



# UTB Standing Committees Guidelines



جامعة البحرين للتكنولوجيا

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## ***College Standing Committees General Rules***

### **Manner of Appointment**

Any College Standing Committee member shall be appointed by the College Dean with the final concurrence and approval of the Vice President for Academic Affairs.

### **Composition**

A College Standing Committee shall consist of

- one Chairperson
- one Co-Chairperson
- At least one Member representative from each department or specialization of the College
- An Administrative Staff ( as appropriate to the nature of the committee)
- A Student Representative

## **Community Engagement Committee (CEC)**

### **Committee Guidelines**

The College Committee for Community Engagement (CCEC) is in-charge of the community engagement activities of the College. The CEC chair closely coordinates with the UTB Community Engagement Committee (UCEC) and directly reports to the College Dean.

#### **Section A - Responsibilities and Inputs**

1. In consultation with the faculty members and the Dean of the College, the CEC initiates community engagement projects that involve the participation of the students, alumni, faculty, and staff of the College. The CEC, specifically:
  - a. identifies areas within the Community Engagement (CE) framework of the University where community engagement projects can be integrated.
  - b. prepares the project proposal(s), that defines which sustainable development goals (SDG) the project focuses on, and which include the target beneficiaries, project implementers, schedule of activities, and budget allocations, among others.
  - c. presents the project proposal(s) to the College Dean for evaluation and endorsement to UCEC before approval of the President.
  - d. prepares the College Community Engagement Plan in consultation with faculty members and approval of the Dean and for inclusion in the calendar of CE events once approved.
2. The CEC ensures smooth implementation of the College's Community Engagement Plan whereby, it:
  - a. prepares all resources to be used in the particular CE project, in coordination with appropriate departments/units in UTB.
  - b. spearheads the implementation of the activities, in collaboration with the College's faculty members, ensuring that activities are held in accordance with the set time schedule and participants' attendance is monitored.
  - c. documents the CE activity and prepares the activity report within two weeks after the activity.
  - d. prepares and submits liquidation report to the appropriate department, at latest, 1 week after the project implementation.
  - e. CEC evaluates the CE project implementation through an analysis of the achieved versus the expected goals by:
  - g. conducting survey to the participants to evaluate the activity – results of which to be included in the activity report.
  - h. if applicable, a follow up visit/activity should be conducted to measure the impact of the

activity/project and ascertains that the knowledge or skills acquired by the participants are used to improve their lives.

- i. conducts focus group discussions with external partners to evaluate activity/project outcomes and impact.
- j. conducts surveys to UTB students who participated in the CE project, if there are any, to evaluate the impact of the activity on their personal development.
- k. in coordination with the Dean, assesses the involvement of the College's faculty members in terms of their attendance and performance in the CE activities of the College or the institution as a whole – results of which form part of the PAST.

**Section B - Deliverables**

- 1. Community Engagement Plan
- 2. Project Proposals
- 3. Activity Reports
- 4. Liquidation Reports
- 5. Analysis Report on Participants Feedback
- 6. Minutes of Meetings with CE Partners
- 7. Minutes of CEC Meetings
- 8. Trimestral Accomplishment Reports (1<sup>st</sup> Trimester and 2<sup>nd</sup> Trimester)
- 9. Annual Accomplishment Report (3<sup>rd</sup> Trimester)
- 10. Memorandum of Understanding with community partners, organizations or local government agencies if applicable.

**Section C - Reporting**

The CEC reports to the College Dean and coordinates with the UCEC and CEO.

## **Curriculum Review Committee (CRC)**

### **Committee Guidelines**

The Curriculum Review Committee (CRC) is a recommendatory body in the College. Based on a set of inputs, as shown in Section A, the CRC submits to the Dean a set of recommendations regarding the learning programme.

#### **Section A - Responsibilities and Inputs**

1. Consolidate course review reports and identify valid recommendations for course updates.
2. Review the CILO and prepare PILO evaluation reports to identify and recommend adequate changes in course specifications and curriculum structure.
3. Identify PILOs and related courses that may need updates.
4. Review the CQI Reports related to course delivery.
5. Review the Alumni and Employer satisfaction survey results to identify potential updates in the curriculum.
6. Review PIAP recommendations as well as any other stakeholders' report to identify potential updates in the curriculum.
7. Review the curriculum Benchmark reports to identify potential updates in the curriculum.
8. Review the market needs, sectorial studies (internally or externally developed), external examiners report, and the international/national standards/benchmarks to recommend potential updates in the curriculum or suggest a new curriculum.
9. Review the report of the Programme Development Committee (PDC) and verifies/confirms its recommendations and recommends changes to the College Council for further actions, if necessary.

#### **Section B - Deliverables**

1. CRC Minutes of Meetings (at least twice every trimester)
2. Recommendations for Course Updates / Trimester
3. CRC annual report on curriculum
4. Recommendation of new curricula, if any
5. PILO/SO report
6. Trimestral and annual accomplishment reports

#### **Section C - Reporting**

CRC members report to the College Dean and submit their recommendations and annual reports to the Dean's Office.

## ***Faculty Development Committee (FDC)***

### **Committee Guidelines**

The Faculty Development Committee (FDC) is a recommendatory body in the College. Based on a set of inputs, as shown in Section A, the FDC submits to the Dean set of deliverables, recommendations and annual reports in the realm of faculty development.

#### **Section A - Responsibilities and Inputs**

1. Formulates the Faculty Development Plan integrating Dean/PH Evaluation, College Needs, Individual Needs Assessment of Faculty, Faculty Performance and the Course Evaluation Report.
2. Coordinates with the Faculty Development Office of the Institution with regards to potential training, seminars, workshops, conferences and other development needs of the faculty members.
3. Serves as committee members in all faculty development initiatives, activities and programs of the university.
4. Monitors the implementation of College Faculty Development Plan and assists the Dean in the formulation of the improvement plan.
5. Recommends policy and procedural reforms in the hiring, recruitment, selection and promotion process of faculty members whenever necessary.
6. Consolidates faculty portfolios and identify relevant recommendations for updates.
7. Consolidates results of performance evaluation in the area of training and professional development and conducts professional development activities to address the gaps.

#### **Section B – Deliverables**

1. College faculty development plan
2. FDC Minutes of Meetings (at least twice every trimester);
3. Activity Reports / Trimester
4. Faculty Development Accomplishment Reports based on the Faculty Development Program (every 1<sup>st</sup> and 2<sup>nd</sup> Trimester)
5. Annual Accomplishment Report (every end of 3<sup>rd</sup> trimester) with supporting materials
6. Faculty Development Plan (every end of 3<sup>rd</sup> Trimester); and
7. Faculty Portfolios

**Section C - Reporting**

FDC reports to the College Dean and submits its deliverables, recommendations and annual reports to Dean's Office, and copies to the FDO.

## ***Instructional Materials and Library Committee (ILMC)***

### **Committee Guidelines**

The Instructional Materials and Library Committee is a recommendatory body in the College. Based on a set of inputs, as shown in Section A, the IMLC submits to the Dean a set of recommendations along instructional materials/library matters.

#### **Section A – Responsibilities and Inputs**

1. Reviews the availability, credibility and currency of recommended textbooks, references, journals/magazines, audio visual materials, e-books and online databases suitable for teaching and learning processes.
2. Prepares the matrix of the available and recommended textbooks, references, journals/magazines, audio visual materials, e-books and online databases per course/programme/department to be submitted to the Dean.
3. Evaluates the prepared/requested textbooks, references, journals/magazines, audio visual materials, e-books and online databases per course/programme/department by the faculty members to be submitted to the Dean for recommendation to purchase.
4. Coordinates/checks with the Librarian on the availability of recommended titles for purchase against the list of the library holdings per course/programme/department based on the bibliographic description (title/author/edition/publication year/copyright/number of copy) with emphasis on the five- year recent and onward.
5. Submits the following summary to the Head of Library Department:
  - instructional materials per course/programme/department
  - books per course/programme/department
  - journals/magazines per course/programme/department
  - audio visual materials (cd, cd-rom, vcd, dvd etc. percourse/programme/department
  - e-books per course/programme/department
  - online databases per course/programme/department; and
  - book request by course in each department for next trimester.
6. Attends Library Committee meeting(s) and prepare reports for submission to the Dean.
7. Reviews guidelines on the acquisition of instructional, research and library resources.
8. Reviews the coordinative/collaborative library activities by the library/faculty per course/programme/department.
9. Monitors and reports the utilization of e-Learning resources and Moodle at the College.
10. Identifies and recommends approaches to the evaluation, development, implementation and maintenance of e-Learning resources and their potential usage in learning and teaching.

**Section B – Deliverables**

1. Summary of instructional materials (books, journals, magazines, e-books, online database) per course/programme/department.
2. Summary of book request by course for purchase
3. ILMC trimestral and annual accomplishment reports
4. E-learning and Moodle Utilization Monitoring Report

**Section C – Reporting**

IMC/LC members report to the College Dean and submit their recommendations and annual report to the Dean's Office.

## ***Continuous Quality Improvement (CQI)***

### **Committee Guidelines**

The college Continuous Quality Improvement (CQI) committee's main responsibility is to implement quality assurance system at the college level. The committee should execute and monitor QA activities within the college including compliance, assessment and accreditation activities. The committee reports to the College Dean as well as to QAAD.

#### **Section A- Responsibilities and Inputs**

1. Execute and monitor QA activities within the college.
2. Maintain QA processes and records about QA activities in the college.
3. Serve as point person of the College during programme evaluation and accreditation undertakings.
4. Liaise with QAAD for all college-specific requirements and programs for effective quality management system.
5. Coordinate college-specific quality improvement initiatives and implement these mechanisms to ensure effectiveness of monitoring and evaluation.
6. Provide orientation and assistance to faculty in performing QA activities within the college.
7. Assist the College in the preparation, conduct and reporting of Self-Evaluation Surveys (SESs) and Self-Evaluation Reports (SERs).
8. Conduct internal quality audits (IQA) of academic-related internal processes and procedures such as moderation report evaluation and verify course portfolio components and coherence.
9. Monitor and follow-up on the improvements, status of implementing action plans arising from periodic reviews, assessment and IQAs.
10. Write reports about QA activities within the college and report to the Dean as well as to QAAD.
11. Attend the regular CQI meeting and include QA items in the college councilmeetings.
12. Assist the College in implementing any Quality assurance related academic and administrative policies.
13. Conduct any required activity for training and workshop dealing with Quality Assurance aspects.

#### **Section B – Deliverables**

1. Committee Minutes of Meetings.
2. Activity Reports if any

3. Periodic IQA Findings on:
  - Moderation
  - Assessment
  - Course Specifications
  - Policies and Procedures in the College
4. Course Portfolio Evaluation Report (each trimester for on-term courses)
5. Status monitoring of college quality improvement plans
6. Trimestral and annual Committee accomplishment reports

#### **Section C – Reporting**

The CQI reports to the Dean and works in close coordination with the QAAD. All reports should be submitted to the Dean's Office and copies to QAAD.

***List of Committee Reports***

<b>Committee</b>	<b>Deliverable</b>
1. Community Engagement	<ol style="list-style-type: none"> <li>1. Community Engagement Plan</li> <li>2. Project Proposals</li> <li>3. Activity Reports</li> <li>4. Liquidation Reports</li> <li>5. Analysis Report on Participants Feedback</li> <li>6. Minutes of Meetings with CE Partners</li> <li>7. Minutes of CEC Meetings</li> <li>8. Trimestral Accomplishment Reports (1<sup>st</sup> Trimester and 2<sup>nd</sup> Trimester)</li> <li>9. Annual Accomplishment Report (3<sup>rd</sup> Trimester)</li> <li>10. Memorandum of Understanding with community partners, organizations or local government agencies if applicable.</li> </ol>
2. Curriculum Review	<ol style="list-style-type: none"> <li>1. CRC Minutes of Meetings (at least twice every trimester)</li> <li>2. Recommendations for Course Updates / Trimester</li> <li>3. CRC annual report on curriculum</li> <li>4. Recommendation of new curricula, if any</li> <li>5. PILO/SO report</li> <li>6. Trimestral and annual accomplishment reports</li> </ol>
3. Faculty Development /Training	<ol style="list-style-type: none"> <li>1. College faculty development plan</li> <li>2. FDC Minutes of Meetings (at least twice every trimester);</li> <li>3. Activity Reports / Trimester</li> <li>4. Faculty Development Accomplishment Reports based on the Faculty Development Program (every 1<sup>st</sup> and 2<sup>nd</sup> Trimester)</li> <li>5. Annual Accomplishment Report (every end of 3<sup>rd</sup> trimester) with supporting materials</li> <li>6. Faculty Development Plan (every end of 3<sup>rd</sup> Trimester); and</li> <li>7. Faculty Portfolios</li> </ol>
4. Instructional Materials /Library	<ol style="list-style-type: none"> <li>1. Summary of instructional materials (books, journals, magazines, e-books, online database) per course/programme/department.</li> <li>2. Summary of book request by course for purchase</li> <li>3. IMLC trimestral and annual accomplishment reports</li> <li>4. E-learning and Moodle Utilization Monitoring Report</li> </ol>
5. Continuous Quality Improvement	<ol style="list-style-type: none"> <li>1. Committee Minutes of Meetings.</li> <li>2. Activity Reports if any</li> <li>3. Periodic IQA Findings on:</li> <li>4. Moderation</li> <li>5. Assessment</li> <li>6. Course Specifications</li> </ol>

	<ul style="list-style-type: none"><li>7. Policies and Procedures in the College</li><li>8. Course Portfolio Evaluation Report (each trimester for on-term courses)</li><li>9. Status monitoring of college quality improvement plans</li><li>10. Trimestral and annual Committee accomplishment reports</li></ul>
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**Course Report (by the course coordinator)**

1. Minutes of the meeting;
2. Course-level benchmarking report, if applicable;
3. CILO evaluation report (CPR and Assessment and Evaluation Report);
4. Course evaluation report (survey); and
5. Summary of Recommendations and Actions to be taken.

**End-of trimester/ Annual Course Review Report (by the DH)**

1. Minutes of the Meeting;
2. Improvement Plan for the following:
  - Course (based on the recommendations by the course coordinators for the current trimester, to be implemented next trimester/ school year)
  - Curriculum (based on the summary of recommendations by the CRC)
  - CQI (based on the periodic IQA reports of the CQI Committee)
3. Course Monitoring Report (based on the Improvement Plan).