ACADEMIC YEAR 1438-39 (2017-18)

Academic Affairs Sub-committee - College of Medicine

**MISSION 4 – STUDENT HANDBOOK/GUIDE REVIEW**

**MINUTES OF MEETING**

MEETING #1: 13/12/2017 (16/03/1439 H), Wednesday TIME: 11:30am VENUE: Office 2136.

 MEETING #2: 18/12/2017 (30/03/1439 H), Monday TIME: 11:30am VENUE: Office 2141.

MEETING # 3: 27/12/2017 (09/04/1439 H), Wednesday TIME: 11:30am VENUE: Office 2136.

**ATTENDANTS:**

1. Dr. Krishna Swaroop (Sub-committee Coordinator)
2. Dr. Abdul. Hafeez Baloch (Member)
3. Dr. Asmaa Fathi (Member)
4. Dr. Suha Al Bahraini (Member)
5. Dr Aboeyazeid (Coordinator Academic Affairs Committee)

**The committee has reviewed in its meeting the following agenda:**

1. Review Students Handbook and Suggest Immediate changes.
2. Review the Student Handbook and Summarize Modifications/Updating
3. Staff and students assessment for this guide
4. Others

After the attendees discussed all subjects, they took the following recommendations in this regard:

1. **Subject: Students Handbook/guide and Suggest Immediate changes :**

**Justifications/Discussion points:**

* Table of Contents
* Continuation of the use of GMCA 2012 requires to be verified
* XXii & Xxiii : Organogram & Layers to be modified

 **Recommendation:**

\*\*Agreed that These need to be changed and updated with the acceptance of the College Curriculum Committee and APC as ALL CHANGES IN THE STUDENT HANDBOOK REQUIRES APPROVAL FROM CURRICULUM COMMITTEE (Date: 04/12/17(16/03/1439-H) AND FURTHER BY ACCADEMIC PLANNING COMMITTEE (APC)

* Table of Contents
	+ Wherever the headings of GMCA 2012 should be removed.
	+ Any new suggestions should be encoded and incorporated.
* Continuation of the use of GMCA 2012 requires to be verified
* After deliberation with curriculum committee and academic planning committee GMCA 2012 to be deleted
* XXii & Xxiii : Organogram & Layers to be modified
	+ New organogram is available to be attached.
	+ The updated and finalized list of the layers and the legends to be incorporated.

**Decision:** Unanimously agreed

1. **Subject:** Review the Student handbook and Summarize Modifications/Updating

**Justifications/Discussion points:**

PART 1 : Guiding Principles of the University and College Updating

* Updating the Handbook Cover
* Updating Message from President, Vice President, Dean & Preface
* 1.1.1 University Vision & Mission Updating
* 1.2.2 Mission Updating
* 1.3.1.4 Details/Clarity Students Rights manual & Code of Discipline
* 1.3.1.7.2.2 – Modify
* 1.3.1.7.2.2 – Modify or Remove
* To Include Medical Excuses as 1.3.1.8

PART 2: The Medical Curriculum 2012 Updating

* Self- Directed Learning(SDL) : Mechanisms to Observe Adherence

 PART 3: ACADEMIC ASSESSMENTS AND POLICIES

* **3.3.1.3 Re – Sit Examinations**
	+ Update Medical excuses opportunity Framework for Re- Sit Examinations
	+ Excuses for attempting Part of examinations
	+ Include regarding Social Excuses
	+ 3.4.4 Update Number of Assessors to assess Portfolio

PART 4: Student Support and services

PART 5: Academic Quality Review, Monitoring and Feedback

PART 6: The College Photo Gallery

PART 7: Student activities Gallery

References

Conforme

The Student Handbook Program

 **Recommendation:**

**PART 1: Guiding Principles of the University and College**

* Updating the Handbook Cover
	+ Suggested to replace the GMCA 2012 logo with current photograph of building and students of college of medicine
	+ Second edition to be replaced as Third edition, month, 2018.
	+ Web page (cover page) designer can give further suggestions.
* Updating Message from President, Vice President, Dean & Preface
	+ Collect the messages from respected dignitaries to be incorporated.
* 1.1.1 University Vision & Mission Updating
	+ Following is the **University vision** “Excellence in education and scientific research; and leadership in community engagement”
	+ Following is the **University mission** “To provide quality education and lifelong learning, encourage innovation and scientific research, strengthen community engagement and to prepare qualified and competent people within a motivating environment that are up to date with modern technology”

* 1.2.2 College of medicine Mission Updating
	+ We are committed to promote higher standards in medical education, health care, and research and community health services.
* 1.3.1.4 Details/Clarity Students Rights manual & Code of Discipline
	+ Details of students rights can be found as general students’ rights on university official web site ([www.kfu.edu.sa](http://www.kfu.edu.sa))
	+ Suggested following specific link ……………………………..
* 1.3.1.7.2.2 – Modify as Second offense –
	+ Written statement to be collected and referred to the Vice Dean for action.
* 1.3.1.7.2.3 – Can be Removed
* **To Include Administrative and Medical Excuses as 1.3.1.8 bullet**
	+ All Academic activities except Examinations – 3 weeks from date of academic activity
	+ Examinations – 10 Days from the Date of Examination (Including Vacation/Weekend)
* Criteria for Excuse Approval :
1. Polyclinics of KFU
2. All Governmental Hospitals with authorized signature and seal (Referral letter from student deanship for governmental hospitals on official forms)
3. Emergency and Administration cases can be taken case by case for consideration
* Repeated medical Excuses :
	+ To be supported by Official Report from Governmental Hospitals/Institutions

**PART 2: The Medical Curriculum 2012 Updating**

* Self- Directed Learning(SDL) : Mechanism to Observe Adherence
* Suggested Card Login System at Library or Modify to DSL (directed self-learning)

 **PART 3: ACADEMIC ASSESSMENTS AND POLICIES**

* **3.3.1.3 Re – Sit Examinations**
	+ Update Medical excuses opportunity Framework for Re- Sit Examinations
		- Refer to newly added **1.3.1.8 bullet**
* Excuses for attempting Part of examinations
	+ Include regarding Social Excuses : To be Discussed on Case by Case basis such as Marriages , Death of Relatives (First Degree) , Attendance in Courts etc.
	+ Repeated Social Excuses needs to be proven by an Official Report
* 3.4.4 Professional Development Line Portfolio assessment
	+ will be assessed only by the Primary Coach

**PART 4: Student Support and services**

* No change

**PART 5: Academic Quality Review, Monitoring and Feedback**

* No Change

**PART 6 : The College Photo Gallery**

* Updating of photos with latest available with producers.

**PART 7: Student activities Gallery**

* Updating of photos with latest available with producers.

References :

* No change

Conforme :

* No Change

**The Student Handbook Program :**

* Type the heading of the page
* Number of edition and list of editors and contributors for development and updating the students handbook guide with following details
* Dr Aboeyazeid (Coordinator Academic Affairs Committee)
* Dr. Krishna Swaroop (Sub-committee Coordinator)
* Dr. Abdul. Hafeez Baloch (Member)
* Dr. Asmaa Fathi (Member)
* Dr. Suha Al Bahraini (Member)

**Decision:** Unanimously agreed

1. **Subject:** Staff and Students' Assessment for this guide
* It is proposed for the Plan of Preparing a Draft of Assessment of Staff and Students of the Guide in an Online format using Google Forms to Fulfil the KPI
* Google Forms to Assess in general the Perception of :
1. Level of Usefulness and Guidance to the staff and Students using the Students Guide
2. Adequacy of Information regarding Academic Plan
3. Sufficiency of Details of College Internal regulations
4. Important Aspects of Assessment Plans and guidelines
5. Level of satisfaction in Relation to the Student Guide Design and layout
6. Practical Use of the Student Guide in case of Reference following an Issue

**Recommendation:**

The Above Data to be collected towards the end of the Academic year following the publication of new edition (3rd )

**Decision:** Unanimously agreed

1. **Subject:** OTHERS

Dr Abdul Hafeez suggested for Printing of Arabic version of Student handbook

**Recommendation:**

Agreed that this proposal needs to discussed and proceed with the acceptance of the College Curriculum Committee and APC

**Decision:** Not agreed

**(80 % disagreed and 20% agreed)**

Minutes prepared by: Dr. Hafeez

Reviewed by: Dr. Krishna Swaroop

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| **No.** | **Name** | **Signature** |
| 1 | Dr. Krishna Swaroop |  |
| 2 | Dr. Abdul Hafeez Baloch |  |
| 3 | Dr. Asmaa Fathi |  |
| 4 | Dr. Soha Al Bahraini |  |
| 5 | Dr Aboyazeid |  |