**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-13**

DATE: February 23, 2021 Time: 12:00-12:30 VENUE: Room 2108

The Development and Quality Assurance Committee convened on

Date, day time at Room 2001 upon reaching the quorum. The meeting was presided by Dr. Naif Al Hamam, the Vice Dean for Development and Community Engagement and Head of the committee.

Dr. \_\_\_ apologized to attend, absent from the meeting.

ATTENDANCE:

|  |  |  |
| --- | --- | --- |
| **NO.** | **NAME** | **DESIGNATION** |
| 1 | Dr. Naif Al Hamam | Vice Dean for Development and Community Engagement; DQA Committee Head |
| 2 | Dr. Haytham Al Arfaj | Deputy, DQA |
| 3 | Dr. Abdul Sattar Khan | Member, DQA |
| 4 | Dr. Feroze Kaliyadan | Member, DQA |
| 5 | Dr. Eman El Sheikh | Member, DQA |
| 6 | Dr. Mahdi Al Dafiri | Member, DQA |
| 7 | Dr. Mohammed Habeebuddin Shaji | Member, DQA |
| 8 | Dr. Ayub Ali | Member, DQA |
| 9 | Dr. Abdallah Essa | Member, DQA |
| 10 | Dr. Imran Sabri | Member, DQA |
| 11 | Dr. Muthana Al Sahlawi | Member, DQA |
| 12 | Dr. Shaima Al Othman | Member, DQA |
| 13 | Mr. Jose Karlo Pangan | Member, DQA |
| 14 | Mr. Khalid AlKhaldi | Member, DQA |
| 15 | Ms. Jomana Khalid Alarfaj | Member, DQA |
| 16 | Ms. Hajer Salman AlDuhailan | Member, DQA |
| Apologized to attend: | | |
| 1. |  |  |
| 2. |  |  |
| Did not attend the meeting: | | |
| 1. |  |  |
| 2. |  |  |

**STATEMENT OF AGENDA:**

At the meeting, the committee reviewed the following agenda:

1.

2.

3.

4.

5.

6. Other Matters

**AGENDA 1:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 2:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 3:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 4:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 5:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA: OTHER MATTERS**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**Conclusion of Meeting:**

The meeting was concluded at AM, PM and signed with the adopted recommendations.

**Prepared by: Jose Karlo Pañgan**

**Member,** Development and Quality Assurance Committee

SIGNATURE OF ATTENDEES

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr. Naif Al Hamam | Vice Dean for Development and Community Engagement |  |
| 2 | Dr. Haytham Al Arfaj | Deputy, DQA |  |
| 3 | Dr. Abdul Sattar Khan | - Member, DQA |  |
| 4 | Dr. Feroze Kaliyadan | - Member, DQA |  |
| 5 | Dr. Eman El Sheikh | - Member, DQA |  |
| 6 | Dr. Mahdi Al Dafiri | - Member, DQA |  |
| 7 | Dr. Mohammed Habeebuddin Shaji | - Member, DQA |  |
| 8 | Dr. Ayub Ali | - Member, DQA |  |
| 9 | Dr. Abdallah Essa | - Member, DQA |  |
| 10 | Dr. Imran Sabri | - Member, DQA |  |
| 11 | Dr. Muthana Al Sahlawi | - Member, DQA |  |
| 12 | Mr. Jose Karlo Pangan | - Member, DQA |  |
| 13 | Mr. Khalid Alkhaldi | - Member, DQA |  |
| 14 | Ms. Jomana Khalid Alarfaj | - Member, DQA |  |
| 15 | Ms. Hajer Salman AlDuhailan | - Member, DQA |  |

Signed:

**DR. NAIF AL HAMAM**

Vice Dean, Development and Community Engagement

Head, Development and Quality Assurance Committee