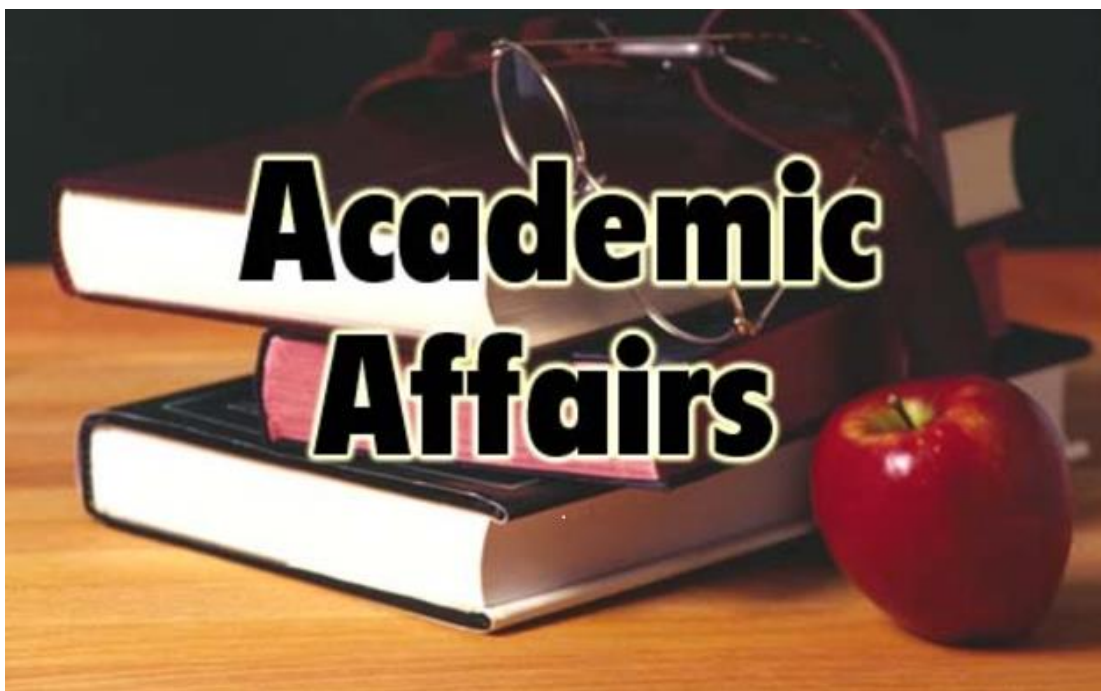


1- Academic Affairs Committee:

Annual Report (2013-2014)



1. **Academic Year** : 2013-2014
2. **Chair** : Dr. Bander E. Aldhubaib
3. **Coordinator** : Dr. Mahesh Attimarad
4. **Members:**

Dr. Mohd Morsy
Dr. Anroop B. Nair
Dr. Taghrid Almahdy ,
Dr. Ahmed Alnoim,
Mrs. Nouf Alwadaie,
Ms. Sara Almudaer,
Ms. Abdulmalik Bugnaim,
Ms. Jawaher Aladasani,
Mr. Mohammed Alsaed

The Academic Affairs Committee (AAC) monitors the smooth delivery of the Pharm. D. courses to prepare highly competent Pharm. D. graduates. The AAC met six times during the academic year with meetings during September to April. The major responsibilities are organizing orientation program for the new preparatory and pharm. D. students; preparing schedules for registration, lectures, laboratory, midterm and final exams, solving students registration problems, academic counseling and remedial program for weak students etc.

Following were the activities of the academic affairs committee during the academic year 2013-2014

- For the first semester of 2013-2014 session, 25 male students & 48 female students registered in Pharm. D. program and 59 male students & 59 female students were registered in preparatory year.
- Total of 180 male students and 181 Female students registered for the 2013-2014 session.
- Orientation was organized to introduce the pharma D program to preparatory year students on Tuesday August 27, 2013 and white coat ceremony for pharm. D. students was held on September 1, 2013 .
- Orientation day for new faculty was organized on Thursday August 29, 2013 at 1.00 pm at College Meeting room. During orientation, new faculty members were introduced to critical information and resources available to support research and teaching etc.
- A lecture on “Peer review of classroom teaching” was organized for the faculty members on Wednesday June 11, 2013 (3-1-1435 H) to improve the teaching and learning process. Dr. Mildred M. Libot from the Deanship of Quality Assurance and Academic Accreditation delivered the lecture.
- On the basis of KFU calendar, academic affairs committee prepared COCP academic calendar (from Sept 2013 to August 2014) and forwarded to students and all faculty after approval from Dean.
- A letter was forwarded to Deanship of admission and registration to add the names of new staff members and subjects to the banner system.
- Course Coordinators list was prepared for both first and second semester and forwarded to all the faculty members and quality management unit.
- Midterm exam schedule was prepared after consultation with students. It was scheduled from November 3, 2013 to November 21, 2013 during the first semester and from March 16, 2014 to April 10, 2013 during second semester.
- The Committee plan and submit the next semester schedule in advance. During the 8th week of first semester, second semester schedule was submitted and for the summer courses and first semester of 2014-2015 schedule has been submitted.
- The recommendation from the female faculty to start the lectures from 8.00 am instead of 7.30 am has been approved by the Dean upon Academic Affairs Committee recommendation.
- Old curriculum students requested to open few courses during the 1st and 2nd semester. The request was approved after some discussion and courses were made available in the 1st and 2nd semesters.
- Suggestions from students were included in the final exam schedule plan and finalized in committee meeting involving all the student representatives from both male and female sections. First semester final exams were held between January 2-16, 2014 and second semester final exams were held between May 20- June 5, 2014.

- Few students were absent for midterm exam during first semester but this number had increased during the second semester. The students have submitted medical certificates for their absence but medical certificates issued by the government hospitals only, were considered as legitimate; whereas, medical certificates from private hospital were rejected. After reviewing the situation, the committee has recommended that the midterm exam should be conduct during the last week of the semesters.
- Midterm exam result for all the courses have been collected. Students having low grades (below 60%) will be informed to attend the remedial classes.
- In preparation for the next academic year (1st semester of academic year 2014-2015), letters have been sent to the College of Medicine, requesting the lab space for conducting Anatomy and Histology-1 practicals and to the College of Education for teaching Contemporary Cultural Issues, Islamic Studies and compulsory Islamic courses to our students.
- Committee arranged an OMR for students answer scripts evaluation during first semester and purchased a new OMR machine during second semester to facilitate the evaluation of MCQs, match the following and True/false questions.
- Committee provided the academic information for the CCAPP and ACPE visit.
- A list of 16 male and 22 female students, graduating in August 2014 has been forwarded to College Council. Nine male students will graduate in January 2015.
- Department of Pharmaceutical Sciences recommended to include the prerequisite to Biopharmaceutics and to include one credit hour pharmaceutical calculations in one of the first year pharmaceuticals course; it has been forwarded to curriculum committee.

5. Attendance Level: Overall attendance level in meetings remained 91%

6. Obstacles, Issues to be addressed:

1. Filling student profile by the students under academic advisory system.
2. Number of absents during midterm exam

Thanks to all committee members for their tremendous effort and quality work.

DR. Bander E. AlDhubaib
Head,
Academic Affairs Committee,
COCOP, KFU, AL-Ahsa

Submitted: May 14, 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 31982, Phone: +966 3 5817175 Fax: +966 3 5817174

**ACADEMIC AFFAIRS COMMITTEE**

Ref : KFU/COCP/AAC/8/2013-14

Dated : 22/4/2014

To: All Members of the Academic Affairs Committee**CC:** Secretary to the Dean**Subject:** Minutes of the 8th Meeting**Date and Time:** Wednesday, 22nd April, 2014; 11: 30 am**Venue:** Meeting Room, College of Clinical Pharmacy, KFU

Faculty members who attended the meeting: Dr. Bandar E. Al-Dhubiab, Dr. Mahesh Attimarad, Dr. Anroop Nair, Dr. Mohamed Morsy, Dr. Taghrid Almahdy, Dr. Ahmed Alnoim, Mrs. Nouf Alwadaie, Ms. Sara Almudaer, Ms. Abdulmalik Bugnaim, Ms. Jawaher Aladasani, Mr. Mohammed Alsaheed

Present 11, Regrets 0, Leave 0, Attendance Level 100 %**Agenda:**

Preparation for Final exam.
Registration of students for 2nd semester
Medical excuses for midterm exam absence.
Other Matters if any,

Opening Statement: Dr. Bandar, Head, Department of Pharmaceutical Sciences, welcomed all the committee members.

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 the committee members	---	Close
2.	The final exam schedule has been collected from both male and female students. After discussion it was decided to conduct the final exam from 20 th May 2014. Dr. Mahesh will prepare the final exam schedule and distribute to male and female students.	Dr. Mahesh	24-4-14	Open
3.	Few students are facing problem in registration of 1 st semester courses 2015. Dr. Mahesh (male section) and Dr. Taghrid (Female section) will collect the registration problems and Dr. Mahesh will prepare the alternative schedule to send it to Deanship of Student admission and registration.	Dr. Mahesh and Dr. Tagrid	29-4-2014	Open



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Sl. No.	Item	Responsibility	Date	Status
4.	Quality management unit require course coordinators for the 1 st semester for 2014-2015. Dr. Mahesh will prepare the same and after discussion with Dean and department coordinators.	Dr. Mahesh	29-4-2014	Open
5.	Many students were absent for midterm exam in different courses. They have submitted the medical excuses for the same. As the number of absents are more Dr. Bander suggested to wait till first week of May 2014 and instruct the students that the medical excuses submitted from KFU health center will only be accepted in future.	All Faculty members	30-4-2014	Open

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

Members :

Dr. Mahesh Attimarad _____

Dr. Anroop Nair, _____

Dr. Mohamed Morsy, _____

Dr. Taghrid Almahdy _____

Dr. Ahmed Alnoim _____

Mrs. Nouf Alwadatei _____

Ms. Sara Almudaer _____

Ms. Abdulmalik Bugnaim _____

Ms. Jawaher Aladasani _____

Mr. Mohammed Alsaeed _____

Dean's Approval/comments:

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

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