**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-02**

DATE: August 16, 2020 Time: 12:30-1:40 PM VENUE: Room 2001

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| **SUBJECT 1** | Opening of meetingBy. Dr. Naif Al Hamam |
| **DECISION 1** | Dr. Naif opened the meeting at 12:34 AM. Welcomed and thanked Dr. Edwin Cancino for the support for last year and the coming year.Agenda:1. Dr. Edwin Cancino to present the steps for applying accreditation
2. Presentation of status by head of sub-committees of each sub-standard from 1 to 6-10 minutes each.

**Justification/Discussion Points:**Dr. Edwin stated that the process of accreditation is actually a self-study, analysis of the program. Therefore, the accreditation is a result or output of the self-study. Purpose is to guide the program through the self-study evaluation process. Write an effective self-study design and useful report. If fully complied with the standards, make a report for review. The college will receive a feedback for compliance. The first step is to initiate the self-study process. Make sure a person in charge (Human Capital) to be an expert from the faculty for each standard (in the College of medicine, it refers to the subcommittees). Identify the faculty who can write the SSR. Appoint the steering committee and sub-committees. Check for the updated forms from ETEC. Compile all as evidence (storage) which contains all evidences. Write a report to discover strengths and weakness to make appropriate recommendation and implement to enable the program to achieve the missions and goals. A sample table with timeline was presented (Section E). The question raised is when the reports can be submitted to be reviewed by the internal reviewer – inquiry by Dr. Edwin. The template will be provided tomorrow.Standard 1: Dr. Eman Elsheikh Next step: Survey to be done. Standard 2: Dr. Haytham Al ArfajNext steps: Manual of procedures, study exam manual are neither not updated or not available.Standard 3: Dr. Ayub Ali Next steps: Aligning of course, assessments, moderations. This will be started by DR. Khan and Dr. Haytham.Standard 4: Dr. Habbibudin ShajiNext steps: Most steps are done, must for the new year all things must be update again. One in priority are the manuals and handbook updates.Standard 5: Dr. Feroze KaliyadanNext step: Draft was prepare but waiting for responses. Need documentation for annual appraisal, as there is no feedback provided for the faculty. Research databases is available – the database should be base on the Annual program reports. Portfolio needs consistency. Send a letter to each head of department to update the portfolio as recommended by the subcommittee.Standard 6: Dr. Imran SabriNext step: Library matters, needs a laboratory safety manual (communicated to the concerned committee). Digitalization is neededThe statistics to include will be from 2018-2019 and 2019-2020. By next week, the college board will finalize which can used as benchmark. Dr. Haytham and Ms. Jumanah will be receiving the reports from each committee and will assist for the circulation of surveys. Dr. Sayed is available for making the analysis and graphs. The subcommittee head will need to initiate and submit the surveys for dissemination.According to Dr. Edwin, The approach is standard based in writing the self-study for the College of Medicine. The presentation on how to write will be for tomorrow for all sub-standards. All members are requested to attend.**Recommendations:**For tomorrow to discuss all depths needed per sub standards. All sub-committee head to write all required to submit a list of updating documents to Dr. Khan, to get approval from the College Board. To gather a recommendations from subcommittees for compilation and memo writing from the Vice Dean Dr. Nayef to the head of departments.**Decision:**The first draft submission is within 1 month according to Dr. Naif maximum; by 15th September 2020. Meeting adjourned 1:40 PM.  |

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. Edwin Cancino | * Consultant, VPAA Office
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| 3 | Dr. Haytham Al Arfaj | - Deputy, DQAA |  |
| 4 | Dr. Abdul Sattar Khan | - Member |  |
| 5 | Dr. Eman El Sheikh | - Member |  |
| 6 | Dr. Muthana Al Sahlawi | - Member | Apologized |
| 7 | Dr. Feroze Kalidayan | - Member |  |
| 8 | Dr. Mohammed Habeebuddin Shaji | - Member |  |
| 9 | Dr. Imran Sabri | - Member |  |
| 10 | Dr. Ayub Ali | - Member |  |
| 11 | Dr. Abdallah Essa | - Member |  |
| 12 | Dr. Mahdi Al Dafiri | - Member | Apologized |
| 13 | Mr. Jose Karlo Pangan | - Member |  |
| 14 | Mr. Khaled Al Khaldi | - Member |  |
| 15.  | Ms. Jomana Khalid Alarfaj | - Member |  |
| 16. | Ms. Hajer Salman Alduhailan | - Member |  |
| 17. | Dr. Asher Iqbal | * Member; Subcommittee
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