1- Curriculum Development Committee

ANNUAL REPORT: 2013-2014

I.   Objectives of the Committee:

The purpose of Curriculum Development Committee is to monitor, evaluate and continuously improve the study plan to fulfill the college mission in general and lead towards achievement of the program outcomes in particular. Based on input from Quality Assurance Unit, faculty, students and other stakeholders to address the changing needs of the community; and to be in pace with recent advancement in the knowledge and practice of pharmacy, the Curriculum Development Committee design and implement the strategies for final revision of the study plan within the framework provided by National and International accrediting bodies.

II.   Members:

1. Dr. Afzal Haq Asif Chair
2. Dr Yasir Ibrahim
3. Dr Promise Emika
4. Dr. Maged Alsyed
5. Dr Asia Taha
6. Dr. Suleman Almahesh
7. Dr. Ahmed Al-noaim
8. Ms. Lolu Almulhim
9. Dr. Jean Dib (SAMSO) Ex-officio

III.   Number of meetings held during the academic year: 5

1. First meeting: Sep 23, 2013
2. Second meeting: Dec 03, 2013
3. Third Meeting: Dec 11, 2013
4. Fourth Meeting: Feb 05, 2014
5. Fifth Meeting: May 15, 2014

Summary of Accomplishments

I.   **Improvement   of Course** contents, objectives and tools of assessment: The committee consistently worked on improvement of Pharm D program with its mandate for the same but based upon assessment and evaluation of courses made by faculty and students through Annual Course reports: 2nd semester 2012, First Semester 2013

   i.   Academic Departments
  ii.   CCAPP and ACPE reviewers

Revisions made: Here are few examples of some important amendments approved by the committee:

i. Improvement of contents of **Therapeutics-4** course according to diseases prevalent in the Eastern region of the Kingdom, based upon Annual Course Report.

ii. Inclusion of **Service learning** as mode of learning and assessment in **Therapeutics-2,** based upon COCP strategic plan (**Strategic Objective 5.2.1**)

iii. Review and approval of changes in courses in **medicinal chemistry and drug design** to improve sequencing, based upon ACPE reviewers report

iv. Improvement in Course contents of **Pharmaceutical Care** courses to improve sequencing and to improve social and behavioural contents in Pharmaceutical Care-1 course, as recommended by ACPE reviewers

v. Review of Biochemistry-1 and Clinical Biochemistry courses for contents and course objectives

vi. Improved contents of Pharmacy management course for added management related contents

vii. **OSCE** as tool of assessment in Therapeutics courses and in courses on First Aid and Pharmaceutical Care was approved. The committee held an **orientation session** for the faculty involved in teaching of these courses. A detailed orientation session is planned before the start of upcoming academic year, during 3rd week of Aug, 2014

viii. Implementation of **IPE** in therapeutics courses in collaboration with College of Medicine

ix. The objectives and contents of course in **Microbiology and Immunology** were revised and approved

x. Implementation of improved contents and objectives in course on **Molecular Biology** as approved by the faculty members and the Biomedical Sciences Department

xi. Approval and implementation **of Research Report/Project** as requirement for successful completion of APPE (as per COCP **strategic Plan objective 6.1.3**)

2.   Review of all course specifications/course files for Improved ILO's in all 5 domains of learning for each course

The committee reviewed all the course specifications of individual courses of Pharm D program. Meetings with individual faculty members were held for required improvement in ILO's. Following improvements were made in the course specifications:

i. All the ILO's in FIVE domains of all courses were pulled from course specifications and compiled in a separate manuscript

ii. All course ILO's were revised after mutual discussion with the concerned faculty members. ILO's in various domains were aligned with the purpose and contents of the course

iii. Number of ILO's in various domains were reviewed to have a balance in all FIVE domains, as per course requirement

3. Designing Program ILO's (NCAAA) and mapping with those of course ILO's for assessment of their achievement.

Keeping in view the NCAAA defined Program outcomes for Pharm D Program in KSA, the curriculum development committee has collected all the corrected course ILO's in one manuscript and designed 75 measurable Program ILO's in FIVE domains of learning (knowledge, cognition, interpersonal skills, information technology and communication skills, psychomotor skills). The designed PILO's were discussed in the committee meetings and were sent to all faculty members for their feedback. Program ILO K.1.23 and C.2.17 were amended based upon the input from Dr. Kazeem; whereas, some of the ILO's were rephrased based upon suggestion from Assessment Committee (Dr. Maged). All the PIO's were finally approved in 4th committee meeting.

The Committee prepared a mapping template and forwarded it to all the faculty members. The committee members held meetings with individual faculty members to assist in mapping their course ILO's with those of Program ILO's. An online form using Google documents was designed by Dr. Sree Harsha to collect online data to analyse the accuracy of mapping. The template was sent to all faculty members to fill online. Most of the task of online mapping have been accomplished by May 20, 2014.

The committee will provide the mapping data to the assessment committee for entry of data of achievement of each course ILO as provided by the concerned faculty for assessment of achievement of mapped Program ILO's.

4. Pharm D Program Competencies (36) and their mapping with courses and Program Outcomes

To improve the structure (and content as well) of the program and to fulfil the accreditation standards (ACPE), the curriculum development committee had several discussions in its meetings as well as with the faculty members to finalize the end point competencies/outcome abilities/graduate attributes. As a result of such discussions, following 7 areas of competencies were identified:

1. Patient Centred Care: Clinical Competence (15)
2. Patient Centred Care: Dispensing Medication and Devices (5)
3. Management Systems: for Optimum Patient Care (4)
4. Health care needs of the community: Public Health (2)
5. Communication and Collaboration (4)
6. Professionalism (4)
7. Scholarship and Lifelong Learning (2)

A total of 36 competencies were finalized in all of the above areas. The courses which contributes in development of a particular competency were mapped with the relevant competency in a tabulated form. The manuscript was sent to faculty members for their feedback. Based upon the feedback from Dr. Taghreed, amendments were made in Scholarship and Life-long Learning area. The manuscript was approved in 2nd meeting of the committee and will be added in Study Plan as Appendix

5.   **Advanced Pharmacy Practice Experience (APPE) competencies and plan for assessment of their** achievement

Advanced Pharmacy Practice Experience component of COCP Pharm D program consists of 10 rotations with weightage of 35 credits out of 178 credit hour program. APPE component has been designed to achieve eight competencies.

The committee prepare manuscript of plan for assessment of achievement of APPE competencies at the end of each cycle of APPE, so that it could be added in the final Program achievement data. The manuscript was approved in 2nd meeting (item 3) for inclusion in the Comprehensive Assessment Plan of COCP version 2.1 (June 2014)

6.   **Program Specification according to revised template (NCAAA-2013)**

The committee prepared Program specification according to a new and improved template, which was approved by the Dean and sent to the Deanship of Academic Affairs.

7.   **Annual Program Report** (2012-2013)

The annual Program report 2012-2013 was prepared according to new template provided by NCAAA. **Dr. Tasleem** reviewed the report and provided feedback which was incorporated in the report.

8.   **Review of all courses for their relationship with Experiential Modules of the Curriculum:**

To enhance the quality of program in terms of provision of appropriate background knowledge and skills required for endpoint Pharm. D. graduate competencies, a detailed scan of all the courses of Pharm. D. study plan was made by the committee with help of course instructors. The document was added as an evidence in the CCAPP review report. The document was approved during 2nd meeting of the committee (item 3.2)

9.   **Contribution in SSR.2014 for program Review as per NCAAA-accreditation standard 4**

In response to accreditation committee's request, the curriculum development committee provided feedback and required data for incorporation in the Periodic Program Review Report 2014, as application requirement for NCAAA accreditation. The document consisting of material/evidence for sub-section 4.1-4.6

was approved during 5th meeting of the Committee (item 5). The document for Sub-section 4.9 is being prepared in collaboration with Experiential Education Committee.

10.   Annual Program Report 2013-2014 (in process)

Since the Assessment data for 2nd semester and mission achievement is in process, the report will be completed as soon as these are available

11.   Miscellaneous:
   i.   The committee provide assistance to all faculty members with an open door policy on curricular issue, such as filling out course template or refining the course objectives and contents
   ii. The committee worked closely with QMU and Assessment Committee for program and course evaluations. Assistance was provided for determining KPI's for assessment of quality of teaching and learning.

 I.   Attendance Level:
   1.   Overall attendance level in meetings remained 75% (because of low students and TA's attendance)

 II. Obstacles, Issues to be addressed:
   1.   Attendance of student members remained at lower percentage as compared to the faculty members
   2.   NCAAA have improved templates for all the courses and program specifications but guidelines for filling out these templates are not available.

 III.   Suggestions and recommendations:
   1.   Academic Affairs committee may provide free hours to students for participation in committee activities in the academic calendar 2014-2015
   2.   COCP administration may provide some incentive for attendance of College Committee meetings
   3.   COCP may request NCAAA for:
        i.   Provision of guidelines for proper documentation and filling out various templates
        ii. Workshops for faculty members on various quality standards
   4.   Course report seminar for first semester may be organized by QMU during inter semester brake or first week of 2nd semester; and during a week prior to start of 1st semester. This will provide ample time for Curriculum Committee to discuss and implement changes based upon assessment of courses

IV. Work remaining and future Plan

1. Implementation of OSCE as tool of assessment in defined courses (workshop in 3rd week of Aug 2014)
2. Refining ILO's of each course and limiting to maximum 8, with appropriate balance in 5 domains (knowledge, cognition, Interpersonal skills, IT and communication skills, and psychomotor skills) according to course requirement.
3. Updated version of Study Plan with addition of ILO's and amended courses
4. Improvement of course in Study plan based upon results of various surveys conducted among students, faculty, employers and other stakeholders.
5. Workshop for all faculty members on course specification/ILO' and mapping, during 4th week of August
6. IPE module and its implementation,

V. Enclosures:

1. Minutes of all Meetings
2. Pharm D Program ILO's
3. Pharm D Program Competencies
4. APPE competencies and plan and model of Assessment of their achievements
5. Summary of all Courses with their relationship with APPE and IPPE

DR. AFZAL HAQ ASIF,
Submitted: May 20, 2015
Chair
Curriculum Development Committee,
COCP, KFU, AL-Ahsa

Example of Curriculum Development 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

Curriculum Development Committee

MINUTES of 4th MEETING

Ref : KFU/COCP/CDC/4/2013-14   Dated : 05/2/2014

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

Subject: Minutes of the Meeting

Date & Time: **Feb 5, 2013; 10: 30 AM**
Venue: Meeting Room, College of Clinical Pharmacy
Attendees:
  1. Dr. Afzal Haq Asif
  2. Dr. Yasir Ibrahim
  3. Dr. Promise Emeka
  4. Dr. Maged Alsyed (Co-opted)
  5. Dr. Asia Taha (Agreement sought)
  6. Dr. Suleman Mahesh
  7. Ahmed Al-noaim

Present(P) 6	Regrets(R) 2	Leave(L) 0	Attendance Level 75%

Agenda:
  1. Approval of Previous Minutes
  2. Status of OSCE, OSPE as
  3. Program ILO's and the plan for their assessment of achievement
  4. ACPE visit
  5. Miscellaneous

Decisions

S.No	Agenda Item & Decisions	Responsibility	Deadline	Status
1.	The minutes of the 1st meeting were approved unanimously. The committee appreciated the efforts of Pharmacy Practice Department for inclusion of OSCE as assessment tool in all therapeutic courses	All	NA	
2.	The amendments recommended by the Pharmacy Practice Department were approved unanimously (letter attached). The changes made in course plans and course specifications were reviewed. The relevant changes in the Study Plan-2012 will be made with immediate effect	Dr Afzal, Dr Yasir	Immediate	Open
4.	The committee has forwarded the course amendment template to all the faculty members	Co-ordinator will send the reminder again.	Ongoing	Open
5	**Pharm. D. Program ILO's:** The chair appreciated the committees' team work for phrasing program learning outcomes and their mapping with those of the courses to facilitate assessment of their achievement at the end of each semester: 1. Knowledge 2. Cognitive skills 3. Interpersonal Skills and Responsibility 4. Communication skills, IT and numerical skills 5. Psychomotor skills The committee selected all course ILO's of the COCP Pharm D program in all the above domains and condensed these in 75 program ILO's (doc attached) The assistance of Dr Maged, coordinator Assessment committee	All. Forwarded to Assessment Committee	closed	closed

Minutes – Curriculum Development Committee | P a g e 1

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
Curriculum Development Committee

	was appreciated. The assessment committee will assess the achievement of these program ILO's based upon data from each course assessment during each semester All the ILO's and mapping was approved by the committee unanimously			
	The committee discussed the ACPE visit schedules and reviewed the preparation for meeting/interview with the ACPE reviewers	All	open	Feb 24, 2014
6.	The meeting was adjourned with vote of thanks by the Chair.	-	-	-

1. Head : _____ Dr. Afzal Haq Asif
Members :
2. Dr. Yasir Ibrahim
3. Dr. Promise Emeka
4. Dr Maged Alsyed
5. Dr. Asia Taha
6. Dr. Suleman Mahesh
7.. Dr Ahmed Noaim

Encl: Pharm. D. Program ILO's

Dean's Approval/comments:

....
....
....
....

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

....

....

Minutes – Curriculum Development Committee | P a g e 2