

## Report of the Educational Services Committee (laboratories) for the academic year 1443 AH

### Achievements:

- Inventory of data of all laboratories in the college.
- Follow-up from the members of the committee to determine the status of the laboratories and their needs.
- Coordination with the Computer Department and the General Preparation Department to determine the department's needs of devices and indicate their number to ensure that the need is met.
- Evaluating the services provided in computer laboratories and measuring their suitability to the requirements of the study plan at the beginning of the semester.
- Ensure that safety requirements are in place in all laboratories to implement immediate safety measures when any danger occurs.
- Coordination with information technology to maintain laboratory equipment that suffer from technical and software problems.
- Ensure the safety of devices from technical malfunctions that hinder the educational process.
- Coordination with the college custody office to provide the shortage of some devices such as screens and mouse. etc
- Ensure that the required educational programs are installed before the beginning of the semester.
- Ensure before tests the effectiveness of laboratory equipment
- Create a directory for laboratories and define standards for them.
- Communicate with the Deanship of the College for the possibility of changing some urban modifications for some laboratories (merging coefficients).
- Demand from operation and maintenance to provide protection for devices from dust.
- Ensure electrical regulators so that the wiring wiring is intact and not exposed.

### Future plans:

- Sending questionnaires to the heads of the computer department and the general preparation department to know their needs in the laboratories
- Numbering laboratory equipment to facilitate the maintenance process.

### Difficulties:

Lack of knowledge of the rate of satisfaction of faculty members and students with the quality of laboratories for the purpose of ensuring the quality of the educational process, due to the circumstances of the Corona pandemic and holding lectures remotely.

### Performance indicators:

- 1) Laboratories Directory
- 2) Specifications Guide for Devices
- 3) Malfunctions and requirements for laboratories
- 4) Laboratory Standards
- 5) Satisfaction rate of beneficiaries of the Laboratories Committee
- 6) External parties working with the Laboratories Committee

## First: Laboratories Guide

### أ. Statistics of the 9 laboratories of the Computer Department

#### Lab M2/1/1 (affiliated to the Computer Department)

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
52	✓	1	×	52	

#### Lab M2/1/2 (affiliated to the Computer Department)

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
26	✓	1	×	26	

#### Lab M2/1/6 (affiliated to the Computer Department)

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
25	✓	1	×	25	

**Lab M2/1/7 (affiliated to the Computer Department)**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
20	✓	1	×	20	

**Lab M2/2/9 (affiliated to the Computer Department)**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
25	✓	1	×	25	

**Lab M2/2/11 (affiliated to the Computer Department)**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
27	✓	1	×	27	

**Lab M2/2/13 (affiliated to the Computer Department)**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
23	✓	1	×	23	

**Lab M2/2/14 (affiliated to the Computer Department)**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
27	✓	1	×	27	

**Lab M2/2/15 (affiliated to the Computer Department)**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
30	✓	1	x	30	

**ب. Statistics of the 10 laboratories of the General Courses Department**

**Lab M1/1/1 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
61	1	1	4	1	

**Lab M1/1/6 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
40	1	1	2	1	

**Lab M1/1/7 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
41	1	1	2	1	

**Lab M1/1/9 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
39	1	1	2	1	

**Lab M1/1/10 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
40	1	1	1	1	

**Lab M1/1/11 (affiliated to the General Preparation Department (English))**

Chairs	Computer	Projector	Speaker	Computers	Laboratory

	Table				Contents
40	1	1	2	1	

**Lab M1/1/12 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
40	1	1	2	1	

**Lab M1/1/16 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
40	1	1	2	1	

**Lab M1/1/17 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
42	1	1	2	1	

**Lab M1/1/18 (affiliated to the General Preparation Department (English))**

Chairs	Computer Table	Projector	Speaker	Computers	Laboratory Contents
60	1	1	4	1	

## Second: Specifications Guide for Devices

- A. All devices in the laboratories of the computer department contain Windows 10 in English.

### Device Access:

The student can access the university's local network through the student's own account with the option of being a student, while members can access the university's computer with their own computer.

### Programs in laboratories:

programs	Lab coding
Microsoft office 2016 - Star UML - Matlab - IBM SPSS statistical - GNS3	M2/1/1
Microsoft office 2016 - Star UML - Matlab - IBM SPSS statistical - Netbeans - Jcreator pro	M2/1/2
Microsoft office 2016 - Star UML - Matlab - IBM SPSS statistical - GNS3	M2/1/6
Microsoft office 2016 - Star UML - GNS3 (3 computer) - DEVC++ - TURBOC++ - 8085 simulator - Jcreator pro - Netbeans - Macromedia Flash - Microsoft Project 2010 - CEDAR logic - Visual studio 2015 - Oracle VM virtual box - Macromedia firework	M2/1/7
Microsoft office 2016 - Star UML - GNS3 (3 computer) - DEVC++ - TURBOC++ - 8085 simulator - Jcreator pro - Netbeans - Macromedia Flash - Microsoft Project 2010 - CEDAR logic - Visual studio 2015 - Oracle VM virtual box - Macromedia firework	M2/2/13
Microsoft office 2016 - Star UML - GNS3 (3 computer) - DEVC++ - TURBOC++ - 8085 simulator - Jcreator pro - Netbeans - Macromedia Flash - Microsoft Project 2010 - CEDAR logic - Visual studio 2015 - Oracle VM virtual box - Macromedia firework - Get started with oracle	M2/2/14
Microsoft office 2016 - Star UML - GNS3 (3 computer) - DEVC++ - TURBOC++ - 8085 simulator - Jcreator pro - Netbeans - Macromedia Flash - Microsoft Project 2010 - CEDAR logic - Visual studio 2015 - Oracle VM virtual box - Macromedia firework - Get started with oracle	M2/2/15
Microsoft office 2016 - Star UML - GNS3 (3 computer) - DEVC++ - TURBOC++ - 8085 simulator - Jcreator pro - Netbeans - Macromedia Flash - Microsoft Project 2010 - Visual studio 2015 - Oracle VM virtual box - Macromedia firework - Get started with oracle	M2/2/11

A. All devices in the laboratories of the General Setup Department (English) contain Windows 10 in Arabic.

Device Access:

The student can access the university's local network through the student's own account with the option of being a student, while members can access the university's computer with their own computer.

### :Programs in laboratories

- Unlock 1 ( unlock 2e plus listening and speaking 1 & unlock 2e plus reading and writing1).
- Unlock 2 ( unlock 2e plus listening and speaking 2 & unlock 2e plus reading and writing2).

### Third: Malfunctions and needs of laboratories

Note	Overall laboratory evaluation	Laboratory need	Type of malfunction	Number of devices not used due to problems	Lab coding
Information Technology Lab	Excellent	Screens	Mostly it's all a problem with the screen	٥	M2/1/1
Information Technology Lab	Excellent			There isn't any	M2/1/2
Information Technology Lab	Excellent		<ul style="list-style-type: none"> <li>▪ A device that needs to be reinstalled Windows</li> <li>▪ A device that does not work may be a harder problem</li> </ul>	٢	M2/1/6
	Bad	<ul style="list-style-type: none"> <li>○ Electrical wiring or connections</li> <li>○ Screens</li> <li>○ Wire screen</li> </ul>	<ul style="list-style-type: none"> <li>▪ A device that needs an operating system</li> <li>▪ A device that</li> </ul>	٧	M2/1/7

		○ Mouse	<ul style="list-style-type: none"> <li>does not work</li> <li>hardwire</li> <li>▪ Two broken screens</li> <li>▪ Two devices that are not connected to electricity</li> <li>▪ A device that needs a screen wire</li> </ul>		
	Good	<ul style="list-style-type: none"> <li>○ Screen</li> <li>○ Triple electricity plug</li> </ul>	<ul style="list-style-type: none"> <li>▪ The hardware problem in a device</li> <li>▪ The screen of the second device is broken with black spots</li> <li>▪ Device in need of electricity connection</li> </ul>	٣	M2/2/9
	It's okay.	Electrical wiring or connections	<ul style="list-style-type: none"> <li>▪ 2 devices need to be connected to electricity</li> <li>▪ And two devices that have a hardware problem</li> </ul>	٤	M2/2/11
	Good		Hardware problem with both devices (a device that makes sound)	٢	M2/2/13
Very slow running computers	Good		<ul style="list-style-type: none"> <li>▪ A device that has a software problem</li> <li>▪ A device that has a hardware problem</li> </ul>	٢	M2/2/14
The solution	Bad	The number of electricity	<ul style="list-style-type: none"> <li>▪ 3 devices that need to be</li> </ul>	٧	M2/2/15



may be in the presence of a high-quality electrical connection		connections is not enough to connect all devices, and some electricity covers are not fit	<p>connected to electricity</p> <ul style="list-style-type: none"> <li>▪ Two devices need new screens</li> <li>▪ Two devices have a hardware problem</li> </ul>		
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- ✓ IT labs devices numbered by IP address
- ✓ There is no remote control for projectors in all laboratories.
- ✓ Lab 7 has a carton containing wires
- ✓ There is no chip that controls the electricity of all the laboratory devices

#### General Preparation Department Laboratories (English Language Labs):

All of them are in good condition, but Lab 10 needs extensions or electrical connections, and Lab 12 needs a new mouse.

The coefficient (M1/1/9, M1/1/8, M1/1/7, M1/1/6) (M1/2/16, M1/2/17, M1/2/18) need window blinds to block the sunlight affecting the projector.

#### Fourth: Laboratory Standards

**a. Cleanliness and**

**organization:**

- The presence of instructions for correct use and instructions to maintain laboratory equipment and prevent the entry of food and beverages, and the commitment of students to that.
- Taking care of the cleanliness of the laboratory, devices and accessories.
- The presence of what prevents the entry of dust and sunlight to the laboratory to preserve the devices.
- Close devices after use daily and cover them when not in use.
- Suitable number of devices relative to the number of female students.

**b. Operation and maintenance of the plant:**

- Provides the necessary accessories for teaching the course such as blackboard, projector, headphones... etc
- The presence of antivirus programs.
- Raise maintenance requests and follow them up through Enjaz website or e-mail

**c. Availability of software for courses:**

- Install the required tutorials for all stages on the devices.
- Updating educational programs to suit the needs of the curriculum.

**d. Laboratory Safety & Security:**

- Wire extensions are safe and do not pose a danger to students.
- The presence of valid fire extinguishing supplies such as a fire extinguisher ... etc
- The presence of safety instructions to evacuate the laboratory in the event of a fire.
- Easy access to the primary electrolyte switch to shut off all devices.
- The safety of the laboratory from water or dust leaks.
- Safety of windows and doors.

#### e. Disabled Access:

- The availability of the necessary spaces that allow movement and visibility clearly, and the allocation of seating places on the edges of corridors and rows, on flat places, near services and emergency doors.

#### Fifth: Satisfaction rate of beneficiaries of the laboratories committee

Since the first semester was remote and the lack of use of laboratories, a questionnaire was not made to know the performance of the committee and measure the extent of benefit from the committee's work. It will be applied, God willing, during the next term.

#### Sixth: External parties working with the laboratories committee

Service	section	
To present technical hardware and software problems	Information Technology Department	<b>Externally</b>
To raise the needs of departments in laboratories	Computer Department and General Preparation Department	<b>Internally</b>
To cover the needs of laboratories in terms of lack of equipment or in the event of a malfunction in them	Custody Office	
To clean laboratories and protect devices from dust and sun	Operation & Maintenance Office	

Coordinator of the Educational Services Committee:

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