

Administrative committees, members and main tasks

Assessment and Continuous Improvement Committee (ACIC)

- ✓ Review and investigate the attainment levels of student outcomes (using direct and indirect assessment of courses).
- ✓ Evaluate the attainment levels of student outcomes (using data of indirect assessment including the Surveys; Exit Surveys, Senior Projects Surveys, and Summer Training Surveys.)
- ✓ Evaluate the levels of attainment of Program Educational Objectives (using the feedbacks from Faculty Surveys, Alumni Surveys, and Employers Surveys when needed.)
- ✓ Prepare the Course Previous Data Form (CPD) which includes the approved actions by the Department Council Meeting and submit it to each assigned course instructor by the first week of each new semester.

Academic Advisory committee (AAC)

- ✓ Provide educational guidance and assistance; planning schedules, recommending courses and determining appropriate education solutions .
- ✓ Monitor, follow through, and track Student Performance and advancement.
- ✓ Help and solve any problem raised with any academic advisor regarding the students' academic career, and personal problems.

Scientific and research committee(SRC)

Organizing and promoting :

- ✓ Scientific research
- ✓ Research groups; equipping, Monitoring, following through, and tracking Performance and advancement
- ✓ Specialized scientific symposia.

Program Curriculum Committee (PCC)

- ✓ The academic integrity of the college courses.
- ✓ Reviews and proposes recommendations about new courses
- ✓ Revision the actual courses
- ✓ and other educational issues

Library of IE Department Committee

- ✓ Evaluate the capability of the actual library to serve the program educational objectives.
- ✓ Order books or subscriptions and any other services of library pertinent to the program needs.
- ✓ Formulate policies and procedures for efficient use of Library resources.
- ✓ Seek feedback on Library functions

Laboratories Committee (LC)

- ✓ Fixes the priorities for spending and provides a timetable for maintenance and replacement of old equipment.
- ✓ Seek about information and recommendation concerning laboratories equipment, maintenance, safety and requirements.
- ✓ Upgrades classrooms facilities as needed. For instance like projectors, computers.....

Senior Projects Committee (SPC)

- ✓ Designate the senior students among the different senior projects.
- ✓ Create different Standards, Codes, and Constraints used in the different Industrial engineering applications.

- ✓ Organizing Final presentation for the Senior first and second Projects in presence of examining committee .
- ✓ Conducting the Capstone Project Survey

Students Affairs and Industry Relationships Committee (SAIRC)

- ✓ Establish relationships between industry and students.
- ✓ Encourage students to ameliorate their careers.
- ✓ Seek for qualified organizations adequate for summer training.
- ✓ Control the students behavior during their summer training.
- ✓ Final presentation of summer training in presence of an examining committee designated by the Department Head.
- Collect the marks given by the examining committee members.
- Conduct and save the Summer Training Surveys, Alumni Surveys, and Employers Surveys.

Table 1 Committees and Members of the industrial Engineering Program

Committee	Member	Role
Assessment and Continuous Improvement Committee (ACIC)	Dr. Hamed Al malki	Chairman
	Dr. OthamnAlhabeeb	Member
	Dr. Farhan Atallah Salem	Member
	Dr. Dalia Saber Ahmed ElSayed	Member
	Dr. Mounir benaissa	Member
	Dr. Wafik Youssef Hachicha	Member
	Dr. Awad M Aljuaid	Member
	Dr. Njah Malek	Member
	Dr. Najah Mohamed alhediYousfi	Member
	Dr. SarraMohamad Salah Selmi	Member
Academic Advisory committee (AAC)	Dr. Farhan Atallah Salem	Chairman
	Dr. Dalia Saber Ahmed ElSayed	Member
	Dr. Mounir benaissa	Member
	Dr. Sarra Mohamad Salah Selmi	Member
Scientific and research committee (SRC)	Dr. Farhan Atallah Salem	Chairman
	Dr. Wafik Youssef Hachicha	Member
	Dr. Mounir benaissa	Member
	Dr. Othamn Alhabeeb	Member
	Dr. MalekNajah	Member
Facilities (Offices, Classrooms and Laboratories) committee	Dr. MalekNjah	Chairman
	Dr. Wafik Youssef Hachicha	Member
	Dr. Mounir benaissa	Member
	Dr. Najah Mohamed alhediYousfi	Member
	Dr. Othamn Alhabeeb	Member
Program Curriculum Committee (PCC)	Dr. MounirBenaisa	Chairman
	Dr. Hamed Al malki	Member
	Dr. Farhan Atallah Salem	Member
	Dr. Sarra Mohamad Salah Selmi	Member
	Dr. Dalia Saber Ahmed ElSayed	Member

Laboratories Committee (LC)	Dr. Wafik Youssef Hachicha	Chairman
	Dr. MalekNjah	Member
	Dr. Dalia Saber Ahmed ElSayed	Member
	Dr. Najah Mohamed alhediYousfi	Member
Library (textbooks and references) of IED Committee	Dr. MounirBenaissa	Chairman
	Dr. Farhan Atallah Salem	Member
	Dr. Malek Njah	Member
Examinassions Committee	Dr. Dalia Saber Ahmed ElSayed	Chairman
	Dr. Othamn Alhabeeb	Member
	Dr. Farhan Atallah Salem	Member
	Dr. Mounir benaissa	Member
Scholarship Student Affairs Committee	Dr. Najah Mohamed Yousfi	Chairman
	Dr. Othamn Alhabeeb	Member
	Dr. Farhan Atallah Salem	Member
Accreditation committee	Dr. Sarra Mohamad Salah Selmi	Chairman
	Dr. Othamn Alhabeeb	Member
	Dr. Mounir benaissa	Member
Senior Projects Committee (SPC)	Dr. MalekNjah	Chairman
	Dr. FarhanAtallahSalem	Member
	Dr. Mounir benaissa	Member
	Dr. Najah Mohamed alhediYousfi	Member
Students Affairs and Industry Relationships Committee (SAIRC)	Dr. Hamed Al malki	Chairman
	Dr. Mounirbenaisa	Member
	Dr. MalekNjah	Member
	Dr. Sarra Mohamad Salah Selmi	Member