

# FACULTY DEVELOPMENT COMMITTEE

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## **PROPOSED ACTION PLAN FOR FACULTY DEVELOPMENT COMMITTEE – 2<sup>ND</sup> SEMESTER** **2013-2014**

### **Background –**

The Faculty Development Committee (FDC) has been reconstituted with effect from Dec 2013. The new committee is comprised of:

**Chairman: Dr Abdulrahman Al Sultan**

### **Members:**

- 1. Feroze Kaliyadan**
- 2. Abdul Sattar Khan**
- 3. Habib Qureshi**
- 4. Ajit Nambiar**
- 5. Imran Sabri**
- 6. Naglaa Ahmed**

# FACULTY DEVELOPMENT COMMITTEE

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## Priorities identified :

### 1. Improvement of lecture quality in the new curriculum

#### General Plan

- Focus on blocks 1.3, 1.4, 2.3 and 2.4
- Identify lecturers planned to be involved in these blocks
- Obtain previous feedback if available on these lecturers
- Needs assessment based on feedback from both block coordinators, lecturers and students
- Plan is focused training based on need assessment rather than general workshops

### 2. Improvement of small group teaching mainly tutor groups and tutorials (but also coach groups and mentor line activity) in the new curriculum

#### General Plan

- Focus on blocks 1.3, 1.4, 2.3 and 2.4
- Identify tutors/mentors/coaches planned to be involved in these blocks
- Obtain previous feedback if available on these tutors/mentors/coaches
- Needs assessment based on feedback from both block /line coordinators, tutors and students
- Plan is focused training based on need assessment rather than general workshops

### A. Specific immediate plans

S. no	Activity	time line	follow up plan
1.	Meeting with block 1.3 coordinator/committee <ul style="list-style-type: none"><li>- Focus on lectures, tutorials, practical workshops</li></ul>	December.... 2013	Identify specific needs/ weaknesses Identify lecturers/tutors that may require training/refresher courses Plan one workshop for lecturers and one for tutors (if possible)

## FACULTY DEVELOPMENT COMMITTEE

			combined with 2.3)
2.	Meeting with block 2.3 coordinator/committee - Focus on lectures, tutor groups and problem solving sessions	December.... 2013	Identify specific needs/weaknesses Identify lecturers/tutors that may require training/refresher courses Plan one workshop for lecturers and one for tutors (if possible combined with 1.3)
3.	Meeting with PD line coordinator	December.... 2013	Identify coaches that probably require a refresher training especially with regards to small group teaching or assessment – plan small refresher session under PD line with inputs as/if required from FDC
4.	Focus group discussion with year 1 and year 2 students (separately)	January 2013	Focus on expectations, problems, self-directed learning
5.	Meeting with block 1.4 coordinator/committee - Focus on lectures, tutor groups, communication skills	February.... 2013	Identify specific needs/weaknesses Identify lecturers/tutors that may require training/refresher courses Plan one workshop for lecturers and one for tutors (if possible combined with 2.4)
6.	Meeting with block 2.4 coordinator/committee - Focus on lectures, tutor groups and problem solving sessions	February.... 2013	Identify specific needs/weaknesses Identify lecturers/tutors that may require training/refresher courses Plan one workshop for lecturers and one for tutors (if possible combined with 1.4)
7.	Meeting mentor line coordinator - Focus on quality	February ...2013	Identify specific needs if any which can be addressed by the FDC

## FACULTY DEVELOPMENT COMMITTEE

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	of mentoring activity and mentor projects		
8.	Repeat focus group with year 1 and year 2 students after receiving quality assurance committees feedback for the previous block	March 2013	Identify further unmet needs and address them as they arise
9.	Meeting with assessment committee coordinator- to plan further workshops on assessment – focusing on MCQ construction and standard setting if and as need arises	End of block 1.3/2.3	

## FACULTY DEVELOPMENT COMMITTEE

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### B. Long term activities planned

S.no	Activity	team involved	tentative time line
1.	Fortnightly meeting with block coordinators to assess progress of lecturers/tutors	FDC+ block coordinators	Continuous starting from January 2014
2.	Once in two months meeting with mentor line and PD line coordinators to assess progress of coaches /mentors		Continuous starting from January 2014
3.	Setting up of dedicated faculty development website (linked from college website)- Focus on latest trends in medical education, upcoming conferences, journal and book reviews	FDC, medical education department, website committee	Work to be started from January 2014 and to be tentatively completed by end of the academic year
4.	Monthly seminars – single talks of 30 minutes on important /relevant topics	FDC – invited experts	Continuous starting from January 2014
5.	Monthly grand rounds – presentation of relevant cases/research problems/topic /journal articles with discussion	FDC- invited experts	Continuous starting from February 2014