**COLLEGE OF MEDICINE**

DEVELOPMENT AND QUALITY

ASSURANCE COMMITTEE

**COMMITTEE MINUTES NO. 2020/2021-12**

DATE: February 16, 2020 Time: 12:00-12:30 VENUE: Room 2108

The Development and Quality Assurance Committee convened on February 16, 2021 at Room 2108 upon reaching the quorum. The meeting was presided by Dr. Haytham AL Arfaj, Deputy of the committee.

Dr. Naif Al Hamam apologized to attend, Dr. Mahdi Al Dafiri and Mr. Khalid AlKhaldi are absent from the meeting.

ATTENDANCE:

|  |  |  |
| --- | --- | --- |
| **NO.** | **NAME** | **DESIGNATION** |
| 1 | Dr. Haytham Al Arfaj | Deputy, DQA |
| 2 | Dr. Abdul Sattar Khan | Member, DQA |
| 3 | Dr. Feroze Kaliyadan | Member, DQA |
| 4 | Dr. Eman El Sheikh | Member, DQA |
| 5 | Dr. Mohammed Habeebuddin Shaji | Member, DQA |
| 6 | Dr. Ayub Ali | Member, DQA |
| 7 | Dr. Abdallah Essa | Member, DQA |
| 8 | Dr. Imran Sabri | Member, DQA |
| 9 | Dr. Muthana Al Sahlawi | Member, DQA |
| 10 | Dr. Shaima Al Othman | Member, DQA |
| 11 | Mr. Jose Karlo Pangan | Member, DQA |
| 12 | Mr. Khalid AlKhaldi | Member, DQA |
| 13 | Ms. Jomana Khalid Alarfaj | Member, DQA |
| 14 | Ms. Hajer Salman AlDuhailan | Member, DQA |
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**STATEMENT OF AGENDA:**

At the meeting, the committee reviewed the following agenda:

1. Updates per standard SSRP and difficulties per committee

2. Other Matters

**AGENDA 1:**

**Justification/Discussion Points**:

Dr. Haytham opened the meeting to discuss progress update and the difficulties of each subcommittees in writing their SSRP.

For standard 1, Dr. Eman Elsheikh requested the missing AY 2017-2018 Annual Program Report, the student, completion rate of each course, take an estimate average

Course evaluation –

Satisfaction rate of academic advisory

Number of student activities – contact dr adi for the student activities, and include PD symposium,

Courses in the program that poster leadership – PD line

Publication of students – from dr feroze

Standard 2:

No major issue, except for the substandard for the partnership regarding “describe the program partnership’ recently. The Advisory committee memo will be made by the secretary of the Dean (for the written signed based on the college board minutes’.

Exlpore the parthenship with Johns Hopkins.

Maybe finished by this week.

There are some examples to be submitted to dr. Edwin for advise. Dr khan will seat with dr haytham for other requirements

Standard 3: dr. ayub ali have not seen the documents.

Reminded by Dr. Haytham that we need to finalize. We need to complete and work harder as supported by Dr. Khan.

Standard 4: dr shaji – need 4 things from Student experience survey: done 17-18 done with poor response. Now done by the ‘kiask’. It will give us result at the end of the year. If not done, make an action plan. Dr Imran mentioned that we may have done srveyr but might not be in the correct format. Instructed to send to all member directly if members have needs

KPIs – to be filled up but alredy done. The report by dr Edwin was not the latest file.

Standard 5: To include only the assistant, prof, assoc as faculty as per moe, but not include demonstrator. Dr, feroze will add the lecturer advised to send all. We have 110 and remaining 20. Mr Karlo and Ms jomana to send to head of deparmtnet

Standard 6: first draft sent sept 2020, second octoer,3rd frar January 2021, final ddraft sent jan 26, 2021. Received feedback, same from jan 10, 2021.

One document masterplan for the college building – write a request to dr naif for the higher administration.

Evidence, if anything inform mr karlo and ms jomana

For the final report, use the tracking system, or write a comment and send to dr khan for easier.

Coding:

Meetin

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 2:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 3:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 4:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA 5:**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**AGENDA: OTHER MATTERS**

**Justification/Discussion Points:**

**Recommendations:**

Unanimous approval

Majority approval (3/5)

Majority Rejected (3/5), with reservation of (state the member’s name)

**Decision:**

**Conclusion of Meeting:**

The meeting was concluded at AM, PM and signed with the adopted recommendations.

**Prepared by: Jose Karlo Pañgan**

**Member,** Development and Quality Assurance Committee

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