**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-09**

DATE: September 27, 2020 Time: 11:45-12:00 VENUE: Room 2001

The Development and Quality Assurance Committee convened on   
September 27, 2020, Sunday 11:45 AM 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. Muthana Al Sahlawi and Dr. Abdallah Essa apologized to attend, Mr. Khalid Al Khaldi is absent from the meeting.

ATTENDANCE:

|  |  |  |
| --- | --- | --- |
| **NO.** | **NAME** | **DESIGNATION** |
| 1 | Dr. Naif Al Hamam | Vice Dean for Development and Community Engagement; DQAA 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. Imran Sabri | Member, DQA |
| 10 | Mr. Jose Karlo Pangan | Member, DQA |
| 11 | Ms. Jomana Khalid Alarfaj | Member, DQA |
| 12 | Ms. Hajer Salman AlDuhailan | Member, DQA |
|  |  |  |
|  |  |  |
|  |  |  |
| Apologized to attend: | | |
| 1. | Dr. Muthana Al Sahlawi | Member, DQA |
| 2. | Dr. Abdallah Essa | Member, DQA |
| Did not attend the meeting: | | |
| 1. | Mr. Khalid AlKhaldi | Member, DQA |
|  |  |  |

**STATEMENT OF AGENDA:**

At the meeting, the committee reviewed the following agenda:

1. Update of reports submitted for all sub standards to Dr. Edwin Cancino

2. Other Matters

**AGENDA 1:** UPDATE OF REPORTS SUBMITTED BY ALL SUB-COMMITTEES TO DR. EDWIN CANCINO

**Justification/Discussion Points:**

All sub-committees of Standards 1-6 submitted the first draft of SSRPs last week to Dr. Edwin Cancino.

Standard 1: Waiting for feedback.

Standard 2: Received major and minor corrections and is working now.

Standard 3: Waiting for feedback. Expecting within two weeks for update.

Standard 4: Waiting for feedback. There are some KPIs not practiced/not present previously in the standards. Recommended to add the items as action plans. In the present, to start incorporating the new items for practice.

Standard 5: Received feedback. Started the writing process modification. The external data still pending from King Abdulaziz University (KAU) due to administrative concerns in KAU. The internal benchmark from departments received from two (2) departments only. The data present is for the last 3 years.

Standard 6: Waiting for feedback.

**Recommendations:**

To include in the recommendation / action plan the KPIs that is previously not practiced or data unavailable.

To remind Dr. Naif to endorse through Sharek the internal benchmark report of FAMCO to Ms. Jomana to Dr. Feroze for Standard 5.

**Decision:**

Unanimous approval by all attendees

Dr. Naif Al Hammam expressed his appreciation to all committee members for the great job and submission of the first SSRP draft.

**AGENDA 2:**

**Justification/Discussion Points:** Other Matters: Visit to the College of Clinical Pharmacy

Visit of College of Medicine DQA Committee Members to the College of Clinical Pharmacy DQA Office. Dr. Abdul Sattar Khan, Mr. Jose Karlo Pangan, Ms. Jomana Al Arfaj, Ms. Hajer Al Duhailan and Mr. Khalid Al Khalid made the visit last Monday, September 21, 2020. Attached in this minutes is the official report. Highlight reported by Ms. Jomana to the meeting was as follows:

* An archive rooms for the last five years is available.
* Samples in print are available of the self-study report of programs (SSRP), course specifications, strategic planning, annual program reports, faculty manuals etc.
* Displays of activities in posters in college lobbies and KPIs in the meeting hall.
* Faculty members are the sole members of the DQA committee.
* They developed an Electronic Quality Management Unit (EQMU). This is a centralized system for file sharing and submission, managed by the statistics and information unit.
* The COCM DQAA lauded the COM for the privilege of having dedicated staff for the committee.

**Justification/Discussion Points:** Other Matters: Second draft and other DQA Tasks

The DQA will wait for the comments of Dr. Edwin for the first draft of report except Standard 2 and 5 which received suggestions for improvements.

Inclusion of agenda the meetings

**Recommendations:**

To have each department assigned one (1) bulletin board for display of activities.

To discuss with the IT department on how to establish a similar system to the COCP EQMU.

To inform Mr. Karlo in advance for topics to be added and discussed in the future meetings.

After finalizing the SSRP, the DQA will continue work in other tasks and fulfilling missing requirements of accreditation.

**Decision:**

Unanimous approval

**Conclusion of Meeting:**

The meeting was concluded at 12:00 PM and signed with the adopted recommendations.

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 | Apologized |
| 10 | Dr. Imran Sabri | - Member, DQA |  |
| 11 | Dr. Muthana Al Sahlawi | - Member, DQA | Apologized |
| 12 | Mr. Jose Karlo Pangan | - Member, DQA |  |
| 13 | Mr. Khalid Al Khaldi | - Member, DQA | Absent |
| 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