

5. RESEARCH AND LABORATORY COMMITTEE.

Ref: KFU/COCP/ annual report

Dated: 10/5/2016

TO: Dean of College of Clinical Pharmacy

Regarding the annual achievement of research and laboratory committee, we are presenting our activities during academic year 2015-2016.

1- Meetings:

Several meetings were performed, in order to establish and fulfill the requirements for the laboratories, in addition to prepare the chemical lists required for the students. On the other hand, the committee invited the staff to apply for DSR, KACST, and other grants.

Several DSR grants were accepted by KFU, details are listed below, in addition to KASCT and students grants. Several publications during the current academic year were published in high ranked journals.

No	Minutes contents	Role
1	Welcoming all members and starting our activity	Dr. Tamer
	Inviting faculty members to apply for DSR and student projects grants	Dr. Tamer
2	Encouraging all faculty members to start using the new equipments and to report the committee for the condition of them	Dr. Tamer
	Asking for any shortage in student laboratory chemicals	Dr. Tamer
3	Arrangement for the fiber optics dissolution apparatus training during January 2016	Dr. Tamer
	Arrangement for the Chryostat apparatus training during January 2016	Dr. Anroop



4	Responding to the university request (DSR) for listing all the most important equipments and their use to update their database	Dr. Tamer
5	Call for the presentation entitled ‘‘ fundamentals of dissolution’’ presented by Dr. Terry Way	Dr. Tamer
6	Call for preparation of the chemical and glassware lists for courses that have practical sessions	Dr. Tamer
7	Follow up and revision of the chemical and glassware lists that have been submitted by course coordinators	Members
8	Revising all chemical and glassware lists that have been submitted by course coordinators and compare them to the stock list to remove any repeated items	Members
9	Finalizing the chemical list and glassware list.	Members
10	Asking all faculties to prepare SOP for the new instrument in their laboratories	Dr. Tamer
	Asking all faculties to check, secure and give us feed back regarding the software of the instrument in their laboratories	Dr. Tamer



Example of Research & Laboratory Committee meeting minutes:

Minutes of Meeting

Research & Labs Committee

Ref : KFU/COCP/RLC/ meeting
10/11/2015

Dated : Tuesday

TO: All Members of the Committee

CC: Secretary to the Dean.

Subject: **Minutes of the 2nd Meeting**

Date & Time: **10, Nov 2015; 09.00am**

Venue: Meeting Room, College of Clinical Pharmacy

Present(P) Regrets(R)0 Leave(L) 0 Attendance Level 100%
10

Agenda:

1. Welcome everybody

Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	deadline
1.	Encouraging all faculty members to start using the new equipments and to report the committee for the condition of them	Dr. Tamer	open
2.	Asking for any shortage in student laboratory chemicals	Dr. Tamer	open

The Chair: Dr. Tamer Shehata

Coordinator: Dr. Mohammed Abdou

