LEARNING RESOURCES COMMITTEE

1. Academic Year: 2015-2016

2. Chair:

Dr. Michelyne Haroun

3. Members:

Faculty members: Dr. Christophe Tratrat

Dr. Shahzad Chohan

Dr. Sree Harsha

Students: Fahd Almulhim and Duaa Ryadth Alfarhan

4. Number of meetings was held (attached) during the academic year: Nine meetings

a- First meeting: Aug. 16, 2015

b- Second meeting: Sept. 13, 2015.

c- Third meeting: Oct. 19, 2015.

d- Fourth meeting: Nov. 26, 2015.

e- Fifth meeting: Dec. 3, 2015.

f- Sixth meeting: Jan. 28, 2016.

g- Seventh meeting: Feb. 14, 2016.

h- Eighth meeting: March 25, 2016.

i- Ninth meeting: June 14, 2016.

5. The main charge assigned by the dean of COCP:

Organize workshop/orientation sessions for both faculty and students for appropriate use of KFU learning resources and Saudi Digital Library.

Current Committee (Sept. 2015—June 2016)

Action	Evidence / Comment
1- Following the transfer of the whole college to the new COCP building, the committee has been endowed the responsibility of COCP Library. The first action taken was to urgently prepare the library content and system for the immediate usage of students. It should be noted that LRC had additionally the mission to prepare the Library to ACPE visit expected during Feb. 2016. A cisco telephone, two computers with internet and a printer were made available for student usage.	

The list of the books available in the COCP Library were organized on the shelves according to their alphabetical order. The Library label was fixed outside the library.	
Primarily, the library was open for female students until a male officer could be provided.	Email sent by Miss Duaa In March 1, 2016.
An email indicating COCP Library opening hours was sent to COCP faculty members and students.	See attached *Task 1*.
2- LRC provided faculty members as well as students with a book inventory of COCP Library submitted by Mrs Safaa Sultan, the administrator in charge of the library.	COCP Library book Inventory for 2016. See attached *Task 2*.
3- **LRC actively participating in resolving the Problem of Accumulation of University Project of Student's Textbooks:** After being approached by COCP Dean, Respected Dr. Ibrahim Alhaider, LRC members effectively contributed in solving the problem of accumulated books of University Project of Student's Textbooks or Textbooks Supply Project:	See attached letter from VP document *Task 3 evidence1* pages1-3.
First: LRC members have then met principal administrators of KFU Central Library (CL) and has also investigated with faculty members about how to tackle this critical issue.	See attached list of highly discounted books from Mr. Almaideni.
Second: Mr. Fathi A. Almaideni, the supervisor of the Textbooks Supply Project in CL, was contacted by LRC. The latter has sent then to LRC a document list of all accumulated teaching books with their discounted prices. The discount was significant attaining in some cases more than 80 % of the original price.	document *Task 3 evidence2*.
Third: LRC informed COCP faculty members by email about the discount and invited them to incite students to buy the accumulated books by implementing in their courses duties or open book exams that need the usage of books.	
The email was sent by Dr. Shahzad to faculty members in Dec. 13, 2015 including the list of highly discounted books as well as VP letter and requesting from them to encourage their students to buy the accumulated books as their prices have been tremendously discounted and suggesting to them to include in their course plans grades on open-book exams or duties in order to force students to buy these books as an effective solution to tackle this critical issue.	Email sent by Dr. Shahzad in Dec. 13, 2015. See attached *Task 3*.

4a- **Endnote Achievement:** following the imminent demand of COCP faculty members for Endnote, the prominent database for reference organization, LRC has processed in late 2014 their request to Respected DLA through Respected COCP Dean. As a result, <u>Endnote database was successfully implemented as a part and together with the entire Web of Science database</u> in the beginning of the new academic year 2015. Dr. Michelyne sent an email announcing to faculty members the successful implementation of this relevant and highly required research database. The email was also enclosed assistance to faculty members informing them with all detailed steps in how to accede online to Endnote database	Email sent by Dr. Michelyne in Dec. 1, 2015. See attached *Task 4*.
4b-**Assistance from LRC to accede and use Endnote:** The above email also enclosed assistance to faculty members providing them with all detailed required steps in order to accede online from CL electronic resources to Endnote, as well as registering and using the database.	See attached *Task 4*.

5- In accordance with the item (12) of LRC plan of action for 2015-16, relative to "***Transplant and implement from Central Library and/or Deanship of Academic Development into COCP the conduction of constructive training workshops prominent for faculty and student development and/or research interests to make it convenient and appealing for COCP faculty and students to participate to the workshops***",
LRC organized conducted four workshops:
    1- Web of Science
    2- Endnote 1,
    3- Endnote 2,
    4- SciFinder.	

7- **Endnote 1 & ISI or Web of Science workshop:** Since Endnote database has been implemented by CL due to LRC efforts, the committee decided then to request a workshop from Endnote publisher. The latter sent a trainer when contacted by the committee. The committee organised and conducted two different sessions of the workshop in order to accommodate all faculty members. The first session was conducted in the main auditorium of COCP in Dec. 8, 2015. The second was organized in the training lab of CL in Dec. 14. An email announcement was sent to faculty members and students for the two sessions. This workshop was primarily intended to assist faculty members and students in accessing	

to ISI database and to introduce them to Endnote database. The committee has requested from the publisher certificates for all faculty members and students who have attended the workshop. Certificates were then distributed to attendees.	Email sent by Dr. Michelyne in Dec. 2, 2015. See attached *Task 5*.
8- **Certificates to Endnote 1 & ISI workshop:** After this workshop, the committee has obtained from the publisher certificates for all faculty members and students who have attended the workshop. Certificates were then distributed by email to attendees.	Email sent by Dr. Christophe in Feb. 1, 2016. See attached *Task 6*. See attached Web of Science & Endnote 1 certificates addressed by LRC to faculty members *Task 7*.
9- **Endnote 2 workshop:** LRC organized a second workshop in Endnote in order to meet expectations of faculty members and students in acquiring a deep and solid expertise in this vast database. The workshop was conducted by the same previous trainer of Endnote 1 in Feb. 15, 2016. An email announcement of the workshop was sent by Mr. Fahd Almulhim.	Email sent by the student LRC member Mr. Fahd Almulhim in Feb. 9, 2016. See attached *Task 8*.
10- **Certificates to Endnote 2 workshop:** After this workshop, the committee requested from the publisher certificates for all attendees (faculty members and students). Certificates were then emailed to Dr. Michelyne who forward them to every attendee. Unfortunately, the certificates enclosed errors. The committee Decided then to tackle this issue with the publisher.	Email sent by Dr. Michelyne in April 29, 2016 to the faculty member Dr. Osama Alwassil. See attached *Task 9*. See attached copy of certificate *Task 10*.
11- **SciFinder (SF) workshop:** LRC has decided to implement this workshop in order to introduce the importance of this prominent research database to new faculty, graduate and final year students and consequently to justify its relevance and consequently its renewal by DLA. The workshop was conducted in May 5, 2016.	Email sent by Dr. Shahzad in May, 5, 2016. See attached *Task 11*.
12- **Temporary active SciFinder (SF) IDs:** As SciFinder (SF) Database was inactive due to non-renewal of Saudi Digital Library, active remote SF IDs were requested by LRC in order to conduct successfully SF workshop and were granted by CAS (mother company). The active IDs were then emailed by LRC to faculty members and students for the purpose of allowing them to register to the database and to practice before, during and after SF workshop.	Email sent by Dr. Michelyne in May, 5, 2016. See attached *Task 12*.

13- **Certificates to SciFinder workshop:** Since this workshop was conducted during the end of academic year, the committee decided to request the certificates from the mother company during the next academic year.	Email sent by Dr. Shahzad on June 15, 2016 requesting from attendees to SF to provide their correct name.
14- **Tackling SciFinder re-suscription issue:** The subscription to SciFinder, the prominent research database tool implemented since 2013 in the electronic resources of the Deanship of Library Affairs (DLA) by the efforts of LRC, was deactivated at the end of April 2016 as the Saudi Digital Library (SDL) did not pay the subscription to CAS, the highest SciFinder (SF) authority. The committee's aim **first** focused on inducing Respected DLA (Dean of Library Affairs) to renew for SF independently from SDL. In parallel, LRC underwent hard negotiations with CAS to convince the company to separate the SDL unpaid fees from the re-subscription fees that had to be paid by DLA. **Second**, it was decisively significant to demonstrate to Respected DLA the great need and interest of most COCP faculty members as well as other KFU Colleges in SciFinder. The committee devised a strategy to induce the DLA to renew for SF outside SDL knowing that other Colleges in KFU are in need of SF. LRC contacted the former dean of Sciences, Prof. Shar Al-Shahry who promised to contribute in solving this matter by affording to DLA through the Respected Dean of Science a letter requesting the great need of the Science College to SF. A letter request for SF including COCP faculty member signatures was sent in 19/7/1437 from Respected Dean of COCP, Dr. Bander to Respected DLA. It was followed by a similar letter written renewal request to DLA from the Respected Dean of the College of Sciences.	Written request sent by Respected COCP Dean In 19/7/1437. See attached *Task 13*.
15- **Great Achievement renewal of SciFinder subscription**: After all the efforts of LRC, SF was finally renewed. KFU was the first and solely university in KSA to renew SciFinder subscription. An email announcement of this great achievement was sent by Dr. Michelyne in June 23, 2016.	Email announcement sent by Dr. Michelyne in June 23, 2016. See attached *Task 14*.
16- **LRC secured SciFinder IDs for remote access to the research database:** Unfortunately, the database was solely active inside KFU campus. In order to serve COCP faculty members and allow them to pursue their research without any cut as summer vacations were approaching, LRC secured from CAS a number	

of permanent remotely active IDs to be used by
faculty members for their research outside the kingdom
during summer holidays at any time.

An email assisting faculty members and students explaining how to subscribe and obtain a remote access to SF was sent by Dr. Michelyne in June 23, 2016.	Email assistance sent by Dr. Michelyne in June 23, 2016. (See attached *Task 14*).

The former remote IDs solution was considered by LRC
a momentarily solution as the permanent remote access of
SF will be closely tackled by LRC during the next
academic year.

17- **ACS (American Chemical Society) access
issue:** Regarding the cutoff of ACS subscription, the
committee decided to assemble in a first step for this issue
a document including all faculty members signatures.
The next step would be to wait until SciFinder access
be resolved before tackling ACS issue similarly to SF issue.
It worth noting that SciFinder renewal issue was given by
LRC the highest priority as this prominent database access
is by far more crucial and urgent for faculty members, graduate
and senior students to conduct their research.

18- **Student request for a photocopier machine in
COCP Library:**
The committee after investigating with the
appropriate administration and contacting Respected
COCP Dean, came to a conclusion that COCP budget
cannot presently allow the request of a photocopier machine
for COCP Library.

19- **Updated teaching books:** Unfortunately, when checking
the fate of this request processed by LRC last year to DLA
through Respected COCP Dean following the demand of
Dr. Afzal, chair of Quality Management Unit QMU, for the
Purpose of preparing for ACPE commission arrival, it turned
out that it was never processed by the Central Library (CL).
Dr. Shahazad and Dr. Christophe went in person to CL in
early Feb. 2016, prior to ACPE arrival and they discovered
that the books have never been acquired by CL.
In addition, Dr. Michelyne has many times tried to contact
by Crisco the CL Unit Head of Acquisition Department, Mr.
Abdullah Ahmad Boidy, but to no avail. The latter was never
responding.
The committee in order to tackle this crucial issue:

First: Respected Dean of Library Affairs (DLA), Prof. Salah Al-Shami, was personally contacted by Dr. Michelyne in order to closely investigate and effectively solve this matter. Respected DLA was very cooperative and promised to resubmit this request for the next academic year giving the issue the highest priority. He recommended to Dr. Michelyne to resend an email to Mr. Boidy enclosing the list of requested books in order to allow to the latter to elucidate the fate of this request. Respected DLA additionally urge Dr. Michelyne to re-update the books belonging to year 2009 and less.	Email request sent by Dr. Michelyne to Mr. Boidy in in Feb. 16, 2016. (See attached *Task 15*).
Second: Dr. Sree requested by email from faculty members to re-update the books.	Email request sent by Dr. Sree in in March 14, 2016. (See attached *Task 16*).
Third: Another email written request enclosing the new updated books was processed by Dr. Michelyne to Mr. Boidy, CL Unit Head of Acquisition Department, as recommended by Respected DLA.	Email request sent by Dr. Michelyne in March 20, 2016. (See attached *Task 17*).
Fourth: An email reminder was send by Dr. Michelyne to Mr. Boidy, to ensure the receipt of the previous email by the latter.	Email sent by Dr. Michelyne in April 20, 2016.
Fifth: After re-checking the successful processing of the request with Respected DLA, another email sent by Dr. Michelyne announcing to faculty members the close follow up of the updated books request by the committee.	Email request sent by Dr. Michelyne in April 28, 2016. (See attached *Task 18*).
20- **Ithenticate workshop:** The committee has made intensive efforts in order to implement this workshop. Respected COCP Dean processed the request of Ithenticate workshop to Respected DLA following the recommendations of LRC. Unfortunately since the expert in the field working in CL required remuneration from the Deanship of Development and Quality Assurance (DDQA) for the execution of the workshop. As a result, LRC reported the workshop for the next academic year an approach towards DDQA will require tackling this issue in the beginning of next academic year.	Letter from Respected Dean Ibrahim requesting from DLA Ithenticate workshop (See attached *Task 19*).

Learning Resources Committee (2015-2016) successfully accomplished all the above tasks.

7. Attendance Level: Overall attendance level in meetings remained 100%

8. Obstacles, Issues to be addressed:

a. A budget is required for workshops in order to tackle the remuneration of some workshop trainers.
b. A budget is required for COCP Library in order to acquire recommended articles and facilities such as: desktops, printer, photocopiers, etc..
c. Dedicated library administrators (male and female) should be appointed to COCP Library.
d. Some teaching tools and databases are still not available although processed by LRC to COCP Respected Dean since the academic year 2013-2014.

9. Work remaining:

a- Follow up the problem of accumulation of University Project of Student's Textbooks (article 3).
b- Follow up the fate of SciFinder certificates (article 13).
c- Follow up the updated book request (article 19).
d- Follow up the American Chemical Society (ACS) journal request (article 17).
e- Follow up implementation of iThenticate workshop (article 20).
f- Follow up implementation of iThenticate workshop for the next academic year (article 20).
g- Follow up the acquisition of required facilities for COCP Library (article 18).
h- Follow up the acquisition of permanent remote access of SciFinder (article 16).

i- Follow up the obtainment of correct Endnote certificates from the publisher (article 10).

10. Enclosures:

a- Documents related to tasks 1-19.
b- Action Plan of LRC of the year 2015-2016.
c- Copies of the minutes of the five meetings.

Dr. Michelyne Haroun
Assembled in June 15, 2016.
Head,
Learning Resources Committee
Al-Ahsa, Saudi Arabia

Example of Learning Resources Committee meeting minute

TO: All Members of the Department/Committee
CC: Secretary to the Dean.

Subject: **Minutes of the Meeting**

Date & Time: **June 12, 2016 at 11:00 PM**
Venue: Meeting Room, College of Clinical Pharmacy
Attendees: Bulleted List
Students: Mr. Fahd Abdullah Almulhim and Miss Duaa Riyadh Alfarhan

Present(P) 4   Regrets(R) 0   Leave(L) 0   Attendance Level 100%

Agenda:

1. In spite of SciFinder (SF) de-activation and remotely active SF IDs were granted exclusively to COCP from SF
2. LRC efforts and strategy to induce DLA to renew for SF including contacting other Colleges in KFU
3. Great achievement as SF was renewed exclusively in KFU
4. Permanent remotely active SF IDs requested by LRC from SF for COCP
5. SciFinder workshop
6. SciFinder certificates
7. Dr. Hani access problem to web of sciences
8. Cutoff of ACS subscription announced by Central Library Database Manager
9. Endnote 2 workshop certificates

Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	Deadline	Status
1.	SciFinder (the prominent research database tool) access was deactivated at the end of April 2016 as the Saudi Digital Library did not pay the subscription to CAS, the highest SciFinder (SF) authority. In order to favor COCP faculty members and allowing them to avoid any cut in their research, LRC has obtained from SF remotely active SF IDs that can be used at any time and anywhere inside and outside KFU campus.	Dr. Michelyne Haroun	Within one week	Closed
2.	Dr. Michelyne informed the committee that she has already contacted the Dean of Library Affairs (DLA) and has deduced from him that his present budget was highly limited and therefore he will only concentrate on strictly renewing some highly recommended databases. SciFinder database is not one of his priorities as it is demanded exclusively by COCP. Dr. Michelyne has then explained to him that other colleges such as the College of Sciences is additionally using SF. The committee re-sent a new request to Respected Dean Bander including this time signatures of all COCP faculty members and graduate students. The committee's aim was to demonstrate to DLA the great need and interest of the whole Pharmacy College in SciFinder. The committee members devised a strategy to "force" the DLA to renew for SF outside SDL (Saudi Digital Library) subscription. The strategy was based on inducing the College of Sciences to send a similar renewal request to DLA.	Dr. Michelyne Haroun	Within two weeks	Closed

112

Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
PO Box 400, Al-Ahsa 31982. Phone: +966 3 5817175   Fax: +966 3 5817174
LEARNING RESOURCES COMMITTEE

Head : Dr Michelyne Haroun

Members :

1. Dr Christopher Tratrat

2. Dr Muhammed Shahzaad

Dean's Approval/comments:

....
....
....
....
....
....
....
....

Head of Committee: for further action Plan (internal/External) and for record
....
....
....

Note: Please don't hesitate to contact QAU, if you need any assistance

٣

113