



June 22, 2015

## QUALITY MANAGEMENT UNIT Annual Report 2014-2015

### 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. Ibrahim A. Alhaider: Director/Chair
2. Dr. Afzal Haq Asif Coordinator
3. Dr. Taghreed Said Al-Mahdy
4. Dr Sahibzada Tasleem Rasool
5. Dr. Maged Alsyed
6. Dr Yasir Ibrahim
7. Dr Mahesh Attimarad
8. Dr. Sree Harsha
9. Dr. Promise Emeka
10. Dr. Noor Kamil
11. Dr. Muneer ul Islam
12. Mr. Anas Al-ahmed Student
13. Ms. Fatima Aldoghan 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 Ibrahim bin Abdulrahman Alhaider Chair
2. Dr. Sahibzada Tasleem Coordinator
3. Dr. Afzal Haq Asif Members
4. Dr Sabah Akrawi Member
5. Dr Maged Member
6. Dr Yasir Ibrahim Member
7. Dr Mahesh Member



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|------------------------|--------|
| 8. Dr Promise Emika    | Member |
| 9. Dr. Taghrid Elmahdy | Member |
| 10. Dr. Wael Soleiman  | Member |

## 2. Strategic Plan Monitoring Committee

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|--|-------------|
| 1. Dr Ibrahim bin Abdulrahman Alhaider | Chair       |
| 2. Dr Afzal Haq Asif                   | Coordinator |
| 3. Dr. Yasir Ibrahim                   | Member      |
| 4. Dr Sahibzada Tasleem                | Member      |
| 5. Dr. Taghreed                        | Member      |

## 3. Assessment Committee :

- |  |             |
|--|-------------|
| 1. Dr Ibrahim bin Abdulrahman Alhaider | Chair       |
| 2. Dr. Maged Al-syed                   | Coordinator |
| 3. Dr. Afzal Haq Asif                  |             |
| 4. Dr. Sree Harsha                     |             |

## IV. Number of meetings held during the academic year: 4

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 7 meetings during academic year 2013-2014

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|------------------------------------|--|
| 1. <a href="#">First meeting:</a>  | Sep 11, 2014                                 |
| 2. <a href="#">Second meeting:</a> | <a href="#">Jan 04, 2015</a> (working paper) |
| 3. <a href="#">Third Meeting:</a>  | March 09, 2015                               |
| 4. <a href="#">Fourth Meeting:</a> | May 05, 2015                                 |

## Accomplishments of Quality Management Unit: 2014-2015

The Quality Management Unit, accomplished the following during current academic year: 2014-2015:

1. Secured Conditional Accreditation by CCAPP (Canada) for 2014-2016 (Received the confirmation from CCAPP on July 05, 2014)
2. Secured Certification of its Pharm D Program by ACPE (USA) for 2014-2016 (Received the confirmation from ACPE on July 2015)
3. Prepared and implemented action plan on [CCAPP](#) and [ACPE](#) reports
4. Prepared abstract of College Program for Middle East competition of Pharmacy program and secured **2<sup>nd</sup> Award of excellence**



5. Prepared and Submitted Interim Report for ACPE, as certification requirement, as a result of which 2 criterion were further approved, leaving behind 2 criteria for monitoring (Accreditation Committee)
6. Planned and implemented [NFOP-2014-15](#), followed by evaluation, for newly joining faculty members
7. Prepared and submitted [Proposal for Prep year program improvement](#) based upon faculty feedback
8. Organized and implemented Quality Assurance Campaign for students motivation for participation in Quality Surveys, for first semester 2014-15, with one of the highest turnover among KFU colleges.
9. **Organized seminars** on Annual course Reports, ILO writing, Annual Program Report and risk Management Planning in Higher Education.
10. Organized Course Report Seminar for the year 2014-15 and forwarded recommendations to Curriculum Development Committee
  - a. [First Semester Report](#)
  - b. [2nd Semester Report](#)
11. **Established Collaboration with College of Pharmacy, Qaseem University**, for benchmark for students achievement with
12. **Provided Guidelines for program improvement** to Colleges of Pharmacy, Northern Border University and Qaseem University for program improvement leading to accreditation
13. Assisted the administration in Meeting of Deans of Pharmacy Colleges of the Kingdom including basic data collection for further planning for promotion of pharmacy education in the Kingdom
14. Assisted KFU higher administration for preparing collaborative contract for bench mark and peer review of program administration with South Carolina College of Pharmacy, Medical University South Carolina, USA and Virginia Common wealth University, USA
15. Prepared guidelines for Program Development and quality assurance for Pharm. D. degree.
16. Prepared and submitted [Course and program Assessment](#) report for the year 2014-2015 (Assessment Committee)
17. Prepared and submitted [Annual Program Report: 2013-2014](#), got approved by office of VP Academic Affairs
18. Approved assessment of [COCP Mission achievement report 2013-2014](#), and prepared development plans based upon these report assigning responsibilities to various committees and departments, with timelines.



19. Administered following online surveys for the academic year 2014-15:
  - a. End of Year Faculty Survey 2014-15
  - b. End of year Students survey 2014-15
  - c. Alumni Survey 2014-15
  - d. Employer Survey 2014-15
20. Collected data and prepared [assessment of mission achievement](#) based upon approved KPI's for 2014-2015
21. Planned and implemented Quality Awareness Program for Students-2014-5 (QAPS-2015), both for male and female sections
22. Organized Quality Assurance Campaign to be launched during last week of April 2015, in collaboration with Academic Affairs Committee to enhance students participation in Quality surveys (CES, PES and SES)
23. Improved COCP KPI's with inclusion of those assigned by office of Vice President, Academic Affairs as per NCAAA standards
24. Assigned COCP KPI's to all College Committees
25. [Prepared and got approved COCP Quality Calendar 2015-2016](#)
26. Provided feedback to Academic Affairs Committee on:
  - a. Improved Stat form for final exam results
  - b. Specifying slots for quizzes and Midterm early in the morning to avoid wastage of students time
27. Improved the Program delivery by implementation of the following in 100% of the courses:
  - a. [Orientation to the course and its online-evaluation](#) by the students on a form administered by Assessment Committee
  - b. [Teaching Observation by the peers](#)
  - c. [Exam Question Moderation](#)
  - d. [Grading moderation](#)
28. Provided feedback to Professional Development Committee for publishing Proceedings of COCP Professional Development Program every year
29. [Sixteen Program ILO's](#): Assisted Curriculum Development Committee for modification of Program ILO's from 75 to 16 in 5 domains of learning as per NCAAA directions and got approved by KFU administration. The ILO's were thoroughly discussed and presented to the faculty.
30. 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



31. Comply with the directions of VP office for submission of quality documents (Course Specifications, Course Reports, Program Specifications and Program Reports)
32. The strategic Plan Committee reviewed all annual reports of strategic plan 2011-2015 and compiled comprehensive report with action plan for objectives/sub-objectives not yet achieved. [S strategic Plan Report Final.2015.pdf](#)

**DR. IBRAHIM A. ALHAIDER** Ph D  
Dean/Director QMU  
King Faisal University, Al-Ahsa

June 22, 2015

Annexures:

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

