**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-01**

DATE: August 10, 2020 Time: 9:30-11:00 AM VENUE: Room 2001

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| **SUBJECT 1** | Opening of meeting  By. Dr. Naif Al Hamam |
| **DECISION 1** | Dr. Naif opened the meeting at 9:36 AM. He expressed his thanks to the members to the DQA committee for the last year efforts. Dr. Naif also wishes the new members for contribution. He invited everyone to be in the family of the Development and Quality Assurance committee.  **Justification/Discussion Points:**  Dr. Naif discussed plans for the committee for the establishment of a system, and a new office will be ready in the next months. Three new ladies will be a part of the committee for the administration.  Dr. Abdul Sattar Khan presented the accomplishment and remaining tasks of the Accreditation Task Force Team under the Supervisory Accreditation Team. Urgent tasks are stated and suggested to action.  Dr. Naif opened the meeting for the members to share experiences, task and suggestions for improvement:  Dr. Haytham mentioned that proper documentation is needed, file finding/evidence is scattered. Reports need inputs from all faculty, committee. Submitted reports are either lacking response, not completed. The DQA members are required to work more to compensate. SES is the main problem. Each substandard need manpowers, and documents. Policies and procedures need to be clear – ex. Complaints documentation – student, faculty.  Dr. Ayub suggested for the awareness of tasks per committee and authority.  Dr. Feroze – most KPIs are complete. The subcommittee need to be filled since members are going/leaving. There is a need the benchmarking decision – which can be selected. Dr. Abdul Sattar mentioned that both King Abdul-Aziz University and Dammam could be used now. There has been an agreement between the Deans now, but official endorsements may wait.  Dr. Habibbudin Shaji – most tasks are done until 2017-2018 but after reports are not much followed up, and hard to follow up especially during end of the year. It is a good base from 2017 and just needs survey to move forward faster. We hope to utilize the Deanship DQA as a blueprint for our surveys. Dr. Naif mentioned that the DDQA will support us in the task.  Observation is we need a system / process for DQA to see where the process stops. Members are changing every 2-3 years, thus a system is required. The same is required for documentation.  Dr. Muthana suggested having a student in the committee as a student representative. This is a requirement, for selected meetings they are required and send them the minutes.  Dr. Imran suggested focusing on the action plan, but currently no trouble shooting and filling up. Identity problem and solve.  Dr. Mahdi suggest to put motivation for students to answer the survey.  Dr. Khan suggest to improve student response is to have the student answer survey before seeing the result in the banner. Suggest having the course evaluation at the last day each quarter, and modifying the instrument – only related to academic part for the blocks.  **Recommendations:**  Assign a coordinator with other committees – send in Shareq, cc Dr. Nayef to follow up for documents required.  Need academic load problem in each task, proposed reasonable applicable solution.  Add members to subcommittees and discuss in the next committee meeting.  Dr. Nayef needs to see the roadmap for each task, who is responsible and what the hindrances are.  Correspondence need documentation and signed by the responsible staff, otherwise the document will be considered ‘zero’.  **Pending Issue:**  Advisory committee - sent invitation and still waiting for the CVs to the administration.    The workload cannot be submitted next week due to various reasons. This will be prepared after the finalization of the college/block plans.  **Decision:**  Will assign some students in the student board as a channel of communication in the DQA (to have a documentation), and have orientation for the banner.  Conduct a workshop for block coordinators prior to the start of the academic year.  Dr. Haytham will set the task for each member.  Members to submit the subcommittee tasks, problem, solutions, and subcommittee new member proposals. To follow if available are the academic loads.  To set a fixed calendar for meetings.  Basic communication will be on whatsapp group.  To work sometime during weekends and request for compensation.  Request the IT to Open the course evaluation survey at least every semester.  Meeting adjourned 11 AM. |

SIGNATURE OF ATTENDEES

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| No. | Name | Designation | Signature |
| 1 | Dr. Nayef Al Hamam | - Vice Dean for Development and Community Engagement |  |
| 2 | Dr. Haytham Al Arfaj | - Deputy, DQAA |  |
| 3 | Dr. Abdul Sattar Khan | - Member |  |
| 4 | Dr. Mahdi Al Dafiri | - Member |  |
| 5 | Dr. Muthana Al Sahlawi | - Member |  |
| 6 | Dr. Feroze Kalidayan | - Member |  |
| 7 | Dr. Mohammed Habeebuddin Shaji | - Member |  |
| 8 | Dr. Imran Sabri | - Member |  |
| 9 | Dr. Ayub Ali | - Member |  |
| 10 | Dr. Abdallah Essa | - Member |  |
| 11 | Mr. Jose Karlo Pangan | - Member |  |
| 12 | Mr. Khaled Al Khaldi | - Member |  |
| 13 | Ms. Jumanah Al Arfaj | - Member |  |