**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-10**

DATE: December 16, 2020 Time: 12:00-12:30 VENUE: DQAA Meeting Room

The Development and Quality Assurance Committee convened on

December 16, 2020, wednesdy 12:30 at Room 2108 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. Feroze Kaliyadan and Ms. Hajer Al Duhailan apologized to attend, Dr. Muthana Al Sahlawi and Mr. Khalid Al Alkhaldi was absent from the meeting.

ATTENDANCE:

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| **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. Eman El Sheikh | Member, DQA |
| 5 | Dr. Mahdi Al Dafiri | Member, DQA |
| 6 | Dr. Mohammed Habeebuddin Shaji | Member, DQA |
| 7 | Dr. Ayub Ali | Member, DQA |
| 8 | Dr. Abdallah Essa | Member, DQA |
| 9 | Dr. Imran Sabri | Member, DQA |
| 10 | Mr. Jose Karlo Pangan | Member, DQA |
| 11 | Ms. Jomana Khalid AlArfaj | Member, DQA |
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**STATEMENT OF AGENDA:**

At the meeting, the committee discussed the following agenda:

1. Status of NCAAA accreditation

**AGENDA 1:**

**Justification/Discussion Points:**

Dr. Naif Al Hamam opened the meeting and thanked everyone for attending despite the coming examination week. He mentioned that 4 standard SSRP were reviewed and 2 are remaining for the coming week. He request all to update the current stage during the meeting, as the college needs to apply by mid-January. The college must be ready by April 2021.

Dr. Abdul Sattar Khan congratulates all as the college achieved the first step: the submission of five (5) required documents to the Vice President of Academic Affairs. The documents are: 1. Strategic Plan, 2. Annual Program Report, 3. SEC, 4. KPI and, 5. Timeline for accreditation. The files are will be revised by the VPAA office, then to KFU DQAAA and lastly, submit to NCAAA.

The college also need to submit 15 remaining documents for eligibility. For the timeline, the status is at 70-80% done. The internship will be presented as the ‘Field Exposure Report (FER)’. Pending tasks are satisfaction survey (started last year and still have no trend but an action plan can be added), PLO mapping and review of results in Quarter 3.

Self Study Report of Program (SSRP) – the first draft is on process with the first pages prepared by Dr. Edwin. He will sit with Dr. Haytham to fill the required tables. If the SSRP is done, the Task Force Team (TFT) for Accreditation will orient the faculty (Dr. Habib), students and alumni (Dr. Naif). The orientation will be conducted once the SSRP is final.

The TFT will prepare a team for a mock exercise, targeted by February / March 2021. This team will interview staff with a sample checklist, taking the role of ‘experts’. Each department will have a meeting and two (2) representatives to assign and tasked to orient Block Coordinators (BC). The BCs will orient students about the Quality Management System (QMS) / etc.

Dr. Imran requested permission from the committee about sending instruction to all faculty to send documents to the committee that may be used as evidence. Dr. Naif appreciated the recommendation however, with the faculty members having no clear idea of what to submit, it might result in more confusion.

Mr. Karlo updated for the SSRP evidences, the subcommittees collected and assigned the documents with codes. He mentioned that once the SSRPs are done, Mr. Karlo and Ms. Jomana will prepare the evidences in soft and hard copies. The next plan of action is to seat with each substandard committee, to see the timeline of evidences generation and sources. After compiling, they should be able to determine a whole year timeline for the DQA and college.

The following are requested to the DQA office to be collected from the academic affairs committee; Program Manual, student manuals (student handbook), all manual related to academic affairs (rules and regulations), prospectus from Mr. Al Arbash, faculty guideline book from the university.

Dr. Haytham reported that the employer to graduate survey was circulated the first time, however no response was received. Dr. Naif instructed to send him and will be forwarded to the alumni unit.

**Recommendations:**

Unanimous approval

**Conclusion of Meeting:**

The meeting was concluded at 12:30 PM and signed with the adopted recommendations.

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 Buenqa | - Member, DQA |  |
| 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