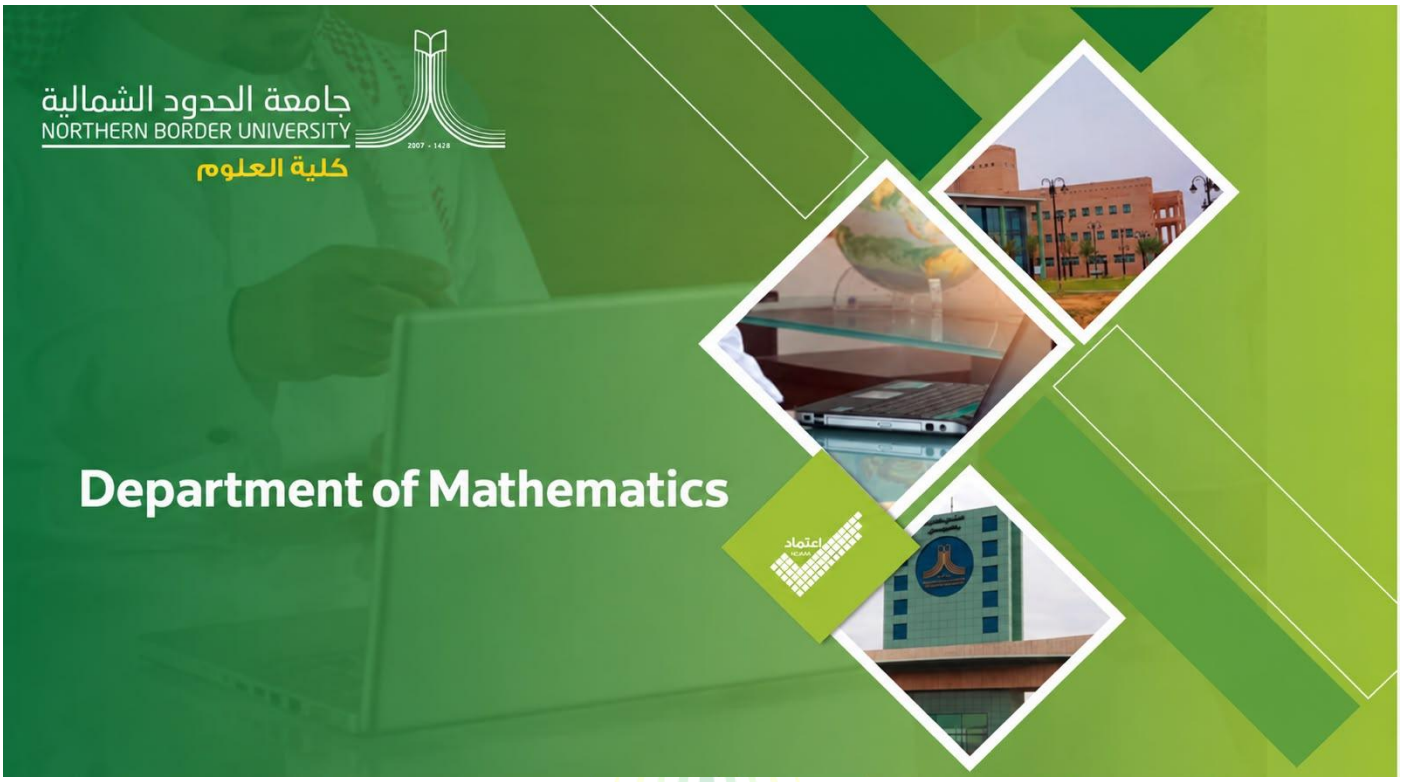
Kingdom Saudi Arabia
The Ministry of Education
Northern Border University
College of Science

المملكة العربية السعودية
وزارة التعليم
جامعة الحدود الشمالية
كلية العلوم
بقسم الرياضيات



Internal Committees and Their Duties of the Department of Mathematics for the 1448-1449 AH academic year

NORTHERN BORDER UNIVERSITY

1. Student Affairs and Equivalency Committee

Objective	**Supervising student affairs, providing all kinds of support to students, handling student complaints, and carrying out course equivalencies for students coming from outside the department and the university.**
Tasks	**1. Advising the department's students and guiding them regarding courses and the acquisition of appropriate skills, and providing academic and psychological counselling.** **2. Receiving student complaints concerning a course or faculty members.** **3. Studying student problems and proposing solutions.** **4. Encouraging students, supporting their activities, supervising their trips, and organising competitions, seminars and scientific meetings.** **5. Proposing extracurricular activities and carrying them out with students, and holding seminars, public lectures and other activities related to educational affairs.** **6. Making proposals for developing the department's academic programs and involving students in this.** **7. Reviewing students' violations of regulations and referring them to the college's disciplinary committee.** **8. Considering the re-grading of exams where necessary, discussing it with the course instructor, and submitting recommendations to the Department Council.** **9. Completing the visiting-student form for another university, including the courses the student may take there.** **10. Carrying out equivalencies for students transferred from other colleges or universities and for readmitted students at the start of each semester.** **11. Carrying out equivalencies for courses studied by students outside the department and commenting on their knowledge components and weightings.** **12. Creating a dedicated equivalency file in the department.** **13. Carrying out tasks referred to the committee through the Department Council or the Department Head.**

	14. Preparing a semester report on the committee's achievements, including attachments such as minutes and evidence.	
	Member	**Role**
	Dr. Nawaf Alsowait	Chair
	Ms. Sana Alghadeer	Member and Rapporteur
	Dr. Salem Alanazi	Member
	Dr. Maram Alrumayh	Member
	Ms. Amal Alrashidi	Member

2. Faculty Members and Equivalents Affairs Committee

Objective	General attention to the affairs of faculty members and their equivalents, such as appointment, promotion, secondment and loan, as well as matters relating to scholarships and scholarship holders.
Tasks	1. Considering the appointment of new faculty members by studying their applications, examining their documents and interviewing them, and submitting the minutes and recommendations to the Department Council. 2. Considering faculty promotion applications, examining their documents, and submitting them with minutes and recommendations to the Department Council. 3. Considering requests from faculty members and their equivalents concerning transfer, secondment, loan, resignation, consultancy (full-time and part-time), and attendance at conferences, workshops and training courses, and submitting these to the Department Council. 4. Working on developing teaching methods and scientific research and activating community service. 5. Considering the appointment of teaching assistants, lecturers, researchers and research assistants, conducting appropriate

recruitment tests for them, and submitting recommendations to the Department Council.

6. Considering scholarship requests from teaching assistants and lecturers, verifying the soundness of the programs they wish to join, their consistency with the department's scholarship policy, and the validity of admission documents and other related papers.
7. Following up the department's scholarship holders at home and abroad, preparing reports on their academic status, and submitting them to the Department Council.
8. Studying the department's needs for faculty members and their equivalents and submitting them to the Department Head.
9. Creating the department database, including data on the department's faculty members and various department statistics.
10. Carrying out tasks referred to the committee through the Department Council or the Department Head.
11. Preparing a semester report on the committee's achievements, including attachments such as minutes and evidence.

Member	Role
Dr. Munirah Aljuaid	Chair
Dr. Hend Aljahani	Member and Rapporteur
Dr. Faizah Jamal Alanazi	Member
Dr. Bader Salamah Alanazi	Member
Dr. Ibrahim Alshaoosh	Member

3. Graduate Studies and Scientific Research Committee

Objective	**Attending to everything concerning graduate studies within the department, such as reviewing study plans, conducting admission tests for applicants to graduate programs, and other related matters**
Tasks	**1. Reviewing the plans of the department's graduate programs and working on developing them.** **2. Conducting admission tests for applicants to the department's graduate programs with the assistance of faculty members, and nominating applicants for admission to the Department Council.** **3. Preparing the course schedules and the final examination schedule.** **4. Following up the allocation of courses to the department's classrooms with the College's Graduate Studies Unit.** **5. Holding an orientation day for graduate students to explain the regulations and requirements.** **6. Drawing up an academic advising plan for the department in coordination with the advisors, and supervising its implementation.** **7. Following up the allocation of final examination halls with the College's Graduate Studies Unit.** **8. Studying student requests regarding additional opportunities, re-enrolment, etc., and submitting them to the Department Council.** **9. Studying proposals for master's and doctoral theses and submitting to the Department Council decisions on titles, approval of plans, formation of committees, and defences.** **10. Proposing the distribution of graduate-program courses among the department's faculty members.** **11. Preparing evaluation forms for the program, the course material, the academic supervisor, and the course instructor.** **12. Coordinating the students' seminar in the department and announcing it.** **13. Proposing the number of students that can be admitted in the coming years.**

	14. Identifying the challenges facing students and proposing solutions to address them. 15. Attending the orientation meeting for the university's vice-deans for graduate studies and scientific research at the request of the Graduate Studies Administration. 16. Studying related matters referred to it by the Department Head or the Department Council.

Member	Role
Dr. Ahmed Saoudi	Chair
Dr. Hanen Louati	Member and Rapporteur
Dr. Nasser Alreshidi	Member
Dr. Hend Aljahani	Member
Dr. Fawzah Alenzi	Member

4. Systems and Study Plans Committee

Objective	Building, designing, reviewing and developing the department's study plans and programs in accordance with the university's approved reference framework
	1. Building new study plans and reviewing their descriptions, based on the university's approved reference framework and the approved detailed procedure. 2. Reviewing and developing the study plans of existing academic programs and their descriptions, based on the university's approved reference framework and the approved detailed procedure. 3. Supervising the preparation of course reports at the end of each semester; studying the extent to which course learning outcomes are achieved, identifying strengths and weaknesses, and the improvements and changes proposed by course instructors (if any);

<table>
<tr><td>Tasks</td><td>
and submitting them to the Department Council to obtain the appropriate recommendation.
4. Supervising the preparation of the program’s annual report; studying the extent to which program learning outcomes are achieved, strengths and weaknesses, and proposed improvements and changes; and submitting them to the Department Council to obtain the appropriate recommendation.
5. Studying all proposals submitted to it for improving the quality of the department’s study programs and completing the necessary procedures in this regard.
6. Providing opinion and advice on everything that would improve the quality of the department’s academic programs.
7. Periodic review and evaluation of the programs and study plans offered in the department.
8. Any other tasks referred to it in this regard by the Dean of the College or the University Vice-Presidency for Academic Affairs.
<table>
<tr><th>Member</th><th>Role</th></tr>
<tr><td>Prof. Ridha Selmi</td><td>Chair</td></tr>
<tr><td>Dr. Ahmad Alharbi</td><td>Member and Rapporteur</td></tr>
<tr><td>Dr. Faizah Jamal Alanazi</td><td>Member</td></tr>
<tr><td>Dr. Hend Aljahani</td><td>Member</td></tr>
<tr><td>Dr. Faizah Dhami Alanazi</td><td>Member</td></tr>
<tr><td>Dr. Khalaf Alanazi</td><td>Member</td></tr>
<tr><td>Dr. Ali Satty</td><td>Member</td></tr>
</table>
</td></tr>
</table>

5. Development and Quality Committee

Objective	**Attending to everything related to quality and accreditation in the department.**
Tasks	**1. Promoting and spreading a culture of quality among all members of the program.** **2. Identifying the training needs of program members with regard to quality and academic accreditation.** **3. Preparing and implementing the program's strategic and operational quality plans.** **4. Preparing the program and course specifications according to the templates of the National Center for Academic Accreditation and Evaluation.** **5. Preparing the program and course reports according to the templates of the National Center for Academic Accreditation and Evaluation.** **6. Preparing the program's course files and continuously updating them (Course File).** **7. Fulfilling the eligibility requirements for program accreditation issued by the National Center for Academic Accreditation and Evaluation.** **8. Providing the program's key performance indicators (KPIs) and benchmarking comparisons according to the templates of the National Center for Academic Accreditation and Evaluation.** **9. Preparing the program's initial self-evaluation measures and providing the evidence, supporting documents and proofs.** **10. Preparing the program's initial self-evaluation study report according to the template of the National Center for Academic Accreditation and Evaluation.** **11. Submitting periodic reports and work related to quality and academic accreditation to the Vice Dean, coordinator or representative of the Deanship for Quality and Academic Accreditation, and carrying out any other work and tasks within its scope and authority.**

	Member	Role
	Dr. Muflih Alhazmi	Chair
	Dr. Ali Satty	Member and Rapporteur
	Prof. Ridha Selmi	Member
	Dr. Amel Touati	Member
	Dr. Faizah Dhami	Member
	Dr. Alaa Abd El-latif	Member
	Dr. Ahmed Saoudi	Member
	Dr. Hanen Louati	Member
	Dr. Ibrahim Alshaoosh	Member

6. Academic Advising Committee

Objective	Familiarizing students with the study regulations and administrative rules followed at the university, and helping them achieve the best results in their studies and overcome the obstacles they may face.
Tasks	1. Designating the academic advisors for the department's students and distributing the advising load among them. 2. Sending the academic advisors their duties each academic year and meeting them in the first week of each semester. 3. Preparing the advising file, forms and templates for each student of the department. 4. Supervising the implementation of academic advising procedures and instructions, following this up with the advisors, and following up on the resolution of problems. 5. Following up outstanding students, encouraging them to maintain their excellence, removing the obstacles in their way, and encouraging them to continue through dedicated programs.

6. Studying the files of students who are struggling academically or expected to struggle, and drawing up suitable plans for them.
7. Reducing the problem of student absence from lectures and making every possible effort to prevent it from becoming a phenomenon.
8. Helping students understand the nature of the courses.
9. Clarifying the objectives of the college and of study, and the values they embody.
10. Informing students of the rules and instructions of the university's regulations, including the prescribed absence percentage, the accepted and permitted excuses, and the rules of conduct on campus.
11. Supervising the course registration process and controlling the registration, drop and add procedures.
12. Following up students registered in each section while observing the minimum and maximum credit hours according to university instructions and the student's cumulative GPA.
13. Following up students' academic achievement and guiding them academically and educationally.
14. Receiving students' excuses for absence from lectures and exams and deciding on them.

Member	Role
Dr. Fawzah Alenzi	Chair
Dr. Maram Alrumayh	Member and Rapporteur
Dr. Munirah Aljuaid	Member
Mr. Mohyaldein Mahgoub	Member
Dr. Ibrahim Alshaoosh	Member

7. Schedules and Examinations Committee

Objective	**Preparing schedules, forming examination committees, and distributing invigilators during the midterm, final and make-up examinations.**
Tasks	**1. Preparing faculty members' schedules and examination schedules, and ensuring their suitability for students.** **2. Forming the invigilation committees and supervising the examinations, and following up committee members' compliance with the duties and responsibilities assigned to them.** **3. Sending the examination schedules to department members, the secretariat and educational affairs.** **4. Posting the examination schedules on the department's notice board and circulating them to students through the available channels.** **5. Supervising the organisation and management of the examinations to ensure they run smoothly and achieve their objectives in accordance with the approved regulations.** **6. Preparing and sending the examination instructions to faculty members and students.** **7. Distributing faculty members and invigilators among the examination committees according to organisational needs.** **8. Ensuring the readiness of the examination halls, including the suitability of the number of seats, their arrangement, and the spacing between them.** **9. Raising the awareness of students and invigilators of the rules and instructions governing examinations.** **10. Supervising the preparation of reports and data on student names and numbers according to the different levels and courses.** **11. Preparing and printing the forms and documents needed to organise and manage the examinations.** **12. Preparing daily reports on the general performance of the examination committees.**

Member	Role
Mr. Mohyaldein Mahgoub	**Chair**

	Dr. Amel Touati	Member and Rapporteur
	Dr. Faizah Jamal Alanazi	Member
	Dr. Munirah Aljuaid	Member
	Dr. Asma Alanazi	Member

8. Community Service Committee

Objective	Supporting the community engagement efforts of the department's faculty members and their equivalents, with the involvement of graduate students.
Tasks	1. Proposing community activities for faculty members and their equivalents that suit the vision, mission, objectives and nature of the academic department. 2. Supporting the university's and the college's efforts in community service. 3. Building effective partnerships between the community and the academic department through the College Deanship. 4. Activating partnership and cooperation with the Deanship of Community Service and Continuing Education. 5. Attracting staff members and students to take part in community service programs. 6. Supervising the organisation of courses, lectures and seminars in the field of community responsibility and community service. 7. Evaluating the community activities offered by faculty members and their equivalents. 8. Archiving the tasks and occasions related to the university's community function at department level. 9. Preparing the committee's annual report and submitting it to the Department Head.

Member	Role
Dr. Ramlah Albayyat	Chair

	Ms. Ohoud Alharbi	Member and Rapporteur
	Dr. Eman Alruwaili	Member
	Dr. Bader Saad Alshammari	Member
	Dr. Ahmad Alharbi	Member

9. Public Relations and Media Committee

Objective	Covering events, documenting occasions, and showcasing the department's activity by all available means, while continuously keeping pace with the department's programs held throughout the year.
Tasks	1. Highlighting the various events inside and outside the department. 2. Drafting news and promotional and media materials for the department and its activities. 3. Preparing various designs such as posters, brochures, announcements and news items, and everything issued by the department. 4. Developing a policy for publishing media materials in cooperation with the relevant committees. 5. Following up everything related to the department's website from the technical side. 6. Publishing news related to the department on the website and on social media. 7. Documenting events by preparing reports and designing posts. 8. Communicating with students and faculty members and responding to inquiries. 9. Preparing the committee's annual report for the department and submitting it to the Department Head.

Member	Role
Dr. Hanen Louati	Chair
Ms. Huda Alshammari	Member and Rapporteur

	Dr. Hleil Alrweili	Member
	Dr. Amel Touati	Member
	Dr. Bader Salamah Alanazi	Member

10. Graduates Committee

Objective	Supervising graduates' affairs.
Tasks	1. Preparing a database of graduates. 2. Sending graduates' data to the College's graduates coordinator. 3. Coordinating and communicating with the College's Graduates Unit. 4. Issuing periodic bulletins on graduates' scientific, professional and community activities. 5. Monitoring the challenges facing the department's graduates when entering the labour market. 6. Contributing to forming graduate networks linked to the department, the college and the university, and activating communication among them. 7. Contributing to organising special events for graduates. 8. Creating and developing suitable mechanisms for communicating with graduates. 9. Coordinating with the College's graduates to create graduate surveys that measure employers' attitudes and their satisfaction with the department's graduates. 10. Creating a database of institutions and companies related to graduates. 11. Exchanging scientific and professional benefit between graduates and the department, and developing the skills of students expected to graduate. 12. Contributing to preparing graduates and those expected to graduate for the labour market by raising their competence and refining their skills through distinguished training programs. 13. Submitting graduates' suggestions on developing the academic and research programs to the Department Council.

<table>
<tr><td></td><td>
14. Matching the data of students expected to graduate to determine the earned hours, passed hours and equivalent hours, if any.
15. Making recommendations for students expected to graduate who need to exceed the permitted number of credit hours during the add and drop week.
16. Studying the problems of graduating students and proposing solutions.
17. Preparing the committee's report at the end of each year.
18. Carrying out tasks referred to the committee by the Department Council or the Department Head.
<table>
<tr><th>Member</th><th>Role</th></tr>
<tr><td>Dr. Bader Saad Alshammari</td><td>Chair</td></tr>
<tr><td>Dr. Amani Alrumayh</td><td>Member and Rapporteur</td></tr>
<tr><td>Mr. Mohyaldein Mahgoub</td><td>Member</td></tr>
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11. Field Training Committee

Objective	Supervising matters related to field training in the department.
Tasks	1. Creating a database of trainees. 2. Creating a database of institutions and companies related to training. 3. Coordinating and communicating with the relevant bodies regarding field training in the department, and visiting them, in coordination with the College Vice-Deanship. 4. Identifying the field-training sites in each semester and distributing students among them in a manner fair to all. 5. Holding awareness meetings with trainee students to clarify the regulations and rules relating to field training. 6. Working to prepare trainee students for the labour market. 7. Studying the problems of trainee students and proposing solutions. 8. Studying trainee students' violations of regulations and proposing penalties according to the applicable rules.

9. Holding workshops to prepare students before field training.
10. Following up the progress of the field-training program through continuous communication with the supervisors from the department and at the training sites, in order to overcome the difficulties facing implementation of the program.
11. Providing supervisors with field-training evaluation forms.
12. Collecting the evaluation forms from supervisors from the department and at the training sites after they have been completed, and keeping them in the department.
13. Studying the reality of the field-training programs in light of the analysis of these forms.
14. Collecting the academic supervisors' reports on the progress of the field-training process, discussing them in the academic Department Council, and submitting recommendations to the College Vice-Deanship.
15. Carrying out tasks referred to it through the Department Council or the Department Head.

Member	Role
Dr. Khalaf Alanazi	Chair
Ms. Huda Alshammari	Member and Rapporteur
Dr. Eman Alruwaili	Member

12. Professional Certificates Committee

Objective	**Contributing to strengthening the skills of the program's students, expanding their job opportunities and building their CVs, in accordance with the requirements of the Human Capability Development Program.**
Tasks	**1. Working to spread a culture of self-learning and lifelong learning among the students of the Mathematics program.** **2. Setting appropriate mechanisms to raise awareness of self-learning platforms and of local and international professional certificates.** **3. Raising awareness of the professional certificates program offered by the National Center for e-Learning.** **4. Raising awareness of the Human Resources Development Fund (HADAF) program for subsidised professional certificates, and of the other resources available in Arabic and English.** **5. Motivating graduates to obtain professional certificates, and helping them identify which ones are required in the labour market.** **6. Coordinating with the relevant bodies in the university to identify the professional certificates suitable for the Mathematics program's students and submitting recommendations on them to the competent authority.** **7. Studying other tasks referred to it and making appropriate recommendations within its remit.** **8. Preparing an annual report to be presented to the Department Council, containing information on the committee's work, meetings and the recommendations taken during the reporting period.**

Member	Role
Dr. Ibrahim Alshaoosh	Chair
Mr. Saud Alsharari	Member and Rapporteur
Dr. Fawzah Alenzi	Member

	Dr. Nawaf Alsowait	Member
	Mr. Mohammed Althaqafi	Member

13. Laboratories Committee

Objective	Supervising the affairs of the laboratories belonging to the Department of Mathematics.	
Tasks	1. Working on drawing up the plans needed to raise the efficiency of the laboratories. 2. Supervising the provision of security and safety equipment in the laboratories. 3. Preparing guidance leaflets and bulletins (electronic and paper) for students that explain security and safety procedures, to protect against the various hazards inside the laboratories. 4. Submitting laboratory maintenance requests to the College's maintenance officer. 5. Scheduling the periodic maintenance of the laboratories, and recommending the replacement of damaged equipment and materials at the end of each semester, in coordination with the laboratory supervisors and technicians. 6. Completing the inventory and return form and submitting it to the College's warehouse officer. 7. Following up the laboratories' needs for equipment and supplies in coordination with the College coordinators, and supervising their supply and installation with the laboratory supervisors and technicians. 8. Preparing the committee's annual report at the end of each academic year. 9. Carrying out tasks referred to it through the Department Council or the Department Head.	
	Member	**Role**
	Dr. Abdulaziz Alenazi	Chair

	Ms. Ohoud Alharbi	Member and Rapporteur
	Dr. Salem Alanazi	Member

14. Student Activities Committee - Female Students

Objective	Planning, organising and supervising student activities and events so as to help develop the students' skills, discover and support their talents, strengthen their sense of belonging to the college and the university, and make good use of their free time, in line with the objectives and directions of the college and the university.	
Tasks	1. Preparing and implementing an annual plan for student activities in line with the college's vision and the students' needs. 2. Securing the budget needed for the activities in coordination with the Deanship of Student Affairs. 3. Organising programs and events (scientific, cultural, skills-based, social, recreational) and holding courses and workshops to develop academic, personal and professional skills. 4. Nominating students to take part in cultural and scientific events. 5. Coordinating with departments, colleges and relevant bodies to carry out joint events. 6. Receiving students' proposals and needs so as to benefit from them in developing the plan. 7. Documenting the committee's work in minutes and reports. 8. Submitting them to the Department Head, together with an annual report on achievements.	
	Member	**Role**
	Dr. Hanen Louati	Chair
	Dr. Maram Alrumayh	Member and Rapporteur
	Dr. Ramlah Albayyat	Member

	Dr. Amel Touati	Member
	Ms. Sana Alghadeer	Member
	Ms. Huda Alshammari	Member

15. Student Activities Committee - Male Students

Objective	Contributing to building the student's well-rounded personality and developing his scientific, cultural, sporting and social skills, by organising and guiding student activities for the students of the Mathematics program, in line with the submitted operational plan for activities.
Tasks	1. Preparing an annual operational plan for the department's student activities in the fields of: cultural and artistic, sports, religious, social and professional, and scientific and innovation, in line with the operational plan for student activities of the College of Science. 2. Coordinating with the College's Student Activities Committee and the relevant bodies in carrying out the activities, and aligning their timing with the academic calendar so that they do not conflict with study and examinations. 3. Motivating students to take part in activities and competitions inside and outside the university, and discovering and nurturing the talented among them. 4. Organising scientific and innovation activities (training courses, workshops, lectures and competitions) that serve the outcomes of the Mathematics program and the requirements of the labour market. 5. Documenting each activity with evidence (announcement, attendance sheet, results and photos) according to the approved activity documentation template, and storing it electronically. 6. Measuring student satisfaction with the activities and their impact, and following up the approved performance indicators (percentage of planned activities carried out, student satisfaction rate, and percentage of activities whose impact was measured).

<table>
<tr><td></td><td>
7. Compiling the resources and equipment needed to carry out the activities and submitting recommendations on them to the competent authority.
8. Studying other tasks referred to it and making appropriate recommendations within its remit.
9. Preparing an annual report to be presented to the Department Council, containing information on the committee's work, meetings and the recommendations taken during the reporting period.
10. The committee submits its reports to the Department Head / Department Council.
<table>
<tr><th>Member</th><th>Role</th></tr>
<tr><td>Dr. Ibrahim Alshaoosh</td><td>Chair</td></tr>
<tr><td>Dr. Salem Alanazi</td><td>Member and Rapporteur</td></tr>
<tr><td>Dr. Alaa Abd El-latif</td><td>Member</td></tr>
<tr><td>Dr. Mustafa Elashiry</td><td>Member</td></tr>
<tr><td>Mr. Saud Alsharari</td><td>Member</td></tr>
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16. Measurement and Evaluation Committee

Objective	Ensuring the application of measurement and evaluation, following up the quality of examinations, and meeting the requirements of quality and academic accreditation.
	1. Following up the application of measurement and evaluation standards in examinations and semester coursework, in line with the requirements of quality and academic accreditation. 2. Reviewing the covers of the final examination papers before they are approved, and ensuring that they cover the targeted course learning outcomes. 3. Verifying that the final examination requirements are met, such as the table of specifications, the model answer, the mark distribution, and the linking of questions to learning outcomes.

<table>
<tr><td rowspan="2">Tasks</td><td colspan="2">4. Studying examination results and the related statistical indicators, such as average grades and pass rates.
5. Providing faculty members with feedback on the quality of assessment tools and ways of improving them.
6. Coordinating with the department’s Quality and Academic Accreditation Committee regarding performance indicators and learning outcomes.
7. Preparing a semester report on the committee’s work, including the level of compliance with measurement and evaluation requirements, the most notable observations, and the recommendations needed for improvement.</td></tr>
<tr><td>Member</td><td>Role</td></tr>
<tr><td></td><td>Dr. Faizah Jamal Alanazi</td><td>Chair</td></tr>
<tr><td></td><td>Dr. Alaa Abd El-latif</td><td>Member and Rapporteur</td></tr>
<tr><td></td><td>Prof. Ridha Selmi</td><td>Member</td></tr>
<tr><td></td><td>Dr. Ahmed Saoudi</td><td>Member</td></tr>
<tr><td></td><td>Dr. Mustafa Elashiry</td><td>Member</td></tr>
</table>

17. Committee for Follow-up and Development of the Master of Applied Statistics Program

Objective	**Following up and developing the Master of Applied Statistics program.**
	1. Following up the implementation of the program’s study plan and ensuring its consistency with the approved program specification. **2. Reviewing and developing the course descriptions, the program learning outcomes (PLOs) and the course learning outcomes (CLOs).** **3. Following up the quality of the educational process and of teaching and assessment methods in the program.** **4. Designing evaluation rubrics for assessing student performance through the graduation-project examination committee.** **5. Analysing the results of student evaluation and the program’s key performance indicators (KPIs).**

<table>
<tr><td>Tasks</td><td>
6. Reviewing course reports and the program’s annual reports, and proposing continuous improvement plans.
7. Following up the quality of master’s theses and ensuring their consistency with the program’s orientation and its practical applications.
8. Proposing the development of courses and research areas to keep pace with scientific developments and labour-market needs.
9. Documenting the committee’s work and submitting periodic reports to the Department Council, and coordinating with the Quality Unit and the relevant bodies
<table>
<tr><th>Member</th><th>Role</th></tr>
<tr><td>Dr. Abdulaziz Alenazi</td><td>Chair</td></tr>
<tr><td>Dr. Ali Satty</td><td>Member and Rapporteur</td></tr>
<tr><td>Dr. Nasser Alreshidi</td><td>Member</td></tr>
<tr><td>Dr. Hleil Alrweili</td><td>Member</td></tr>
<tr><td>Dr. Ramlah Albayyat</td><td>Member</td></tr>
<tr><td>Dr. Amani Alrumayh</td><td>Member</td></tr>
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Public Relations and Media Committee of the Department of Mathematics for the Academic Year 1448–1449 AH.