

نموذج بيانات وحدات كلية الهندسة 1443هـ (2021-2022)

College of Engineering Units Data Form 1443 (2021-2022)

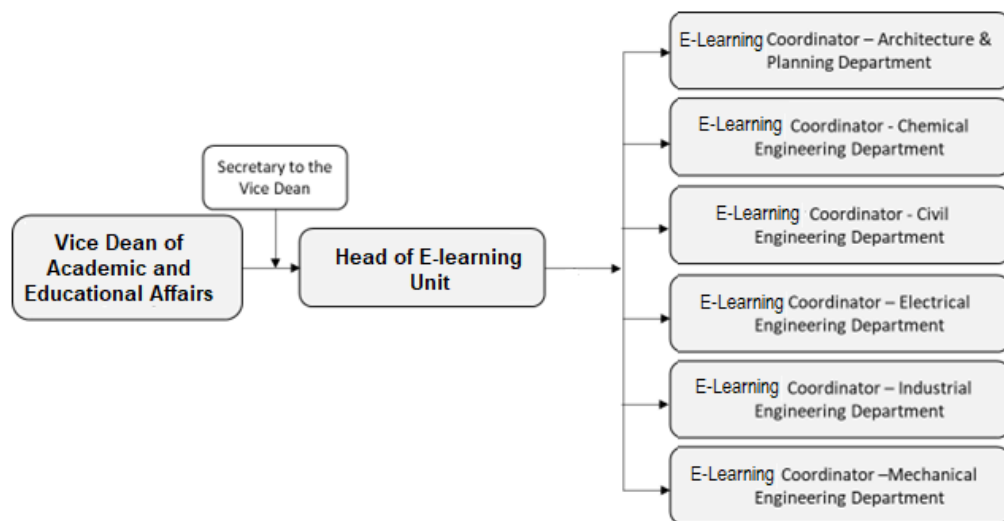
Unit Name	E-learning Unit		وحدة التعلم الإلكتروني		اسم الوحدة
Unit Head	Dr. Mohamed Hechmi El Ouni		د. محمد الهاشمي العوني		رئيس الوحدة
Head Unit Info.	Dept.	Civil Engineering	الهندسة المدنية	القسم	بيانات رئيس الوحدة
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Terms of Reference

1. The Head of the E-learning Unit is appointed by the Dean of the College of Engineering for a specific period of time or until further orders.
2. The E-learning Unit works under the leadership of the Vice Dean of Academic and Educational Affairs.
3. The E-learning Unit is appointed by the Dean of the College, comprising the Vice Dean for Academic and Educational Affairs as the Chairman, the Head of the E-learning Unit as a supervisor and E-learning Coordinators of each department as members.
4. The E-learning Unit coordinates its related tasks in the College of Engineering.
5. The Head of E-learning Unit will be responsible for executing the instructions and tasks given by the Vice Dean of Academic and Educational Affairs.
6. The E-learning Unit will prepare a calendar of E-learning activities and implement it.
7. The Unit will organize meetings (at least two in an academic year, once each semester) and prepare a record of minutes of meetings.
8. The Unit will prepare guidelines for students and faculty members.
9. The Unit will cooperate with the deanship of E-learning to organize trainings for students and faculty members.
10. The Unit will Prepare reports about the progress of the E-learning process at the College of Engineering to identify problems and solve them.
11. The Unit will Prepare reports about electronic exams at the College of Engineering to find out problems and solve them.

12. The unit will provide technical support for faculty members for all electronic activities on the Blackboard (including virtual classes, adding content, assignments, exams and forums, grade center, etc ...)
13. The unit will organize virtual meetings and workshops as per the requirement of the college
14. The unit will share announcements received from the Deanship of E-Learning about training courses
15. The unit will coordinate the process of recording open courses if a budget is available.
16. The unit will Coordinate the process of obtaining course quality accreditation QM
17. The unit will prepare the requested Elearning reports

Organization Structure of the E-learning Unit:



Members of the E-learning Unit:

No.	Name	Position	Designation
1	Dr. Majed Al-Subih	Vice Dean of Academic and Educational Affairs.	Chairman
2	Dr. Mohamed Hechmi El Ouni	Head, E-learning Unit	Unit Head
3	Dr. Hamdi Ayed	E-learning Coordinator Civil Engineering Department	Member
4	Dr. Fakhr Sulaiman	E-learning Coordinator Electrical Engineering Department	Member
5	Dr. Rahmatullah Baigh	E-learning Coordinator Industrial Engineering Department	Member
6	Dr. Mohammad Yunus	E-learning Coordinator Mechanical Engineering Department	Member
7	Dr. Atef Aljery	E-learning Coordinator Chemical Engineering Department	Member
8	Dr. Wael Aboneama	E-learning Coordinator, Architecture & Planning Department	Member

Tasks

Unit Tasks	مهام الوحدة
1. Preparing reports about the progress of the E-learning process at the College of Engineering to identify problems and solve them.	1. اعداد تقارير عن سير عملية التعلم الالكتروني بكلية الهندسة لمعرفة المشاكل و حلها.
2. Preparing reports about electronic exams at the College of Engineering to find out problems and solve them.	2. اعداد تقارير عن الاختبارات الالكترونية بكلية الهندسة لمعرفة المشاكل و حلها.
3. Technical support for faculty members for all electronic activities on the Blackboard (including virtual classes, adding content, assignments, exams and forums, grade center, etc ...)	3. الدعم الفني لأعضاء هيئة التدريس لكل الانشطة الالكترونية على البلاك بورد (بما فيها الفصول الافتراضية، الاعلانات، اضافة محتوى، الواجبات، الاختبارات، المنتديات، مركز التقديرات، إلخ ...)
4. Coordination of virtual meetings and workshops	4. تنسيق الاجتماعات و ورشات العمل الافتراضية
5. Sharing announcements received from the Deanship of E-Learning about training courses	5. نشر الاعلانات الواردة من عمادة التعلم الالكتروني حول الدورات التدريبية
6. Coordinating the process of recording open courses	6. تنسيق عملية تسجيل المقررات المفتوحة
7. Coordinating the process of obtaining course quality accreditation QM	7. تنسيق عملية حصول المقررات على اعتماد جودة المقررات QM
8. Preparing the annual report of the E-Learning unit.	8. اعداد التقرير السنوي لوحدة التعلم الالكتروني.