

## Annual Report of Steering Committee for Accreditation



**Academic Year:** 2012-2013

**Chair:** Dr. Ibrahim bin Abdulrahman Alhaider

**Coordinator:** Dr. Sahibzada Tasleem Rasool

**Members:**

1. Dr. Afzal Haq Asif
2. Dr. Yasir Ibrahim
3. Dr. Sabah Akrawi
4. Dr. Wael Solaiman
5. Dr. Maged Aziz
6. Dr. Mahesh Attimard
7. Dr. Promise Emika
8. Dr. Taghreed Sayed Mahdi
9. Dr. Sulaiman Almahesh
10. Ms. Sarah Khalid Alhussain

### Tasks Assigned to the Accreditation Committee for 2013-2014

The following tasks were assigned to the committee in addition to the routine responsibilities.

- The accreditation committee was consigned to oversee the Self Study Process and coordinate between various committees and department to achieve accreditation standards required by various accreditation bodies.

- The committee will collect and systematically document all the relevant evidences, prepare and submit all the documents as required by the accreditation agencies.
- The accreditation committee was assigned to compile reports on the COCP functions in relation to the accreditation standards of the accreditation bodies (NCAAA, CCAPP or ACPE) and communicate with the accreditation bodies to apply for the accreditation/certification.
- To organize and coordinate the visit of review teams from accreditation bodies and follow-up with the accreditation process after the visit.

### **Meetings:**

The accreditation Committee worked throughout the year as per its roles and responsibilities (attached), and met regularly to discuss the Self Study process and provide input to the concerned committees and Quality Management Unit. During the academic year 2013-2014 the committee convened 5 times from November 2013 through May 2014. Dates of the meetings are as follow:

Meetings held in Academic calendar 2013-2014

- 1<sup>st</sup> Meeting: November 20, 2013
- 2<sup>nd</sup> Meeting: December 03, 2013
- 3<sup>rd</sup> Meeting : February 04, 2014
- 4<sup>th</sup> Meeting : February 18, 2014
- 5<sup>th</sup> Meeting : April 30, 2014

The agenda of the meetings included the assessment of the preparations for the CCAPP and ACPE visits and follow-up on these visits. It also included the initiation of the application process for the NCAAA and updating the Self Study Report for the Program (SSRP) according to the new format of the NCAAA.

### **Activities:**

The **Accreditation Committee** organized two visits of the accreditation bodies from Canada (CCAPP) and USA (ACPE) during 2013-2014.

#### **Canadian Council for Accreditation of Pharmacy Programs**

The Internal Review Report for CCAPP was completed in May 2014. This report was prepared according to the new standards of the accreditation council which delayed the visit of CCAPP team as original visit was scheduled for October 2013. The report was submitted to CCAPP in August 2013 and the CCAPP visited the college in December 2013.

The accreditation committee prepared for the expected visit. Before CCAPP visit, selected members of the Accreditation Committee conducted a mock visit to assess the

level of preparations and had meetings with the Dean, members of the College Council, the Students Service Committee and the Curriculum development Committee. The members of the committee visited various groups of faculty members involved in administration, research and teaching in college as well as practice sites to inspect the level of preparations for the expected visit. The faculty members were assigned various responsibilities to coordinate and organize the visit. The faculty was informed about the dates and timings of the visit.

### **CCAPP Visit**

A team from Canadian Council for Accreditation of Pharmacy Programs (CCAPP) visited the College of Clinical Pharmacy during December 7 through December 10, 2013. The members included Dr. K. Wayne Hindmarsh, Executive Director, CCAPP and Dr. Pierre Moreau, Dean Faculty of Pharmacy, University of Montreal. The team held several meetings with various committees of the college to discuss the role of these committees in academic and administrative achievements. The team met the faculty members and the students to get an insight into the Pharm. D. program at the College of Clinical Pharmacy, King Faisal University. The CCAPP team took a tour of the college building and appreciated the existing facilities. The team also visited the new college building and various experiential training sites and met with the preceptors. Please see a detailed schedule of the CCAPP team visit attached.



**CCAPP team with KFU president and Vice president**





### **Post CCAPP Visit**

CCAPP furnished the College with its initial findings in February 2014 and provided an opportunity to point out any factual errors or controversies. The CCAPP evaluation team wrote that they were impressed by the progress of the College of Clinical Pharmacy and the Curriculum of the program. The team highlighted the strong leadership with committed faculty, a sound curriculum aligned with the worldwide pharmacy trends and strong experiential learning environment in the hospital settings as strengths of the college. It also mentioned areas that need improvement such as lack of simulation labs and OSCE. It emphasized on moving to the new building will improve the program. The review team was not sure of the equivalence of the English proficiency of the students. The accreditation committee convened to discuss these issues in a joint meeting with the Quality Management Unit and responded to the observations of the CCAPP. The college submitted a detailed report that addressed the queries of the CCAPP evaluation team. Please see the attached appendix.

### **Accreditation Council for Pharmacy Education**

The Self Study Report for Accreditation Council for Pharmacy Education (ACPE) was completed and submitted in November 2013. ACPE proposed a site visit by a four-member team at the end of February 2014. Letters of invitation and all legal requirements for visa processing were sent to the ACPE team members in January 2014. Three members of the team could get the visa and it was decided that a three-member team will visit the College for evaluation.

### **ACPE Team Visit**

Accreditation Council for Pharmacy Education (ACPE) reviewer's team visited the College of Clinical Pharmacy from February 23-27, 2014 to appraise the quality of academic and administrative procedures according to the criteria set forth by ACPE for International programs. The team included Dr. Robert S. Beardsley, Dr. Azza Agha and Dr. Tina Brock. The College had invited the team in on-going effort to come at par with international standards of Pharm.D. program delivery. The team held several meetings with various administrative units of the college as well as with the faculty members and students to appraise the teaching, learning, and quality management procedures at the College of Clinical Pharmacy for certification by the ACPE. The ACPE reviewers appreciated the teamwork and collaboration among the faculty members, which they observed during the visit. The accreditation committee made all necessary arrangements including printing of documents, names display cards and providing other materials needed during the visit. It secured the smooth progress of the schedule during the visit. (ACPE Schedule attached).



**ACPE team with president and vice president**







### **Post ACPE Visit**

The ACPE team provided a detailed evaluation report to the College of Clinical Pharmacy in March 2014, which was compiled by all team members and reviewed by Mike Rouse. The college was given an opportunity to correct any factual errors and later draft an official response to ACPE team's findings. The accreditation committee discussed the report and decided to respond accordingly (See Attached). Later the ACPE decided to hold a meeting between the members of the Accreditation Committee and the International Commission to discuss the issues that needed further clarification. The meeting was held on May 05, 2014.

### **National Commission for Assessment and Academic Accreditation**

The college started the current Self Study Process in May 2011 when University embarked on its 11/11 project for accreditation with the NCAAA. The college has prepared its initial Self Study Report in 2012; however, that was not submitted to NCAAA. The college has made significant progress in various areas since then and it calls for review of the report that was prepared earlier. Keeping this in view the Accreditation Committee convened along with the Quality Management Unit on April 30, 2014 and decided that the accreditation committee would forward different standards of the NCAAA to relevant college committees for their input and evidences to update the SSR according to the current situation. The college has recently submitted the application for NCAAA and the committee plans to complete the compilation of the SSR and gathering all required evidences for submission to NCAAA.

### **Plans for the Next Academic year**

The accreditation committee hosted two visits of foreign delegates from ACPE and CCAPP. The college has embarked on its national accreditation mission in alliance with the University during this academic year 2013-2014. During the next academic year the accreditation committee will

- Follow up the CCAPP and ACPE accreditation process and provide any required information.
- Complete the application process submitting the SSR according to new format of NCAAA and host a review visit by the national accrediting agency.
- Update and collect the evidences and organize documents required by NCAAA during the accreditation process.
- Liaises with the national and international accrediting bodies for any updates or changes in the accreditation standards.



## Appendices

1. Executive Order for the formation of the committee.
2. Minutes of Accreditation Committee meetings
3. Email communication with ACPE
4. Email communication with CCAPP
5. Email communication with the faculty
6. Schedule of visit by CCAPP
7. Schedule of visit by ACPE
8. Response CCAPP
9. Response to ACPE



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**College of Clinical Pharmacy**

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### Minutes of Meeting

Ref: KFU/COCP/AC/1/2014

Dated: 04/02/2014

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

**Subject: Minutes of the Meeting**

Date & Time: 04 February, 2014; 10.30 AM  
Venue: Meeting Room, College of Clinical Pharmacy  
Attendees: Bulleted List

**Present(P) 7 Regrets(R) 3 Leave(L) 0 Attendance Level 70 %**

Agenda:

1. Schedule of ACPE Visit.
2. Review of the ACPE preparations.
3. Any other matters

Decisions

S.No	Decisions	Responsibility [Member Name]	Deadline	Status
1.	The members were informed about the tentative schedule of upcoming visit of the ACPE team between February 24-27, 2014.	All.	Until visit	Closed
2.	The members discussed the schedule and agreed on the proposed schedule.	All	Immediately	Closed
3.	The members agreed that the Internal Review Report should be presented in a faculty forum. Three different times to schedule these presentations were suggested as faculty is busy. Dr Tasleem will discuss with Dr. Ibrahim and send an e-mail informing about the presentation schedule.	Dr. Tasleem	05/02/2014	Open
4.	The ACPE Team is expected to hold meetings with the Accreditation Committee, Curriculum Development Committee, Assessment Committee, Student's Services Committee, and the members of the academic staff including preceptors. It was decided that the relevant committees should hold meetings to prepare for the upcoming visit.	Dr. Sabah	06/02/2014	Open
5.	Documentation including minutes of meeting for all committees should be up-to-date. Dr Sabah will send an email to Committee coordinators to submit the completed committee files.	Dr. Sabah	06/02/2014	Open
6.	Course files and other required documents including all course files should be in order since Semester 1, 2011-2012. Dr. Maged will send an email to the faculty to review their course files.	Dr. Maged	05/02/2014	Open



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7	The team will meet with the preceptors as well as with the members of academic staff. In order to be prepared every faculty should know about the anticipated questions. Examples of these questions are available on line, which will be conveyed to the faculty.	Dr. Maged	05/02/2014	Open
8	The members discussed a need for a mock visit for committees and recommended that Dr. Ibrahim should announce a mock visit for the committees and faculty members meeting the ACPE team.	Dr. Tasleem	05/02/2014	Open

Head: \_\_\_\_\_

**Members:**

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|---------------------------------|--|------|
|                                 |  | Sign |
| 1. Dr. Sabah Akrawi             |  |      |
| 2. Dr. Afzal Haq Asif           |  |      |
| 3. Dr. Sahibzada Tasleem Rasool |  |      |
| 4. Dr. Maged El-Sayed           |  |      |
| 5. Dr. Mahesh Attimarad         |  |      |
| 6. Dr. Wael Soliman             |  |      |
| 7. Dr. Taghrid El Mahdy         |  |      |

Head : \_\_\_\_\_

**Dean's Approval/comments:**

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