



## **Department Quality Assurance Committee (DQAC)**

### **Terms of Reference (ToR)**

#### **1. Purpose/Mission**

To oversee and ensure quality assurance processes within the department, ensuring that academic programs meet internal standards, external accreditation requirements, and continuously improve student learning outcomes.

#### **2. Membership**

- Department Chair / Head (Chair of DQAC)
- Program Coordinators in that department (if applicable)
- faculty member(s)
- A quality assurance representative (if exists)
- Student representative (optional but encouraged)

#### **3. Reporting Structure**

- Reports to the College Quality Committee (CQAC)
- Shares periodic reports with the Deanship of Quality & Academic Accreditation
- Aligns with institutional-level QA Committee

#### **4. Responsibilities/Duties**

Here are the tasks the DQAC should perform:

- Review and ensure that program mission, goals, and learning outcomes are clearly defined, aligned with departmental vision, and consistent with university mission.
- Oversee preparation, periodic review, and updating of Program Specifications and Course Specifications.



- Monitor and evaluate student achievement of course and program learning outcomes.
- Review assessment data (course level, program level), including grades, student feedback, surveys, etc., and identify areas for improvement.
- Plan and follow up on the implementation of the assessment and improvement actions.
- Ensure alignment of curricula with accreditation requirements (national/international) and regulatory bodies.
- Maintain and organize documentation needed for internal and external accreditation.
- Coordinate with the QA Deanship for trainings/workshops and dissemination of QA policies.
- Facilitate peer reviews and share best practices among faculty.
- Assist with student feedback mechanisms (e.g. course evaluations, alumni / employer surveys).
- Ensure compliance with policies (academic, ethical, integrity, assessment, etc.)

## **5.MeetingFrequency**

- Meet at least once per semester, or more often as needed (e.g. when preparing accreditation, or reviewing data or improvement actions).

## **6.Decision-makingandActionPlans**

- Decisions often by consensus; some decisions may require approval from department or college management.
- Prepare annual / mid-term improvement plans based on data, surveys, and reports.

## **7.DocumentationandRecordKeeping**

- Maintain minutes of meetings, decisions, action plans.
- Archive assessment results and reports (course, program).
- Maintain evidence for accreditation (where required).

## **8.EvaluationoftheCommitteeItself**



- Periodic review of the committee's effectiveness (e.g. effectiveness in improving outcomes, compliance with tasks, quality of reporting).

## **9.Resources**

- Access to required data (student performance, course evaluations, feedback surveys).
- Support from college and Deanship of QAA for documentation, training, etc.

## **10.Authority**

- Ability to request information/data from faculty and department.
- Make recommendations (curriculum changes, assessment methods, etc.) subject to departmental/college & Deanship approval.