**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-04**

DATE: August 18, 2020 Time: 10:00-11:43 AM VENUE: Room 2001

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| **SUBJECT 1** | Opening of meetingBy. Dr. Abdul Sattar Khan |
| **DECISION 1** | Dr. Abdul Sattar Khan opened the meeting at 10:07 AM. He mentioned the general idea how to write, and practice to write a description of the substandard to present after working by groups as the objectives of the meeting. This is to guide in writing, and the first draft by September 15, 2020.The scheduled sub-committees for the day are Standard 1, 4 and 6.Dr. Khan thanked and welcomed Dr. Edwin for being with the committee for the past 3 days.**Agenda:**1. Writing the Self Study Report

**Justification/Discussion Points:** Dr. Edwin stated the samples provided earlier in dropbox. For 6 sub-standards, the committee should write descriptions for the 6 standardsThere are 3 components to write - Description. Assessment and planning. The substandard is now called the statement, with each must have the 3 parts present in each narrative description.Description example; the KFU missions are used to prepare the mission at the program level. Refer to what is happening at the university level then reflect on what is happening at the college level. The sample is a summary but usually may take around 10 pages. It should be followed by the analysis and the suggested recommendations for action. Highlight the strong practices. All these are seen in the description. The subcommittees are advised to a group and prepare a sample narrative. Subcommittees presented the sample narrative prepared for their respective substandard.Substandard 1: Dr. Eman - presented with suggestions to include the evidences, and write the required to the college board to be provided and approved.Substandard 6:Dr. Imran – presented with some suggested provided. Example: state the quantity required and benchmark. Put the database, a policy stated for the student in the procurement of books. Another is the provision of instructional resources. But there are differences between learning materials and published books which should be in other sub-standards. A reference to the policy is required in the description. For books, only include the recent editions. Old editions are obsolete and will be questioned, therefore no need to include in the database.Substandard 4: Dr. Shaji – state ‘for example’, ‘compared to’. Defend the data, assert something and justify.Mr. Ryan will send a sample on how to code the evidence. **Recommendation:**Create a dropbox link, everything to finish today – then Dr. Edwin can review and open access to the data. The College already have a dropbox, for suggested to have sub-committee folder then send to the committee for Dr. Edwin to see before proceeding to the next step.**Decision:**The Meeting adjourned 11:43 AM.  |

SIGNATURE OF ATTENDEES

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| No. | Name | Designation | Signature |
| 1 | Dr. Edwin Cancino | * Consultant, VPAA Office
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| 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 Said 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 Al Khaldi | - Member, DQA |  |
| 14 | Ms. Jomana Khalid AlArfaj | - Member, DQA |  |
| 15 | Ms. Hajer Salman AlDuhailan | - Member, DQA |  |
| 16 | Dr. Walaa Al Dairi | - Member, DQA |  |
| 17 | Dr. Mohammed Bahgat | - Member, DQA subcommittee |  |
| 18 | Dr. Ammanullah | - Member, DQA subcommittee |  |
| 19 | Dr. Omar Al Rashid | - Member, DQA subcommittee |  |
| 20 | Dr. Azher Iqbal  | - Member, DQA subcommittee |  |
| 21 | Dr. Shahzeen Fatima | - Member, DQA subcommittee |  |
| 22 | Dr. Shuja Kazi | - Member, DQA subcommittee |  |
| 23 | Mr. Ryan Pagente | * Member, TFT
 |  |
| 24 | Dr. Habib Qureshi | - Member, TFT |  |