

## Annual Report of Learning Resources Committee (2016-2017)

### 1. Academic Year: 2016-2017

#### 2. Chair:

Dr. Michelyne Haroun

#### 3. Members:

Faculty members: Dr. Christophe Tradrat

Dr. Shahzad Chohan

Dr. Sree Harsha

Students: Kumail Alosaif and Duaa Ryadth Alfarhan

#### 4. Number of meetings held (attached) during the academic year: eight meetings

- a- First meeting: Sept. 21, 2016
- b- Second meeting: Sept. 26, 2016
- c- Third meeting: Oct. 12, 2016
- d- Fourth meeting: Oct. 30, 2016
- e- Fifth meeting: Dec, 12, 2016
- f- Sixth meeting: Jan. 31. 2017
- g- Seventh meeting: Feb. 9, 2017
- h- Eighth meeting: June 14, 2017

#### 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. 2016—June 2017)

Action	Evidence / Comment
1- <b>Web of Sciences ISI workshop:</b> The committee organized in Oct. 11, 2016 a workshop to faculty members and students on Web of Sciences ISI in COCP. The workshop was delivered by the representative of Web of Sciences ISI Company, Mr. Amine Triki.	Email invitation sent by Dr. Muhammed Shazad in Informing in Oct. 9, 2016 to faculty members and students on the workshop. See attached <b>Task 1</b> .
2- <b>Web of Sciences ISI workshop certificates:</b> The committee obtained from the publisher certificates for All attendees including faculty members and students who attended the workshop. Certificates were distributed in Feb. 23, 2017 by email to attendees.	Email sent by Dr. Michelyne in Feb. 23, 2017. See attached <b>Task 2</b> . See attached Web of Sciences ISI certificates addressed by LRC to faculty members <b>Task 3</b> .
3- In the beginning of this academic year, additional new books	COCP Library Book

arrived to COCP Library. The committee organized and updated the inventory of the books which was provided by email to faculty members as well as students.

Inventory for 2016-2017

See attached **Task 4.**

**4- McGraw-Hill workshop:**

The committee organized in Nov. 30, 2016 a workshop for faculty members and students on McGraw-Hill medical databases in COCP. The workshop was delivered by the representative of McGraw-Hill Company, Mr. Ahmad Altiti who trained faculty members and students how to access to McGraw-Hill pharmacy books and specifically how to use the site database Access Pharmacy of the same publisher.

Email sent by Dr.

Sree Harsha in

Informing in Nov. 23, 2016 to faculty members and students about the workshop.

See attached **Task 5.**

**5- McGraw-Hill workshop certificates:**

The committee has requested from the publisher certificates to faculty members and students who attended the workshop.

The certificates were distributed in Feb. 12, 2017 to attendees.

Email sent by Dr. Michelyne in Feb. 12, 2017.

See attached **Task 6.**

See attached McGraw-Hill Certificates addressed by LRC to faculty members **Task 7.**

6- The updated teaching books, requested last year by the committee before the arrival of the ACPE Accreditation Commission, have been proceeded by the Dean of Library Affairs (DLA) and were already acquired and available in the Central Library. The committee sent an email of gratitude to Respected Dean of Library Affairs (DLA) thanking him for his efforts and at the same time to announce to faculty members of COCP that the updated books are available for usage in Central Library.

Email sent by Dr. Michelyne in Nov. 27, 2016.

See attached **Task 8.**

7- The committee prepared and finalized all evidences Pertaining to Standard 6 of NCAAA accreditation. In addition the KPIs pertaining to the standard were also completed. All The documents were submitted to Dr. Taslim in Dec. 5, 2016.

See attached **Task 9.**

8- As some faculty members expressed to the committee their need in Endnote full version or desktop version, the committee members investigated among faculty members of COCP about their interest in this version. It is worth noting that because of LRC request and efforts, that DLA has subscribed to Endnote basic version and Web of Sciences the year before. The committee finalized a request signed by all faculty members and graduate students to subscribe to Endnote desktop version. The request was then proceeded in Oct. 31, 2016 to Respected Dean of COCP, Dr. Bander Aldhubiab who forward it to DLA. The committee informed COCP faculty members that their request was proceeded.

Email sent in Oct. 31 by Dr. Michelyne to Respected Dear Bander.

See attached **Task 10.**

**9- iThenticate workshop:**

The committee organized in Jan. 4, 2017 a workshop for faculty members and students on iThenticate in COCP. The workshop was delivered by the representative of iThenticate

Email sent by Dr. Christophe in Jan. 1, 2017.

See attached **Task 11.**

publisher, Mr. Ahmad Altit.

10- **iThenticate workshop certificates:**

The committee has requested from the publisher certificates to attendees.

The committee sent in Feb. 12, 2017 the certificates

Obtained from McGraw-Hill publisher to all faculty members and students that attended the workshop.

Email sent by Kumail Alosaif in Feb. 14, 2017.

See attached **Task 12.**

See attached iThenticate certificates **Task 13.**

11- **“Sail in Learning Resources World ” workshop:**

The committee decided to organize two separate workshops on how to access all learning resources (hardware and electronic) of the Central Library. The two workshops were delivered separately by the students members of LRC: Duaa Alfarhan in the auditorium of girls section; and Kumail Alosaif in male students side. The idea was to train the two students to be ease in delivering workshops. Each student member inform separately on his own about the workshop by email. Their emails included their attached poster announcement workshop.

The two posters announcement pertaining to the two Learning Resources workshops were prepared by Dr. Michelyne and Mrs Safaa Alsulatn for the two workshops and were posted on both on the official websites of both KFU and COCP.

The workshops were entitled “*Sail in Learning Resources World*”.

Emails sent by Duaa Alfarhan and Kumail Alosaif LRC member Mr Fahd Almulhim in Jan. 26 and Jan. 27, 2017.

See attached **Tasks 14 & 15.**

See attached posters announcements for both workshops **Tasks 16 & 17.**

12- **Accomplishment of Endnote desktop subscription:**

Endnote full desktop version has been subscribed by Respected Dean of Library Affairs (DLA) and it was active as Central Library database resources. The committee sent an email announcing this great achievement to faculty members and students of COCP. The email included a thank you to DLA for his efforts in this accomplishment.

Email sent by Dr. Michelyne in Feb. 8, 2017.

See attached **Task 18.**

13- **Reports pertaining to all workshops** organized this year by LRC including Web of Sciences, McGraw-Hill, Learning Resources and iThenticate were finalized in English and Arabic by the committee and submitted together with their appropriate pictures and posters to Dr. Mahesh to be posted on COCP website.

All these reports and pictures are presently posted on COCP website.

Email sent by Dr. Shahzad in May, 5, 2016.

See attached **Task 19-22.**

14- **Assistance to COCP faculty members and students** in iThenticate and refworks databases.

Email assistance sent by Dr. Mohammed Shahzad to help both faculty members and students in Jan. 16, 2017.

See attached **Task 23.**

15- **Tackling SciFinder remote access problem:**

In April 11, 2017, Dr. Michelyne requested from CAS, SciFinder higher authority, to activate the remote access to SciFinder. She renewed her request in May 3, 2017.

In, June 10, during summer vacations, Dr. Michelyne Re-renewed her request to CAS, in order to allow

Emails sent by Dr. Michelyne.

See attached **Task 24, 25 & 26.**

faculty members and students to accede remotely to this prominent research database.

She required from CAS to provide faculty members remote IDs until the remote access problem will be resolved to allow them to pursue their research during summer vacations. As nothing was done for this issue, Dr. Michelyne sent in June 23, 2017 a threatening email to CAS requesting urgent Remote IDs.

16- **LRC secured remote access SciFinder IDs for the research of faculty members:**

Finally, in June 22, remote access SciFinder IDs were secured to faculty members.

LRC informed all faculty members by email about this success.

Email sent by Dr. Michelyne in July 22, 2017.

See attached **Task 27**.

17- **Great Achievement in completion of SciFinder remote access:**

After all the efforts of LRC directed to CAS, KFUPM IT department and Proxy company responsible of remote access database, the remote access issue was finally resolved.

KFU was the first and solely university in KSA to access remotely to SF.

An email announcement of this great achievement including a thank you to DLA was sent by the committee in Aug. 22, 2017.

Email announcement sent by Dr. Michelyne in Aug. 22, 2017.

See attached **Task 28**.

18- **Access Pharmacy database Subscription:**

Following McGraw-Hill workshop which was organized by LRC, faculty members have expressed their extreme interest in this highly important database as it includes relevant and essential pharmacy books (that can be downloaded by faculty and students) pertaining to all pharmacy disciplines and belonging to a prominent publisher.

**a- Decreasing the quotation of the database:**

Taking into consideration DLA austerity policy, LRC contacted the publisher in order to incite him to decrease the quotation of this database.

**b- The committee sent a written request to**

Respected COCP Dean to subscribe to this relevant database which was next proceeded to DLA.

See attached quotation email received in April 11, 2017 by Dr. Michelyne from the publisher.

See attached **Task 29**.

19- **ACS (American Chemical Society) subscription issue:**

Upon recommendation from COCP faculty, the committee sent a request to Respected COCP Dean, Dr Bander for re-subscription to American Chemical society (ACS) journals. The committee prepared in a first step of this issue a document including all faculty members signatures. Then, Dr. Michelyne sent to Respected Dean Bander in June 13, 2017 through Sharek system and by email a subscription request to American Chemical society (ACS) journals from the COCP faculty members

See attached **Task 30**.

including their signatures to be sent to Respected Dean of Library Affairs in order to let the latter proceed the subscription.

20- **Endnote workshop:**

Following the subscription to full Endnote Desktop version, the committee decided to organized an advanced Endnote workshop in order to allow to faculty members and students to tackle and learn all subtleties and techniques of this relevant database for reference organization.

The committee has agreed after hard negotiations with the publisher on a date for this workshop. An expert was commissioned by the publisher to travel from Dubai to KFU for this purpose.

Unfortunately, the workshop was cancelled by the committee as the semester was shortened by KFU higher administration due to Ramadan since the workshop date falls inside final exam dates.

See attached email correspondence between Endnote publisher representative and Dr. Michelyne.

See attached **Task 31**.

Learning Resources Committee (2016-2017) 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 American Chemical Society (ACS) journal request (article 19).
- b- Follow up implementation of Endnote workshop (article 20).
- c- Follow up Access Pharmacy education and teaching database for the next academic year (article 18).

**10. Enclosures:**

- a- Documents related to tasks 1-31.
- b- Copies of the minutes of the eight meetings.

Dr. Michelyne Haroun

Assembled in June 15, 2017.



*Head,*

Learning Resources Committee

Al-Ahsa, Saudi Arabia



## Example of Learning Resources Committee meeting minutes:

 <p style="text-align: center;">Ministry of Higher Education King Faisal University College of Clinical Pharmacy P.O. Box 4101, Al-Ahsa 51982, Phone: +966 3 5817175 Fax: +966 3 5817174 LEARNING RESOURCES COMMITTEE</p> 				
	For that, Dr. Michelyne contacted the former Dean of the College of Sciences, Prof. Shar ElShehri, and convinced to do all what is necessary in order to let the Dean of Sciences to send a written request for the renewal of SF, which was effectively done. In addition, Dr. Michelyne has contacted the Vice-Dean for Research in the College of Agriculture for the same purpose.			
3.	Great achievement as SF was finally renewed exclusively in the University of King Faisal of the Kingdom of Saudi Arabia. Unfortunately, the database was solely active inside KFU campus. The committee members concentrated then all their efforts in solving the SF remote access with the DLA and the Deanship of Information Technology.	Dr. Michelyne Haroun	Unknown period	Open
4.	As tackling the remote access SF problem was seemingly complicated, the committee has requested from CAS, SF highest authority, a number of permanent remotely active IDs to be used by faculty members for their research outside the kingdom during summer holidays.	Dr. Michelyne Haroun	Within days	Open
5.	SciFinder workshop was successfully conducted by Dr. Hani Ezzat on May 5 at 2:00-3:00 in COCP with great attendance from faculty members and students. The committee has obtained at that time remote active IDs from SF in order to allow faculty members to practice before, during and after the workshop.	All members	Within one month	Closed
6.	The committee decided to prepare the list of SciFinder workshop attendees. As some attendees have unclearly written their names, Dr. Shahzad sent an email on June 15, 2016 requesting from faculty members that attended the workshop to provide their correct name for the preparation of certificates from the publisher. The committee will then provide through the publisher certificates for all attendees.	Dr. Mohammed Shahzad Dr. Michelyne Haroun	Within one week Within one week	Closed Open
7.	Dr. Hani Ezzat complained to LRC about his inability to access to the database Web of Sciences although using his usual username and password. As the committee forwarded immediately Dr. Hani complain to Web of Science publisher, Thomson & Reuters, the access problem was effectively solved.	Dr. Michelyne Haroun	Within one week	Closed
8.	Regarding the cutoff of ACS (American Chemical Society) subscription, the committee decided to assemble as a first step the file for this issue by preparing a document including all faculty members signatures. This was successfully done. As soon as the SciFinder access will solved, the next concern will be tackling ACS issue similarly to SF issue.	All members Dr. Michelyne Haroun	Within one week Within two months	Closed Open
9.	The committee has noticed errors in the certificates of Endnote workshop. The committee decided to recontact the publisher in order to issue other corrected certificates for faculty members. The certificates will be then sent to faculty members.	Dr. Sree Harsha and Dr. Michelyne Haroun	Within two weeks	Open



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

*Michelyne Haroun*

Members :

Faculty

1. Dr. Christopher Tratat

*Christopher Tratat*

2. Dr. Sree Harsha

*Sree Harsha*

3. Dr. Muhammed Shahzad

Students

1. Mr. Fahd Abdullah Almulhim

*Fahd Abdullah Almulhim*

2. Miss Duaa Riyadh Alfarhan

*Duaa Riyadh Alfarhan*

Dean's Approval/comments:

*[Signature]*  
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Head of Committee: for further action Plan (internal/External) and for record  
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Note: Please don't hesitate to contact QAU, if you need any assistance