Annual Report of Learning Resources Committee (2012-2013)

1. **Academic Year** **:**2012-2013
2. **Chair** **:**Dr. Sahibzada Tasleem Rasool
3. **Members:**

    Dr. Sree Harsha Nagra

    Dr. Shahzad Chohan

    Dr. Arshia Shareef

4. **Number of meetings was held (attached) during the academic year:** Two meetings after the executive order. However the previous committee had additional meetings
    a-First meeting: Feb 17, 2013
    b-Second meeting: March 18, 2013

5. **Charges Assigned by Dean:**
    - Develop plan for establishment of learning resource center at COCP

- Keep close contact with course instructors to identify the learning resources' requirements like books, soft wares, or other resources and plan for their procurement through COCP and KFU administration
- Submit demand for books and journals to the Library Deanship as per faculty requirements
- Organize workshop/orientation sessions for both faculty and new students for appropriate use of KFU and Digital Saudi Library
- Provide assistance and guidance to the faculty for use of online instructional strategies like Black Board
- Keep liaison with focal persons/committee in other colleges, like COM, for use of learning resources available at their disposal
- Assist and collaborate with Department of Pharmacy Practice for development of clinical skill labs at COCP

Current Committee (Feb 2013—May 2013)

	Action	Evidence/Comments
1	Update on the present status of availability of learning resources at both male and female section: The list of Books and other learning resources available were updated and recorded	(List Attached)
2	Facilities at new college building: The infrastructure was reviewed and space was identified for the library	Library Space identified in attached table for Male and female section
3	Acquiring learning resources at central library for female section: The list of books and other learning resources required were collected from the female faculty and submitted to the Learning Resources committee.	(See Attached)
4	Utilizing learning resources at College of Medicine: Learning resources available at COM were reviewed, the COM offered to share their resources for reference at their college premises only and expressed their dissent to issue books to our students.	This might be taken up with College of Medicine once COCP move to its new location. Collaboration of Interprofessional Education Committee may be helpful in building such contacts.
5	Orientation Activity: Dr Sree Harsha Proposed to deliver orientation lectures on effective usage of	A Lecture on MD Consult was conducted

	Action	Evidence/Comments
	Learning Resources System for both Male and female (faculty and students).	18 March 2013, 10:30 AM – 12:00 PM
6	Orientation lectures on use of Blackboard system to be delivered at both male and female sections by trained faculty from COCP.	A lecture on blackboard was conducted by the faculty development held on April 1st and 2nd 2013.
7	Update the Learning Resources System: Review and study the Learning Resources System at other pharmacy schools in order to adopt new systems and bring about positive changes wherever required.	Ongoing
8	The LRC will collaborate with Head of Clinical Practice Department and identify their specific requirements for learning resources required.	Ongoing

6. **Actions:**
   Learning Resources Committee (2012-2013) accomplished all the above tasks successfully with exception of No 7 and 8 which are on-going and will be accomplished by the end of this semester (June 15, 2013), In Sha Allah

7. **Attendance Level:** Overall attendance level in meetings remained 70%

8. **Obstacles, Issues to be addressed:**
   a. Attendance of student members remained at lower percentage as compared to the faculty members
   b. Non-availability of space of for a Learning Resources Center.
   c. Office and Secretarial Services for the committee for proper documentation

9. **Work remaining:**
   Update the Learning Resources System

10. **Enclosures:**
    Updated list of books available at COCP.
    Facilities at new college building
    List of books and other learning resources required at female section
    Lecture on MD Consult (Announcement)

Dr. Sahibzada Tasleem Rasool
Submitted: May 11, 2013
Head,
Learning Resources Committee
COCP, KFU, AL-Ahsa

Example of Learning Resources Committee meeting minutes:

Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
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Library Resources Committee

Minutes of Meeting

Ref : KFU/COCP/LRC/2/ 2013   Dated : 18/3/2013

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

Subject: **Minutes of the Meeting**

Date & Time: **18 February, 2013;01:00 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. Minutes of previous meeting
2. Current Agenda items
3. Any other matters

Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	Deadline	Status
1.	Present facilities (Internal Library) for learning resources at female section: Book storage unit was identified and will be delivered shortly to female section	Dr Sahibzada Tasleem Rasool	From Agenda of Meeting No.1	closed
2.	Facilities at new college building: The infrastructure was reviewed and space was identified for the library.	Dr Sahibzada Tasleem Rasool	From Agenda of Meeting No.1	closed
3.	Update on the present status of availability of learning resources at both male and female section: The list of Books and other learning resources available were updated and recorded.	Dr Muhammed Shahzad Dr Arshia Shariff	From Agenda of Meeting No.1	closed
4.	Requirement of learning resources at central library for female section: The list of books and other learning resources required were collected from the female faculty and submitted to the Learning Resources committee.	Dr Arshia Shariff	From Agenda of Meeting No.1	Closed
5.	Utilizing learning resources at College of Medicine: Learning resources available at COM were reviewed, the COM offered to share their resources for reference at their college premises only and expressed their dissent to issue books to our students.	Dr Sree Harsha. N	From Agenda of Meeting No.1	Closed
6.	Update the Learning Resources System: Review and study the Learning Resources System at other pharmacy schools in order to adopt new systems and bring about positive changes wherever required.	Dr Sree Harsha.N	Next Two weeks	Open
7.	Orientation Activity: Dr Sree Harsha Proposed to deliver orientation lectures on effective usage of Learning Resources System for both Male and female (faculty and students).The lectures were postponed to be delivered in the third week of April after completion of Mid-Term Exams	Dr Sree Harsha. N	Availability of Activity slot	Open
8.	Action Plan: An annual action plan will be developed based on the inputs derived from a faculty and student survey which will be conducted to identify their specific needs with respect to learning resources.	Dr Sree Harsha. N	April second Week	Open
9	Orientation lectures on use of Blackboard system to be delivered at	Dr SreeHarsha and	April	Open

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	both male and female sections by trained faculty from COCP.		Dr Arshia Shariff	Availability of Activity slot	
10.	The LRC will collaborate with Head of Clinical Practice Department and identify their specific requirements for learning resources required.		Dr Sahibzada Tasleem Rasool	Next week	Open

Head: _____

Members :

1. Dr Sahibzada Tasleem Rasool......
2. Dr Sree Harsha N......
3. Dr Muhammed Shahzad......
4. Dr Arshia Shariff...... *Arshia Shariff*

Dean's Approval/comments:

The LRC should also consider the workshops that are organized by the deanship of library.

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

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