**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-07**

DATE: August 30, 2020 Time: 12:45-1:30 PM VENUE: Room 2001

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| **SUBJECT 1** | Opening of the Meeting  By. Dr. Naif Al Hamam |
| **DECISION 1** | Dr. Naif opened the meeting at 12:49 PM.  **Agenda:**  The agenda is for updates from the Subcommittees.  **Justification/Discussion Points:**  Standard 1 by Dr. Eman El Sheikh: Survey prepared. Ready for launching. But doing the drafts report.  Dr. Naif suggested to have deadline for each task.  Standard 2 by Dr. Haytham Al Arfaj: 60-70% accomplished. Remaining are partnerships for research.  Dr. Naif suggested to add this as a question to the consultant.  Standard 3 Dr. Ayub Ali: Meeting daily. Accomplished 2/3 of the drafts. Submitted 11 documents required. Needs the list for the training for the enrichment program. Will send the list to Mr. Buenqa.  Dr. Naif suggested to make a letter signed, and sent to DQAA as request.  Standard 4 Dr. Habbibuddin Shaji: Most requested files received last week. Some students from alumni are available. The student satisfaction survey done with 90 response. The report is started, draft will be ready by the end of the week. Needs to nominate an Arabic speaking member.  Standard 5 by Dr. Feroze Kaliyadan: Draft was done. Exit survey done with only 2 responses. The communication for the Central recruitment policies is needed. The file is available in Arabic for all universities but likely an old policy. Need to nominate an Arabic speaking member for English.  Standard 6: Needs the policy and procedure manual. References for protocols is not available. Letter to the Central Library is prepared.  Dr. Naif suggested for start with the Safety Manual first for approval by the strategic plan. Then proceed for other evidences. Officially communicate to Dr. Naif, then the latter will make letter to the specific committees. If the policy manual is zero, either the college will establish one or benchmark. If need new member, nominate to Dr. Naif.  New DQAA Office: Ms. Jomana reported that by next week, we will be ready to transfer to the other office with Mr. Karlo. Appreciation is extended.  **Recommendations:**  The Statistics Unit will have a space inside the DQAA office.  Suggested to prepare a clear flow chart for submission and collection of file to the unit. All information for the college will be kept in the unit.  **Decision:**  The members are suggested to have deadline for each task and all required to submit the first draft by September 15, 2020.  Nominate names for Arabic speaking members for the subcommittees to Dr. Naif.  Meeting adjourned 1:15 PM. |

SIGNATURE OF ATTENDEES

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| 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 Al Khaldi | - Member, DQA |  |
| 14 | Ms. Jomana Khalid AlArfaj | - Member, DQA |  |
| 15 | Ms. Hajer Salman AlDuhailan | - Member, DQA |  |