

1. Learning Resources Committee:

Annual Report of Learning Resources Committee (2013-2014)

1. **Academic Year :** 2013-2014

2. **Chair:** Dr. Michelyne Haroun

3. **Members:** Dr. Christophe Tratat
Dr. Shahzad Chohan
Dr. Arshia Shariff

4. **Number of meetings held (attached) during the academic year:** Four official meetings after the executive order. However, other unofficial meetings were held between committee members to accomplish and close the task files.

a- First meeting: Jan. 6, 2014.

b- Second meeting: Feb. 9, 2014.

c- Third meeting: March 13, 2014.

d- Fourth meeting: April 9, 2014.

5. **The main charge assigned to the committee 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 (Nov. 2013—May 2014)

No	Action	Evidence / Comment
1	Acquisition and implementation by KFU Library of SciFinder, a renown online research database.	Email announcement made by LRC to faculty members in Jan 4, 2014.
2	Setting up a plan of action of the Learning Resources Committee for the academic year 2013-2014.	Copy of the plan of action attached.

No	Action	Evidence / Comment
	The plan includes the design of a Library Resource Learning Center in the new COCF building.	
3	Training workshops delivered separately by both Dr. Christophe Tratat and Dr. Michelyne Haroun on the navigation of the research database SciFinder, its importance and utility in male and female sections.	Email and invitation sent separately to male and female faculty members in Sep. 9, 2014.
4	Announcement of LRC to faculty members about the availability, opportunity to request and to use online Arabic books.	Email in Jan. 14, 2014
5	LRC followed up very closely the needs of faculty for online international journals. Emails were sent by Dr. Mohamed Shahzad to faculty members to order useful new online electronic journals subscriptions. A list of new online electronic journal subscription requests was prepared by Dr. Shahzad and emailed by LRC to faculty members.	The first email was sent by Dr. Shahzad to faculty members in Jan. 15, 2014. The reminder email was sent in Jan. 26, 2014.
6	LRC submitted a formal request that was approved by the dean of COCF to acquire the new online electronic journal. LRC informed faculty members that their request have been already processed by dean of COCF.	Email sent by LRC to COCF in Mars 11, 2014.
	LRC sent to faculty members the feedback from the Dean of Library Affairs to Dean of COCF mentioning the implementation of ACS journals in a short time. Due to poor demand, the other requested journals will be provided as hard copies by KFU library starting the new Gregorian year 2015.	Attached letter from the dean of Library Affairs.
7	LRC followed up very closely the acquisition of teaching and research databases and software requested by faculty members for teaching and research purposes. A template was prepared and emailed by Dr. Christophe Tratat to faculty members in order to ascertain the software that are already available, in the process of acquisition and needed by faculty members for teaching and research purposes.	The first email was sent by Dr. Christophe to faculty members in Jan. 30, 2014. The reminder email was sent in Feb. 19, 2014.
8	LRC followed up the remote access to SciFinder to allow faculty members of COCF to access the database for research purposes from their homes. Emails were sent to officers in KFU libraries and Scifinder company for that purposes.	Emails in Jan 30 and Feb.6 See attached emails.

No	Action	Evidence / Comment
9	LRC worked on daily bases with the Library and Publishers in order to resolve access problems to some online electronic journals such as Chembiochem and Heterocycles.	Email document
10	A training workshop was delivered by Dr. Christophe Tratat in both male and female sections to faculty members and students on the utility and how to navigate the online databases provided by SDL such as Scopus, Elsevier, Science Direct, RSC, Oxford journals, etc...	Email announcement done in March 17, 2014. The workshop was delivered in March 19, 2014.
11	Continuous assistance provided by LRC to faculty members to have access to some electronic journals.	See attached email.
12	LRC has submitted a formal request for Chemistry Teaching Models that was approved by the Dean of COCP.	Document in faculty Deanship.
13	LRC has submitted a formal request that was approved by the Dean of COCP to acquire the database software NIST 11 Mass Spectral Library for the year 2013-2014. The remaining requests for access to by Faculty members will be rolled in the next academic year due to budgetary constraint.	Document in faculty Deanship.
14	LRC delivered in the Video Conference Room of KFU Central Library for both male and female faculty members a series of workshops useful for quality teaching, quality assessment and e-learning educations: a- <i>Acadox</i> by Dr. Michelyne Haroun in April 9, 2014; b- <i>Rubrics</i> by Dr. Nashwa Zaher in April 16, 2014; c- <i>Problem Based Learning- PBL</i> , by Dr. Asia Taha in April 23, 2014.	The workshops were delivered with the contribution and help of the Library officer, Mr. Saeed Elanz.
15	Dr. Arshia Sheriff emailed to all faculty members to motivate them to volunteer for the delivery of seminars useful to learning and in their areas of expertise.	Email in March, 2014.
16	Dr. Arshia Sheriff delivered two seminars for female students in the topic of " Ethics of Scientific Writing and Poster Presentation".	The seminars were delivered in April 23, 2014 and April 30, 2014.

Learning Resources Committee (2013-2014) successfully accomplished all the above tasks with exception of task No 8 which is on-going and will be accomplished by the end of this academic year, In Sha'a Allah.

7. Attendance Level:

Overall attendance level in meetings remained 100%.

8. Obstacles, Issues to be addressed:

- a. Poor attendance of faculty members at the workshops of task No 14 especially in the male section. The reason for the poor attendance could be the long distance to be travelled to the workshop venue (Video Conference Room of KFU Central Library), especially that some faculty members may have classes before and after the workshops.
- b. Inability of the LRC to design a Library Resource Learning Center (task No 2) in the new faculty building due to unavailable information about the allocated space to the Center in the new building.

9. Outstanding Tasks:

- a- Design of a Library Resource Learning Center in the new faculty building (task No 2).
- b- Follow up on the setting up of the remote access to SciFinder (task No 8).
- c- Follow up on the acquisition of the remaining hard copies subscriptions requested by faculty members (task No 6).
- d- Follow up on the acquisition of the remaining databases requested by faculty members in the next academic year (task No 13).

10. Enclosures:

- a- Documents related to tasks No 3, 6, 8, 9, 10, 11, 14.
- b- Action Plan of LRC of the year 2013-2014.
- c- Copies of the minutes of the four meetings.

Dr. Michelyne Haroun

Submitted in June 2, 2014.

Head,

Learning Resources Committee

COCOP, KFU, AL-Ahsa


Dear faculty members

Kindly find enclosed the list of your requests concerning new online international journals subscriptions that were sent to the Learning Resources Committee (LRC).

Journal name		Publisher	Website
American Chemical Society (ACS)	ACS publications		http://pubs.acs.org/
Synlett	Thieme chemistry	ch	http://www.thieme-chemistry.com/en/products/journals/synlett.html
Synthesis	Thieme chemistry	ch	http://www.thieme-chemistry.com/en/products/journals/synthesis.html
Current Drug Delivery	Bentham Science		http://benthamscience.com/journal/index.php?journalID=cdd


Please be informed that all the above requests have been already processed since our Dean, Dr. Ibrahim, has already sent a request letter to the Dean of Library Affairs in order to acquire all these new subscriptions.

Example of Learning Resources committee minutes



Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
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LEARNING RESOURCES COMMITTEE



Ref : KFU/COCP/LRC/1/2014

Minutes of Meeting

Dated : 6/1/2014

TO: All Members of the Department/Committee
CC: Secretary to the Dean.

Subject: **Minutes of the Meeting**

Date & Time: **6 January, 2014 12 : 30 PM**
Venue: Meeting Room, College of Clinical Pharmacy
Attendees: Bulleted List


Present(P) 4
Regrets(R) 0
Leave(L) 0
Attendance Level 100%

Agenda:


1. Set up the plan of action of the committee
2. Current Agenda items
3. Any other matters

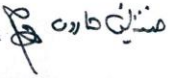
Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	Deadline	Status
1.	The items to access or order new Arabic books online through KFUPU web-site will be circulated to all faculty members with request to recommend new books.	Dr Michelyne Haroun	Within One week	Open
2.	Email to all faculty members to revert with their requirements from KFUPU Library of online international scientific journal subscriptions.	Dr Mohammed Shehzaad	Within One week	Open
3.	Collect all requests of online international scientific journal subscriptions and process with the deanship of library affairs.	Dr Michelyne Haroun	By the start of next semester	Open
4.	The status of the order of text-books ordered previously to be updated from Dr Tamer Mohammed.	Dr Mohammed Shehzaad	By the start of next semester	Open
5.	The status of databases ordered previously by faculty to be updated from Dr Sreeharsha, ex-member of previous LRC.	Dr Arshia Shariff	By the start of next semester	Open
6.	The template of Database and Software Program Request Form to be designed and circulated amongst the faculty.	Dr Christophe Tratat	By the end of two weeks.	Open
7.	Co-ordinate with deanship of academic development to organize a blackboard training programme for new faculty members in English.	Dr Mohammed Shehzaad	By the start of next semester	Open
8.	Assist and collaborate with Department of Pharmacy Practice for development of clinical skill labs at COCP	Dr Mohammed Shehzaad	By the start of next semester	Open

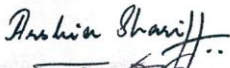





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LEARNING RESOURCES COMMITTEE



Head : Dr Michelyne Haroun 

Members :

1. Dr Arshia Shariff 
2. Dr Christopher Tartrat 
3. Dr Mohammed Shehzaad 

Dean's Approval/comments:


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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

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