

A Brief Summary for Quality Assurance Plan

The Colleges incorporated the Quality Strategic Plan with all its main elements in the Institution Strategic Plan. They also adopted Strategic Planning, including their vision, mission objectives, and projects during the following period. Finally, the Colleges also followed the framework of Strategic Planning, as do most universities in the world, particularly the universities in the Association of Arab Universities of the Arab League.

The Higher Committee of Strategic Planning is the first higher committee created by the College to develop its Strategic Plan, and therefore pave the way for it to develop further plans and programs.

The Higher Committee of Strategic Planning is responsible for the planning process at the university level, with a Planning Committee that operates at the College level, and one that operates at the department level, as illustrated in Figure 2.1.



Elements of Buraydah Colleges' Strategic Plan

The Strategic Plans consists of the following elements, as shown in Figure2.3:

Table 2.3. Buraydah College Strategic Plan Elements¹

No.	Strategic Plan Elements
1.	Strategic Plan imperative
2.	Plan main assumptions
3.	Approach to set up the Strategic Plan
4.	College fundamental features
5.	Main elements of College Strategic Plan
6.	Strategic Objectives
7.	Gap Analysis and Needs Assessment
8.	Methods of achieving Strategic Objectives
9.	Risks and challenges

10.	Success of the Plan elements
11.	Monitoring Plan implementation
12.	Appendix
13.	Plan Implementation Timetable
14.	Analysis of the Internal and External environments of the Colleges

1. Strategic Plan existence imperative

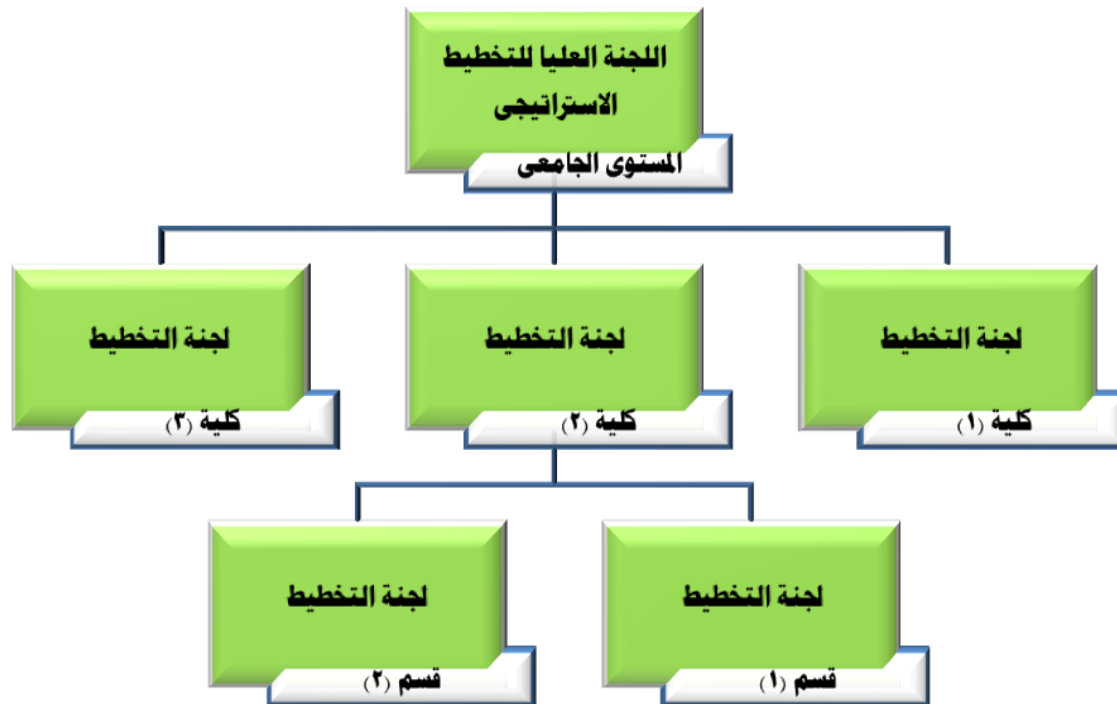
2. Plan main assumptions

With respect to the major developments in the world now, the only thing we know for certain is that nothing is certain. This requires making some assumptions to minimize, if not contain, the effects of uncertainty while the Strategic Plan is being developed. These assumptions include the following:

- a. The rate of development of Information and Communication technology will continue to increase, which requires future adaptation to these developments and increasing reliance on learning techniques in the Education process
- b. The existence of Virtual Universities will increase, as will their competitiveness with traditional universities, for which we will need to adopt certain learning techniques
- c. The demand for higher education will increase generally, and the demand for some majors over others will increase according to the needs of the labor market and future developments that will require flexibility in decision-making and adaptation to these variables
- d. All institutions of higher education (government and private) will demonstrate increased interest in obtaining international and national Academic Accreditation as a distinct way of achieving comprehensive Quality Standards
- e. Buraydah College must adopt the policy of achieving comprehensive Quality in order to keep pace with these major developments in learning, research stimulation, and community service to obtain National Academic Accreditation within the period of its Strategic Plan to preserve it in the future
- f. Competition between government and private institutions of higher education will increase to attract qualified teaching staff at the national, as well as the regional and international levels
- g. Competition will increase among government and private higher institutions, including global institutions that have already begun to open branches and attract students in other countries in the region
- h. Buraydah College, the newest among the institutions of higher education in Qassim Region, looks forward to playing and developing a vital role in community sustainable development, seeking to strengthen its relationships with the national community and all stakeholders, and develop its human and financial resources to support their ability to compete

- i. Buraydah College is attempting to keep pace with the major developments in education, research stimulation, and community service, not as a rival of well-established universities, but as one that seeks to provide leadership in the private education community
3. Approach to developing the Strategic Plan
4. College fundamental features:
 - 4.1 Origin and Development
 - 4.2 Academic Sectors
 - 4.3 Organizational Structures
 - 4.4 Administrative System
 - 4.5 Student Affairs
 - 4.6 Teaching Staff
 - 4.7 Administrative Staff
 - 4.8 Development and Quality Management
 - 4.9 Learning and Teaching
 - 4.10 Field Training
 - 4.11 Cooperation with National and International Institutions of Higher Education
 - 4.12 Program Development
 - 4.13 Extracurricular Activities
 - 4.14 Library and Information Technology Management
 - 4.15 Facilities and Supplies Management
 - 4.16 Scientific Research
5. Analyzing internal and external environment of the colleges and determining their strengths, weaknesses, opportunities, and challenges.
6. Main elements of College Strategic Plan:
 - 6.1 Colleges' Vision
 - 6.2 Colleges' Mission
 - 6.3 Colleges' Motto
 - 6.4 Governing Value
7. Strategic Objectives
8. Gap Analysis and Needs Assessment
9. Methods of achieving Strategic Objectives

10. Risks and challenges
 - 10.1 Commercial risks
 - 10.2 Labor market risks
 - 10.3 Financial risks
 - 10.4 Internal risks
 - 10.5 Implementation risks
11. Success of the Plan elements
12. Monitoring of Plan implementation
13. Project Implementation Schedule



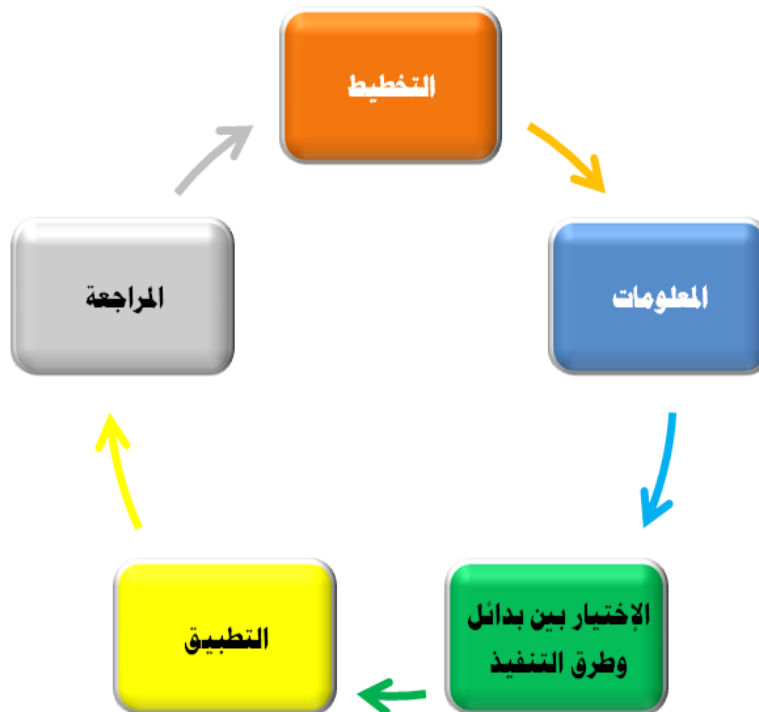
اللجنة العليا للتخطيط الاستراتيجي	Senior Committee of Strategic Planning
المستوى الجامعي	University Level
لجنة التخطيط	Planning Committee
كلية (1)	College (1)
لجنة التخطيط	Planning Committee
كلية (2)	College (2)
لجنة التخطيط	Planning Committee
كلية (3)	College (3)
لجنة التخطيط	Planning Committee
قسم (1)	Department (1)
لجنة التخطيط	Planning Committee

Figure2.1. Strategic Planning Levels

Given that the Planning period is long, it was agreed that the College Strategic Plans would be implemented over the course of five years. The first plan was launched during 1434 and 1439 AH.

The Strategic Plan will be an Implementation Plan, followed by Plans at the Project level.

During the plan's period, consecutive Development and Planning Cycles shall be applied, as described in Figure 2.2.



التخطيط	Planning
المعلومات	Information
المراجعة	Reviewing

الاختيار بين بدائل وطرق التنفيذ	Choosing among Implementation Alternatives and Methods
التطبيق	Application

Figure 2.2. Development and Planning Cycle-1

This Cycle represents the Feedback on repositioning plans from the experience and views of experts and stakeholders, which guarantees the repositioning of plans and projects.

3.3 Risk management

The general Objective is to maintain the security and safety of the staff of the colleges, its facilities and equipment.

Organizational Relationship:

Directly related to: Director of General Administration for Financial and Administrative Affairs.

Main Tasks:

1. Set semester and annual plans for the procedures of the security of the colleges and the safety of its facilities and equipment, its employees and visitors and follow up their implementation.
2. Implementation of the security and safety procedures prescribed by the Civil Defense and the competent security authorities.
3. Providing and implementing all safety and occupational health requirements that complement the provision of a safe environment for the prevention of risks to both human and material components.
4. Training the employees of the colleges and their students in the use of security and safety means.
5. To carry out the guard work inside the colleges and follow it up.

6. Set plans to regulate the movement of transport means, especially buses, terminations and waiting places and follow-up its implementation and modification.
7. Provide semester reports on the needs of the colleges of security and safety procedures or proposals for their development.
8. Any other tasks assigned to it within its competence.

In order to achieve the above objectives, the following elements must be found:

- Proper and purposeful technical planning for the basics of prevention in establishments.
- Implementation based on the sound scientific foundations at the construction and the provision of specialized technical equipment to ensure the continued implementation of occupational safety and health services.