr. Yahya Kaplan Bani Abdo – Head of Statistical Analysis Unit	Member
6.	Ms. Dalal Ibrahim Alqahtany- Technical Office of Deanship of Development and Quality	Member
7.	Ms. Somia Muhammad Alhazemy- Technical Office of Deanship of Development and Quality	Member

8. Committee of Reception and Information, including

1.	Dr. Zoher Elomary-General supervisor of public relations and university media	Head
2.	Mr. Umar ibn Abdullah Alsheqhaa – Director, Office of the Vice Rector for Development and Quality	Member

3.	Dr. Mona Alsaef	Member
4.	Mr. Hussein Muhammad Elmasbaey– Director of Public Relations and Media Department	Member
5.	Prof. Mamdouh Abdulmaqsoud	Member
6.	Dr. Tulip Abdulghafar	
7.	Dr. Muhammad Abu Zayd- Technical Office of Deanship of Development and Quality	Member
8.	Mr. Ali Abdullah Alharethi- Public Relations and Media Department	Member
9.	Ms. Mahmoud Alharethi- News Section- Public Relations and Media Department	Member
10.	Mr. Hady Harfash- Deanship of Development and Quality	Member

9. Supporting Administrative Team:

1.	Dr. Muhammad Abuzaid	Head
2.	Mr. Abdunaser Mubarak Elomary	Member
3.	Mr. Fahd Yahya Elareef	Member
4.	Mr. Hady Saeed Harfash	Member
5.	Mr. Osama Abdullah Al-Qahtani	Member
6.	Ms. Mona Ali Nasser Al Shahrani	Member
7.	Ms. Malak Ibraheem Al Zamnan	Member

Responsibilities of the committees for NU institutional accreditation project

The Standing Committee of Quality and Academic Accreditation

1. A study of the reports submitted by the High Committee for Development Evaluation Project about all stages of implementing the project of development evaluation
- 7- Taking all the decisions that ensure the conduct and success of actions to implement the development evaluation project at all stages according to the timeframe.
- 8- Approving self-evaluation results and self-study for self- evaluation project and institutional accreditation evaluation study
- 9- Approving independent opinion project

High Committee for Self- Evaluation Project and Institutional Accreditation Evaluation Study

- 1) Following up the work of the main and subcommittees and confirming the completion of the project according to the schedule.
- 2) Contacting Education Evaluation Commission during the stages of implementing the evaluation study between the University and the Commission.
- 3) Paying field visits to colleges, programs, supporting deanships and departments to follow-up the implementation of all procedures to meet the requirements of institutional accreditation from various units.
- 4) Submitting follow-up reports to the Standing Committee for Quality and And Academic Accreditation.
- 5) Following up the implementation of institutional accreditation plan according to the schedule of all stages for NU institutional accreditation project, as well as providing the required administrative, financial and technical support for the following phases:

- Fulfillment of accreditation standards and system activation.
 - Preparation of the self-evaluation according to NCAAA self-evaluation standards.
 - Preparation and drafting of the self-study.
- 6) Reviewing the report of the reviewers' team and making the necessary responses to NCAAA.
 - 7) Supervising the stage of arrangements and preparations of technical support visits by NCAAA and on-site visit by the team of reviewers.
 - 8) Submitting periodic reports to the Standing Committee for Quality and Academic Accreditation.

The Sub-Committees of the High Committee for Self- Evaluation Project and Institutional Accreditation Evaluation Study

- A. Committee of Institutional Context
- B. Committee of Teaching and Learning
- C. Committee of Student Service Support
- D. Committee of Infrastructure Support
- E. Committee of the Institution's Relationship with Society
- F. Technical Committee for the Preparation of Self-Study Report
- G. Committee of Information and Documentation
- H. Reception and Information Committee

*** Responsibilities of the committees**

- 1) Making the action plan to fulfill the requirements for institutional accreditation and formulation of the self-study of the standards that each team shall be concerned with the relevant domain standards.
- 2) Preparation of self-evaluation on the self-evaluation according to NCAAA self-evaluation standards that each team shall be concerned with the relevant domain standards.
- 3) Writing detailed reports on each institutional standard after the completion of the aforementioned tasks (1-2), that each team shall be concerned with the relevant domain standards.
- 4) Preparation of documents for each NCAAA institutional accreditation standard that each team shall be concerned with the relevant domain standards.
- 5) Examining and commenting on the independent opinion report that each team shall be concerned with the relevant domain standards.
- 6) Replying to NCAAA reports during the project period that each team shall reply to the reports of the relevant domain standards.

- Teaching and Learning Committee covers (4) workgroups: Health Colleges; Engineering and Computer Sciences; Shariaa, Administrative and Community Colleges; Education, Science and Arts and Language and Translation Colleges.
- Each committee shall be concerned with collecting self evaluation metrics of the fourth standard from the relevant colleges and making self-evaluation of the fourth standard at the level of the committee.

The Committee for Teaching and Learning is concerned with the aforementioned responsibilities (1-6) at NU institutional level.

● **Responsibilities of the Technical Committee for the Preparation of Self-Study Report**

1. Total technical review of self-evaluation results and self-study report at the institutional level of Najran University in coordination with the committees from A-H.
2. Completing the self-study report (introduction and conclusion).
3. Contacting the various University units to complete data, information and performance indicators in the self-study.
4. Final preparation of documents used in preparing self-study at the institutional level of Najran University in coordination with the committees from A-H.

● **Responsibilities of Committee of Information and Documentation**

- 1- Providing data, information and official documents of subcommittees and self-study team, as well as validating of data and standardization of source.
- 2- Following up the website of receiving documents and information from colleges, programs and units and submitting periodic reports thereon.
- 3- Paper and electronic documentation of self-study documents and touchstones.
- 4- Participating in the preparation and processing of documents room in student sections.

● **Responsibilities of Reception and Information Committee**

- 1- Design of a media plan to cover events, workshops and field visit of external reviewers team.
- 2- Media coverage of the university institutional accreditation project with all possible means.
- 3- Participation in the implementation of reception and hospitality protocols, all kinds of logistic support during audit and technical support visits, holding workshops and other activities of institutional accreditation project.
- 4- Reception of NCAAA delegations and external reviewers' team during the project period and ensuring their security.