

Academic Affairs Committee Annual Report (2012-2013)



1. **Head of the Committee** : Dr. Bandar E. Al-Dhubiab
2. **Coordinator** : Dr. Mahesh Attimarad
3. **Members**

Dr. Mohd Morsy
Dr. Anroop B. Nair
Dr. Azza A Hassan,
Mr. Mohammed Alharbi
Mr. Maktar Alomar,
Mr. Mannaa Almnjm,
Mrs. Nouf Alwdaie,
Bshaier Al-Naiem, and
Miss. Solafa Alsahlwai.

The objective of the Academic Affairs committee is to organize smooth delivery of the Pharm D courses. The major responsibilities are orientation for the new students; prepare class schedule, midterm and final exam schedule, solving students' registration problems, academic counseling, and remedial program for weak students etc.


**Following are the activities of the academic affairs committee during the period;
2012-2013**

- For the first semester of 2012-2013, session 44 male students & 43 female students registered and 50 male students & 58 female students were registered for preparatory year (2012-2013).
- New staff members who have joined the college for the session 2012-2013, letters were sent to Deanship of admission and registration to add the staff members' names and subjects to the banner system.
- The first and second semester Course Coordinators list was prepared and forwarded to all the faculty members.
- All the staff members were informed to take the students name list from the banner system to solve any student registration confirmation problems.
- For students who submit medical excuse reports as reasons for not attending the lectures, labs and quizzes, after due consultations with committee members, it was recommended that committee should accept medical excuse reports issued by the Health facilities administrations, KFU and Government Hospitals only.
- Midterm exam schedule was prepared after input from the students. It was scheduled from 14th October 2012 to 14th November 2012 during the first semester and from 9th March 2013 to 3rd April 2013 during second semester.
- The Committee planned in advance and has submitted the next semester schedule. During 8th week of first semester, second semester schedule was submitted and for the next 2013-2014 semester schedule has been submitted.
- Suggestions from students were included in the final exam schedule plan and finalized in committee meeting involving all the students' representatives from both male and female sections. First semester final exam was held during Jan 5th 2013 to 16th January 2013. Whereas second semester final exam was scheduled from 20th May to 5th January 2013.


- After finalizing the final exam dates, invigilation schedule will be prepared and circulated in advance to all the faculty members. Dr. Mahesh the invigilation schedule for male section and Dr. Azza was responsible for the female section.
- Some students faced difficulties in registration during the preregistration such as over lap of two courses, registration of new courses. Committee deliberated on these problems, came up with solution and sent the solutions to Deanship of admissions and registrations.
- The old curriculum students are in their final year, arrangements are in place to open courses which are required for the students and the course taught during second semester (Pathophysiology-2, Medicinal Chemistry-2, First Aid, Pharmaceutical care, Research Methodology, Therapeutics-2, Clinical Pharmacokinetics and Drug Information services). During summer pharmaceutical care and pharmacoeconomics were taught to help the graduating students to complete the program. Separate students' registration schedule was prepared and submitted to Deanship of Admissions and Registrations.
- The black board accounts have been created for the all the faculty members and respective courses are added in the blackboard. All the staff members are informed to use the Black board for effective teaching.
- Academic advising system is a tool used for student counseling, many students have benefited from this. Academic advisor's name (Faculty) and student list for the second semester was prepared and forward to all faculty along with student profile.
- Few students were absent for midterm exam. The committee after discussions recommended that the midterm exam be conduct during last week of the semester. The students need to provide the genuine documents for their absence.
- Midterm exam result for all the courses has been collected. Students having low grades (below 60%) should be informed to attend the remedial classes.

- In preparation for the next academic year (1st sem 2013-2014) letter has to be sent to College of Medicine requesting lab space for conducting Anatomy and Histology-1 practicals and to College of Education for teaching Contemporary cultural issues and Islamic studies to our students.
- Orientation program has been organized to introduce the Pharm D program to new students that will be admitted for the first semester 2013-2014.

Example of Academic Affairs Committee meeting minutes:



Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
PO Box 400, Al-Ahsa 51982 Phone: +966 3 5817175 Fax: +966 3 5817174
ACADEMIC AFFAIRS COMMITTEE



Minutes of Meeting

Ref: KFU/COCP/AAC/8/2013 Dated : 13/4/2013

To: All Members of the Academic Affairs Committee
CC: Secretary to the Dean

Subject: Minutes of the 8th Meeting
Date and Time: Wednesday, 10th April, 2013; 10:20 am
Venue: Meeting Room, College of Clinical Pharmacy, KFU

Attendees List : Dr. Bandar E. Al-Dhubiab, Dr. Mahesh Attimarad, Dr. Mohd Morsy, Dr. Anroop B. Nair, Dr. Azza A Hassan, Mr. Mohammed Alharbi, Maktar Alomar, Mannaa Almnjm, Mrs. Nouf Alwdaie, Bshaier Al-Naiem, and Miss. Solafa Alsahlwai.

Present 11, Regrets 0 Leave 0 Attendance Level 100 %

Agenda: Minutes of 7th meeting
mid term exam for absent students
Schedule for final exam 2012-2013
Any other matters

Discussion:

Sl. No.	Item	Responsibility	Date	Status
1.	Dr. Bandar, invited all the committee members for the meeting and thanked them for their support. All committee members approved the minutes of the 7 th meeting.	All committee members	---	Close
2.	Few students were absent for midterm exam. As per students request and after discussion it is recommended to conduct the midterm exam during last week of the semester. The students need to provide the genuine documents for their absence.	All committee members.	25-4-2013	Open
3.	Committee members collected the final exam proposals from both male and female students. After discussion and keeping in view of the repeating students final exam was tentatively finalized. The same has to be notified to the students.	Dr. Mahesh, and Dr. Azza	13-4-2013	Open
4.	In preparation for the next academic year (1 st sem 2013-2014) letter has to be sent to College of Medicine for conducting Anatomy and Histology-1 practicals and to College of Education for teaching Contemporary cultural issues.	Dr. Bandar	13-4-2013	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
ACADEMIC AFFAIRS COMMITTEE



Head : Dr. Bander E. Al-Dhubiab, : _____

Members :

1. Dr. Mahesh Attimarad, : Mahesh V. A.
2. Dr. Mohd Morsy, : M. Morsy
3. Dr. Anroop B. Nair, : Anroop
4. Dr. Azza A Hassan, : Azza
5. Mr. Mohammed Alharbi, : Mohammed
6. Mrs. Nouf Alwdaie, : Nouf
7. Mr. Ahmed Al-Naiem, : (Training)
8. Maktar Alomar, : _____
9. Bshaier Al-Naiem, : _____
10. Manna Almnjm, : _____
11. Miss. Solafa Alsahlwai, : _____

Dean's Approval/comments:

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

