

COLLEGE OF MEDICINE  
DEVELOPMENT AND QUALITY  
ASSURANCE COMMITTEE

COMMITTEE MINUTES NO. 2020/2021-07

DATE: September 13, 2020 Time: 11:42-12:00 VENUE: Room 2001

The Development and Quality Assurance Committee convened on September 13, 2020, Sunday , 12:45 AM to 12:00 at Room 2001 upon reaching the quorum. The meeting was presided by Dr. Haytham, deputy Head of the committee.

Dr. Naif Al Hamam apologized to attend, Mr. Khalied Al Khaldi is absent from the meeting.

ATTENDANCE:

NO.	NAME	DESIGNATION
1	Dr. Haytham Al Arfaj	Deputy Head, DQA
2	Dr. Abdul Sattar Khan	Member, DQA
3	Dr. Feroze Kaliyadan	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	Dr. Muthana Al Sahlawi	Member, DQA
11	Mr. Jose Karlo Pangan	Member, DQA
12	Ms. Jomana Khalid Alarfaj	Member, DQA
13	Ms. Hajer Salman AlDuhailan	Member, DQA

DR. NAIF AL HAMAM VICE DEAN FOR DEVELOPMENT AND COMMUNITY ENGAGEMENT	DR. HAYTHAM MOHD ARFAJ DEPUTY	DR. ABDUL SATTAR KHAN MEMBER	DR. FEROZE KALIYADAN MEMBER	DR. EMAN EL SHEIKH MEMBER	DR. MAHDI AL DAFIRI MEMBER	DR. MOHAMMED HABEEBUDDIN SHAJI MEMBER	DR. AYUB ALI MEMBER
	DR. ABDALLAH SAID ESSA MEMBER	DR. IMRAN SABRI MEMBER	DR. MUTHANA AL SAHLAWI MEMBER	MR. JOSE KARLO PAÑGAN MEMBER	MR. KHALID ALKHALDI MEMBER	MS. JUMANAH ALARFAJ MEMBER	MS. HAJER SALMAN ALDUHAILAN MEMBER

Apologized to attend:

1. Dr. Naif Al Hamam –

Meeting with the Dean

Did not attend the meeting:

1. Mr. Khalid Al Khaldi

## STATEMENT OF AGENDA:

At the meeting, the discussed the following agenda:

1. Update report for the each Standard Subcommittee
2. Other Matters

## AGENDA 1:

### Justification/Discussion Points:

Standard 1: Dr. Eman El Sheikh. The preparation and report are almost complete.

Standard 2: Dr. Haytham Al Arfaj. The preparation of the report is still ongoing with the first part submitted for comments. Some KPIs need to be computed for the last three years.

Standard 3: Dr. Ayub Ali. The sub-committee is meeting regularly. Still waiting for some documents to comment on regarding the enrichment program. Can submit a draft by Sept 15, 2020.

Standard 4: Dr. Habbibuddin Shaji. Received all requested documents, the preliminary report was submitted, but still waiting for the benchmark.

Standard 5: Dr. Feroze Kaliyadan. Most KPI done for the last 3 years, except data from the department.

Standard 6: Dr. Imran Sabri. Collected the list of available evidences plus some new for this year. Working on the 13 files available. Calculated the KPIs. Requested that all survey requests will be thru the Statistics and Information Unit (SIU) and the unit will be responsible.

DR. NAIF AL HAMAM VICE DEAN FOR DEVELOPMENT AND COMMUNITY ENGAGEMENT	DR. HAYTHAM MOHD ARFAJ DEPUTY	DR. ABDUL SATTAR KHAN MEMBER	DR. FEROZE KALIYADAN MEMBER	DR. EMAN EL SHEIKH MEMBER	DR. MAHDI AL DAFIRI MEMBER	DR. MOHAMMED HABEEBUDDIN SHAJJI MEMBER	DR. AYUB ALI MEMBER
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Office Update: Ms. Jomana Al Arfaj. Waiting for the maintenance to start work. Will transfer this week and move the remaining archives. Met with Mr. Karlo and arranged available evidence.

### Recommendations:

Start calculating relevant KPIs for the last 3 years. Then proceed to compare after have the database or documents. Request if data is not available.

Use the AY 17-18,18-19 and 19 -20 for comparison of data.

All information must be provided to the Statistic & Information Unit (SIU). One copy of all data must be submitted to the SIU as a new protocol of the centralization of information. All data eventually be available at the unit. Request data required to Dr. Imran as head and Ms. Jomana thru the Sharek.

Coding of documents. According to the advice of Dr. Edwin, evidence will be given a code according to the list of specific standards. For each standard list, evidence might be present in multiple standards with different codes. For centralization, the DQAA will create a smart sheet showing the evidences.

Recommendation for approval to release faculty information during the last 3 years to create the KPI.

### Decision:

Unanimous approval

DR. NAIF AL HAMAM VICE DEAN FOR DEVELOPMENT AND COMMUNITY ENGAGEMENT	DR. HAYTHAM MOHD ARFAJ DEPUTY	DR. ABDUL SATTAR KHAN MEMBER	DR. FEROZE KALIYADAN MEMBER	DR. EMAN EL SHEIKH MEMBER	DR. MAHDI AL DAFIRI MEMBER	DR. MOHAMMED HABEEBUDDIN SHAJJI MEMBER	DR. AYUB ALI MEMBER
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## AGENDA: OTHER MATTERS

### Justification/Discussion Points:

New minute model, attendance and signing of minutes

### Recommendations:

Recommendation to follow the new minutes model, provide the feedback via online, signing of attendance for each meeting, and signing of minutes in the next meeting.

### Decision:

Unanimous approval

### Conclusion of Meeting:

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

DR. NAIF AL HAMAM VICE DEAN FOR DEVELOPMENT AND COMMUNITY ENGAGEMENT	DR. HAYTHAM MOHD ARFAJ DEPUTY	DR. ABDUL SATTAR KHAN MEMBER	DR. FEROZE KALIYADAN MEMBER	DR. EMAN EL SHEIKH MEMBER	DR. MAHDI AL DAFIRI MEMBER	DR. MOHAMMED HABEEBUDDIN SHAJJI MEMBER	DR. AYUB ALI MEMBER
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SIGNATURE OF ATTENDEES

No.	Name	Designation	Signature
1	Dr. Naif Al Hamam	Vice Dean for Development and Community Engagement	Apologized
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	
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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	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