



June 22, 2016

## QUALITY MANAGEMENT UNIT Annual Report 2015-2016

### I. Charge of the Unit

The purpose of quality management unit is to develop policies and procedures by which the college can measure its working in all domains like education, training, research, administration and services to achieve its mission, using standards provided by National and International Accrediting Agencies. QMU, in collaboration with Deanship of Quality Assurance will oversee all the quality issues ranging from reviewing changes in study plan to administration of the programs through teaching, training and assessment strategies within the program with required documentation, surveys, and their analysis; and also prepare Annual Program and Periodic Self Study Report. The Unit will make recommendations based upon the analysis and ensure their implementations in the relevant area as part of dynamic and continued improvement process, towards fulfillment of the college mission. The Unit will also establish assessments/internal audit system/ policy for all of its procedures and activities.

### II. Members:

1. Dr. Afzal Haq Asif: Chair
2. Dr. Maged Alsyed : Coordinator
3. Dr Sara A Aldossary:
4. Dr Sahibzada Tasleem Rasool
5. Dr. Sree Harsha
6. Dr Yasir Ibrahim
7. Dr Mahesh Attimarad
8. Dr Wael Soleinman
9. Dr. Promise Emeka
10. Dr. Muneer ul Islam
11. Dr Nancy Safwat
12. Dr Asia Taha
13. Mr. Anas Al-ahmed Student
14. Ms. Jawaher Sami Student

### III. Sub-Units/Committees

Quality Management Unit, while working as unit according to its "Roles and Responsibilities" , has following sub-committees, working under the umbrella of the Unit:

#### 1. Accreditation Committee with Annual Report

1. Dr Bandar Al-Dhobaib Chair
2. Dr. Sahibzada Tasleem Coordinator
3. Dr. Afzal Haq Asif Members
4. Dr Maged Member
5. Dr Yasir Ibrahim Member
6. Dr Mahesh Member



7. Dr Promise Emika Member
8. Dr. Wael Soleiman Member

## 2. Steering Committee for Strategic Planning

1. Dr Bandar Al-Dhobaib Dean/Chair
2. Dr Afzal Haq Asif Coordinator
3. Dr. Yasir Ibrahim Member
4. Dr Sahibzada Tasleem Member
5. Dr. Sara Al-Dossary Member

## 3. Assessment Committee :

1. Dr. Maged Al-Syad Chair
2. Dr. Afzal Haq Asif Member
3. Dr. Sree Harsha Member

## IV. Number of meetings held during the academic year: 2015-2016

QMU worked as per its roles responsibilities (attached), along with its subcommittees usually all worked together to accomplish its responsibilities and to achieved assigned KPI's based upon COCP assessment Plan. The Unit worked in close association with the Curriculum Development Committee met regularly to provide input to the unit, however, QMU itself had 8 meetings during academic year 205-2016

1. First meeting: Aug 26, 2015
2. Second & Third meeting: Oct 21, 25, 2015
3. Fourth Meeting: Nov 24, 2015
4. Fifth Meeting: Jan 24, 2016
5. Sixth Meeting Feb 28, 2016
6. Seventh Meeting: March 20, 2016
7. Eighth Meeting: April 24, 2016

## V. Accomplishments of Quality Management Unit: 2015-2016

The Quality Management Unit, accomplished the following during current academic year: 2015-2016:

1. **Shifting to new building and capacious office for QMU:** Qmu organized its new office in new building consisting of meeting Room, Record and display room and archive room
2. **ACPE Certification for 5 years, till June 20, 2020: Accreditation Committee**
  1. The Accreditation subcommittee in collaboration with Curriculum Development committee prepared detailed [interim report](#) based upon ACPE reviewers comment (2014) addressing the following issue:
    1. Increased instruction in the social/behavioral sciences .
    2. The need for an advanced community experience .
    3. Sequencing and redundancy issues within the curriculum .



4. Enhanced coverage of management principles.
5. How the COCP uses of students evaluations to improve the program

The report was submitted during first week of January

2. Organized faculty and students awareness program about ACPE criteria and review program, constituted various sub-committees from among all the faculty for management of ACPE reviewers visit
3. Revised, improved and published the following college documents:
  1. Faculty & students handbooks
  2. Study Plan: 2015-16 Version 2
  3. Administration manual with KPI's assigned to various committees
  4. Experiential and Preceptor's manuals
  5. Recruitment Plan 2015-2017
4. The ACPE reviewers team visited COCP from Feb 23 to Feb 26 and showed satisfaction on the quality of the program as assessed according to ACPE criteria
5. COCP was granted **Comprehensive certification** for five years **till June 20, 2020**. However COCP will submit an interim report before **April 1, 2018** on the progress of the program as per each criteria set by ACPE for international certification. A comprehensive SSR as per ACPE criteria will be submitted **6 weeks before** the next on-site program review expected in 2<sup>nd</sup> semester Of 2019-2020. Main recommendations are:
  1. Seek NCAAA accreditation
  2. Review of mission by broad range of stake holders
  3. Deeper analysis of KPI's not achieved the target (completion rate 55%)
  4. Students membership in assessment committee
  5. Operationalization of electronic advising and monitoring of students
  6. Increased use of simulation in instruction and OSCE in assessment (9IPPE, APPE, and Therapeutics courses)
  7. Start of Graduate program in Pharmaceutical Sciences and residency in clinical pharmacy in collaboration with KANGH pharmacy department
  8. Creation of position of Vice Dean of Graduate and Research Affairs
  9. Improvement in IPE
  10. Job fair at college for male and female students
  11. Expedition in process of faculty promotion
  12. Incentive for external preceptors
  13. Formal agreement with all key training sites
  14. Frequent meetings of all internal and external preceptors

### 3. Assessment Committee Activities

1. Prepared and submitted Course LO and program LO Assessment report in spread sheet for the year 2015-2016 (Assessment Committee)
2. Prepared and analyzed COCP **Mission achievement report 2015-2016**, and prepared development plans based upon these report assigning responsibilities to various committees and departments, with timelines.
3. Reviewed and administered following online surveys for the academic year 2015-2016:



1. End of Year Faculty Survey 2015-2016
2. End of year Students survey 2015-2016
3. Exit Survey for Graduating students
4. Exit Survey for Faculty leaving the College

4. Improved COCP KPI's with inclusion of those assigned by office of Vice President, Academic Affair as per NCAAA standards

5. Assigned COCP KPI's to all College Committees

#### 4. Steering Committee for Strategic Planning (SCSP):

1. The committee prepared and got approved **Final Report on Strategic Plan: 2012-2016, with 89.4% achievement of all objectives and sub-objectives**
2. The **strategic Plan Committee** reviewed all annual reports of strategic plan 2011-2016 and compiled comprehensive report with action plan for objectives/sub-objectives not yet achieved. [S strategic Plan Report Final.2015.pdf](#)
3. SCSP performed SWOT based upon the data from various surveys for last 2 years, revisited the vision, mission and goals of COCP. The detailed strategic plan to be finalized and implemented from 1<sup>st</sup> semester 2016-2017,

#### 5. Advisory Activities for External Programs:

1. **Provided collaborative support to College of Pharmacy, Qaseem University**, by reviewing their Program as external reviewers
2. **Reviewed the Pharm D Program of Colleges of Pharmacy, Northern Border University** for program improvement leading to accreditation
3. Provided **professional guidance to College of Clinical Pharmacy, Dammam University**, for improvement of quality of their didactic and experiential program
4. Provided collaborative support to College of Computer Sciences and Information Technology on **Strategic Planning**

#### 6. Routine and Developmental Activities

1. Planned and implemented NFOP-2015-2016, followed by evaluation, for newly joining faculty members
2. **Reviewed Program Specification** and got approved along with PLO's their mapping and ILO matrix



3. Prepared and submitted [Proposal-II for Prep year program improvement](#) based upon faculty feedback
4. Reviewed KPI's and assigned these to various committees
5. Based upon faculty input strongly recommended to CDC to review **pre-requisite for various subjects** to enhance the effectiveness of the program, students learning, its delivery and administration
6. Recommended constitution of following committees and got these approved and operational:
  1. Postgraduate Committee
  2. [COCP Alumni Committee](#)
  3. Steering Committee for Strategic Planning
  4. Exam Cell/Exam review committee (in progress)
  5. Academic and Advisory Office (in progress)
7. Strongly recommended and got approved: **Uniform [Professional Attire](#)** for all students to be implemented from 1<sup>st</sup> semester 2016-2017
8. Organized and implemented Quality Assurance Campaign for students motivation for participation in Quality Surveys, with one of the highest turnover among KFU colleges, with the following results:

2015-2016	Students Participation	Average Course Evaluation
First Semester	88.29%	4.27/5
Second Semester	70.64%	4.37/5
9. Implemented online collection of course report data for analysis of various evaluations to be recommended to Curriculum Development Committee
10. **Organized seminars** on Annual course Reports, ILO writing, Annual Program Report and Annual Program Report: 2014-2015
11. Organized Course Report Seminar for the year 2015-16 and forwarded recommendations to Curriculum Development Committee
12. Prepared and submitted Annual Program Report: 2015-2016, got approved by office of VP Academic Affairs
13. [Prepared and got approved COCP](#) Quality Calendar 2015-2016
14. Provided feedback to Academic Affair Committee on uniform final paper format for all subjects



15. Continued with implementation of the following in 100% of the courses:

1. [Orientation to the course and its online-evaluation](#) by the students on a form administered by Assessment Committee
2. [Teaching Observation by the peers](#)
3. [Exam Question Moderation](#)
4. [Grading moderation](#)

16. All the faculty members revised their course ILO's in groups made according to the subject areas: Pharmacology courses as one group, Pharmaceutics as one group etc

17. Comply with the directions of VP office for submission of quality documents (Course Specifications, Course Reports, Program Specifications and Program Reports)

**7. Pending Tasks:**

1. Postgraduate Program
2. Appointment of Secretarial Staff

**DR. AFZAL HAQ ASIF**

*Chair Quality Management Unit*  
College of Clinical Pharmacy  
King Faisal University, Al-Ahsa

June 22, 2016

**Annexures:**

1. All Minutes of meetings as attachments
2. All relevant documents as hyperlinked in the Report