

Annual report of Quality Assurance Committee



1. **Academic Year:** 2012-2013
2. **Chair:** Dr. Ibrahim bin Abdulrahman. Alhaider
3. **Coordinator:** Dr Afzal Haq Asif
4. **Female coordinator:** Dr Taghreed Sayed Mahdi
5. **Members:**
 - Dr Sheriff W Mansour
 - Dr Yasir Ibrahim
 - Dr Sahibzada Tasleem
 - Dr Mahesh Attimarad
 - Dr. Promise Emeka
 - Dr. Sabah Akrawi
 - Dr. Anroop Nair
 - Dr. Arshia Shareef
 - Dr Monthar Alsultan
 - Mr. Khalifa alrajeh

Quality Assurance Unit, while working as unit according to its “Roles and Responsibilities” as guided by the Dean’s order , has following sub-committees, working under the umbrella of the Unit:

a. Accreditation Committee

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| i. | Dr Ibrahim bin Abdulrahman Alhaider | Chair |
| ii. | Dr. Sahibzada Tasleem | Coordinator |
| iii. | Dr. Afzal Haq Asif | Members |
| iv. | Dr Sabah Akrawi | Member |
| v. | Dr Maged | Member |
| vi. | Dr Yasir Ibrahim | Member |
| vii. | Dr Mahesh | Member |
| viii. | Dr Promise Emika | Member |
| ix. | Dr. Taghrid Elmahdy | Member |

b. Strategic Plan Monitoring Committee

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| i. Dr Ibrahim bin Abdulrahman Alhaider | Chair |
| ii. Dr Afzal Haq Asif | Coordinator |
| iii. Dr. Yasir Ibrahim | Member |
| iv. Dr Sahibzada Tasleem | Member |
| v. Dr. Taghreed | Member |

c. Assessment Committee (from Feb 2, 2013): Committee has submitted its report separately

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| i. Dr Ibrahim bin Abdulrahman Alhaider | Chair |
| ii. Dr. Maged Al-syed | Coordinator |
| iii. Dr. Afzal Haq Asif | |
| iv. Dr Mueen KK | |
| v. Dr. Sree Harsha | |

6. Meetings:

QAU worked continuously as per its roles and responsibilities (attached), and its subcommittees met regularly to provide input to the unit, however, QAU itself had one meeting (March 9, 2013) after issuance of Order of its renewal of establishment to finalize the calendar and responsibilities for its activities

7. Charges assigned (previous and current establishment):**Routine Activities and Practices:**

- Organized orientation session for New faculty members
- Revisited Annual Program report 2011-2012, and prepared summary report for Deanship of Academic Affairs
- Faculty was facilitated and guided to write and submit Course specification in time for both Semesters of 2012-2013
- Course report Seminars for second semester 2011-2012 and First Semester 2012-2013 were held in time according to schedule and comprehensive reports were prepared and forwarded to the heads of Departments and Curriculum Development Committee for necessary action, with following up the outcomes.
- In line with objective 4.2.3.2, review of course files by chair was undertaken off and on.(needs structured review)

Improved Quality Practices: 2012-2013

- vi. Faculty members were guided and motivated to maintain Course portfolio for their concerned courses:
- Detailed Course plan (new format was designed and provided)
 - Blue printing of courses for matching Teaching with assessment strategies Template provided and workshop arranged for training)
 - Remedial measures for struggling students, their outcome and students satisfaction (templates and form provided by assessment committee)
 - Lecture evaluation at early stage of course delivery to address the students' concerns regarding teaching, if any. To keep the record in course portfolio

- All teaching material, lecture slides, hand outs
- Students' work, assignments projects
- Sample of formative assessment
- Students guidance for filling online CES, to improve turn over
 - All respective faculty members were requested to motivate and guide the students to fill online CES and PES and SES survey forms
 - Class-wise schedule to bring the students to COCP computer lab was prepared and implemented which resulted in improved turn over (80% and more) providing meaningful data for further planning
- Quality assurance practice in college activities
- Evaluation of all activities, like weekly FD activity, orientation sessions and training programs like preceptors training were evaluated for improvement
- End of year students' and Faculty surveys: (4.2.2)
- End of year surveys from both students and staff, regarding their awareness and commitment to COCP mission and objectives and satisfaction about services, facilities, administration and leadership were implemented in collaboration with Assessment Committee
- As per Strategic objective 4.2.1, new performance evaluation form was designed in collaboration with assessment committee and End of year Performance evaluation was initiated from 2012-2013
- Alumni feedback for effectiveness of program was initiated
- Employers'/Stakeholders feedback was planned. But not fully implemented
- Evaluation of all COCP activities, like research, Community engagement,
- Professional Development Activities was implemented through Assessment forms, designed by Assessment Committee
- All three departments were encouraged and assisted to design their Mission, Goals and Measurable objectives
- Expansion of quality Assurance Office in terms of space and secretarial assistance has been planned

Preparation of New and Revisiting previous COCP documents

- Preparation of Quality Calendar for COCP
- Review of all Job descriptions written by QAU during year 2011-2012
- Review of SOAPs of all committees
- Writing roles and responsibilities of new committees for the current year:
 - Assessment Committee
 - Committee for professional Development
 - Students' Services Committee
 - Learning Resource Committee
 - Interprofessional Education Committee

- Compilation of Administration manual including by-laws and policies
- Revisited Students' handbook and faculty handbook
- Assisted Recruitment Committee in writing Recruitment Plan: 2012-13 & 2013-2014
- Preparation of Assessment Plan of COCP (version 01) in collaboration with Curriculum Development Committee
- Assisted newly established Assessment Committee for preparation of Assessment Plan version 02 (April 2013)
- Prepared Performance Evaluation form and template for Personal Development Plan for the faculty, which was approved and implemented this year
- Academic affair committee was assisted in designing new students' profile form
- Quality Assurance Plan for Experiential Education was prepared in collaboration with Experiential Education Committee

Internal and External Review of Program and Quality procedures of COCP

- External Review by Team from DQA: Organized Review of COCP program and Quality Processes by Reviewers from DQA, KFU (report awaited), as part of KFU Accreditation project 2011-2012 (Nov 2012)
- Annual Review by External Reviewers and Consultants from TTU: (Objective 4.5)
 - All COCP documents, like Pharm D Study Plan, SSR for CCAPP, Assessment Plan, Strategic Plan with reports, amendments and amended plan, all COCP handbooks were forwarded to the COCP consultants from SOP, TTU, USA. They thoroughly reviewed all these and sent reports on each document and plans. They made recommendations of all the documents which were incorporated after discussion in the QAU and at Faculty Forums.
 - To review the evidences and documentation, and processes at COCP following team of COCP International consultants /reviewers visited from Feb 19-19, 2013:
 - Prof Arthur Nelson, former Dean SOP, TTU, USA
 - Prof. George Spratto former Dean SOP WVU, USA and former NCAAA consultants for Pharmacy Doctoral Program in the Kingdom
- Dr Cox Craig, Director Experiential Education SOP, TTU, USA
- Dr. Weiz, Biomedical Sciences' Department, SOP, TTU, USA
 - The team had extensive review of all documents, course files, evaluated the quality practices by meetings with students, administration, Committees, both male and female Faculty members
 - The team furnished a brief report on the last date of their visit and sent a detailed report in March 10, 2013.

- The report was discussed and responsibilities were assigned to various committees and personnel's to address the issues
- Approved amendments were made in all documents

External Reviewer from DQA:

- Organized, in collaboration with DQA, visit of Prof. Peter Hudson as external reviewer for reviewing SSR for NCAAA and Quality practices at COCP by meetings with faculty, students, administration and reviewed course files
- The work at COCP was appreciated with comments that COCP was underselling itself.
- Made 2 recommendations: peer review of students assessment (moderation) and teaching observation
- Both recommendations were implemented

Activities to enhance Students and staff awareness regarding Quality Standards and Practices at COCP:

- Lecture on "COCP accomplishments" by Chair
- Workshop on Writing Course Specification and ILO's, was held with new faculty in focus
- Lecture on Responsibilities and Plans of Quality Assurance Unit of COCP-2013
- Quality Exhibition for female section, organized by Dr Taghreed
- Seminar on "Program Accreditation and Students Responsibilities"
- Workshop on course blueprinting was organized in collaboration with Curriculum Development Committee
- A lecture entitled: Course evaluation survey (CES) by Dr. Taghrid El-Mahdy in partnership with the student council of QA was delivered to female students
- Lecture on Program learning outcomes was delivered by Dr. Nashwa Zaher who attended this workshop in Riyadh and presented it to the college staff on Wed. 8-5-2013
- An exhibition on QA documents and practices for female section was organized to enhance the awareness of students and staff about QA basics and accreditation procedures.

Liaison with, and Responding to KFU Higher Administration, Deanship of Quality Assurance and Academic Affairs:

- QAU of COCP provide the work-plan/schedule of activities to KFU Deanship of Quality Assurance every semester
- QAU invited delegates from University Deanship of QA to attend course report seminars to have feedback for improvement. (Activity was appreciated informally; formal report awaited)
- KFU Deanship of Quality Assurance arranged following workshops on various NCAAA quality standards in higher education. COCP Faculty members attended these workshop according to their interest shown followed by nomination by COCP administration

- Programme learning outcomes planning, delivery and evaluation, Riyadh. 6-7/10/2012
 - Quality of student assessment, KFU 14-11-2012
 - Performance indicators & bench marking, KFU 4-12-2012
 - Learning, teaching and critical thinking: strategies for effective instruction, KFU 8-9/12/2012
 - Effective Teaching strategies, KFU 10-11/12/2012
 - Quality of administration planning & management, KFU 17-12-2012
 - Measuring student learning 14-15/1/2013
 - 3rd international conference on quality assurance in post-secondary education,
 - Preparing for NCAAA Accreditation 23-24/2/2013
 - Strategic planning Applications in higher education 13-14/5/2013
- COCP Quality assurance office shared its reports and data relevant to NCAAA Quality Standard No. 4, with Deanship of Academic Affairs on the format provided, that was highly appreciated
 - Brief report on strengths and weaknesses and action plans based on Annual Program report, 2011-2012 was prepared and sent to Deanship of Academic Affairs
 - A report on current status of COCP in Human resources, Research, Academic and Professional Development and Community Engagement was prepared and sent to office of Honourable President of KFU
 - Visit of Honourable president and Vice president Academic Affairs was arranged on May 29, 2013, to update Honourable higher administration on academic development, accomplishments and current status of COCP regarding accreditation

Strategic Plan Monitoring Committee

- Follow up with the higher administration for formal letter of approval of Strategic which was issued on Jan 20, 2013
- Preparation of Operational Plan for 2012-2013-2014 including contingency measures where required and its approval by the Committee (Attached)
- Preparation of follow up plan for the leftovers of second semester 2011-2012 and allocation of responsibilities for the two semesters of 2012-2013
- Amendment in Strategic Plan in terms of addition of some objectives and alteration in some were made:
 - Exam Cell (1.1.4/3) was replaced with Assessment Committee and assessment Plan.
 - An objective (1.8) for IPE was added on recommendation of consultants and to meet CCAPP accreditation standard.
- Some actions could not be accomplished:

- Benchmarking of students achievement with those of peer program.
- Comprehensive Report on accomplishment of Strategic Objectives/tasks for First Three Semesters was prepared and approved as on Feb 5, 2013:
 - 100% achievement of strategic objectives and tasks during first semester 2011-12.
 - Achievement of 72% of objectives and tasks assigned for second semester 2011-2012.
 - Achievement of 79.4% of assigned objectives/tasks for first semester 2012-13.
- Alternative planning was made and approved for remaining objectives/sub-objectives and tasks (Report Attached).

Accreditation Committee

- Preparation of CCAPP Accreditation Project 2013.
- Revisited and updated Internal Review Report written during past year by the committee.
- Sent the report to COCP consultants from Texas Tech University USAS, for review.
- Received their recommendations, discussed in committee and prepared Action Plan for incorporation.
- Distributed various domains of CCAPP standards and responsibilities to different sub-committees headed by the following, for review and presentation at faculty forum, to enhance faculty awareness:
 - Institutional Setting and Governance Dr. Tasleem
 - Resources: Dr Sabah
 - Students: Dr Sherif
 - Academic Program: Dr Afzal & Dr Emeka
 - Systematic Documentation of evidences: Dr. Anroop
- Review reports were incorporated in the final IRR
- Visit and Review by Consultants from TTU (4.ii above)
 - TTU consultants reviewed IRR thoroughly, examined all the evidences, in paper or through interview with faculty, students and administrative staff
 - Consultants furnished the report to COCP, which was discussed and responsibilities were assigned to relevant committees/faculty members to make over the deficiencies pointed out by the
 - Report was sent to English Language Centre of KFU for correction of grammar and language mistakes
- The report will be sent to CCAPP after fulfilment of official formalities from KFU higher administration.

Charges yet to be accomplished:

- Annual Program Report: 2012-2013
- Field Experience Report 2012-2013
- Field Experience Specification 2012-2013

- Review of SSR for NCAAA for updates according to new developments

Dr Ibrahim Bin Abdulrahman Alhaider
Dean,
Director Quality Assurance Unit,
COCP, KFU, AL-Ahsa

Example of Quality Assurance 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 1 5817175 Fax: +966 1 5817174
Quality Assurance Unit



Minutes of Meeting

Ref: KFU/COCP/QAU /1/2013

Dated : 9/3/2013

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

Subject: **Minutes of the Meeting**

Date & Time: March 09, 2013; 01 : 30 PM
Venue: Meeting Room, College of Clinical Pharmacy
Attendees: Bulleted List

Present(P) 19, Regrets(R) 3 Leave(L) 0 Attendance Level 77 %

Agenda:

1. Discussion on Purpose, roles and responsibilities of QAU
2. Calendar/Plan of activities
3. Assigning various responsibilities
4. Any other

Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	Deadline	Status
1.	After formal introduction, and discussion on roles and responsibilities of the Unit , all members agreed to add CCAPP and ACPE, by name where the term International Accrediting Bodies is used in the manuscript of "Roles and Responsibilities of QAU". All the manuscript was approved as such otherwise.	Coordinator QAU	Immediate	Closed
2.	Calendar of activities was approved with some proposed modifications (Copy Attached)	All	Immediate	Closed
3.	Students will be motivated and guided for participation in online Course Evaluation Survey . Various classes will participate in survey in college Computer Lab according to schedule prepared by Academic Affair Committee (Dr Mahesh) from May 4-May 16. Female section will start the same under supervision of Dr Taghreed, who will prepare the schedule. Mr. Khalifa Rajeh, will meet all class leaders to talk about the importance of CES	Dr Mahesh Dr Taghreed Mr. Khalifa Rajeh	2 nd week of May, 2013	Open
	Dr. Sherif will remind and follow the Faculty teaching 5 th year and Dr Yasir, to remind and follow the students of 5 th and 6 th year to participate in Program Evaluation Survey available on website of Deanship of Quality Assurance	Dr. Sherif Dr Yasir	April 10, 2013	Open
4.	Field Experience Specification for IPPE-1, IPPE-2 and APPE will be prepared and submitted by Experiential Education Committee, one week before the commencement of the programs. Field Experience Reports will be submitted within 2 weeks of the end of the programs	Dr. Yasir	June 8 for Specifications First week of September for IPPE Reports	Open
5.	Annual Program Report will be prepared by team: Dr Afzal, Dr Mueen for Assessment data and Dr. Mahesh for details of results. Requirements regarding documents for Annual Program Report will be sent to relevant committees by the end of March	Dr. Afzal Dr. Mueen Dr. Mahesh	Start working immediately Submission: June 15, 2013	open
6.	The issue of moderation of exam papers and teaching observation , as raised by external evaluator, Dr Peter Hudson, will be dealt by the faculty members. QAU will inform the faculty members and relevant item will be included in the performance evaluation form, as an evidence for the same	QAU to remind the faculty, Dr. Afzal to review the PEF	March 14, 2013	Open
7.	Dr Anroop will take responsibility of updating the documentation of evidences for NCAAA standards according to updated SSR, in collaboration with Dr. Tasleem, Coordinator Accreditation Committee	Dr Anroop Dr Tasleem	Immediate	Open



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Quality Assurance Unit



8	Faculty will be reminded regarding remedial program for weak students as identified based upon results of midterm in various courses and to keep the record of the outcome in course respective files	Coordinator for reminder to faculty	Immediate	Open
9	The unit will meet on first Tuesday of each month at 9:30 am in the COCP meeting room	All	Ongoing	Open

Head : Dr Ibrahim Alhaider

Members :

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| 1. Dr. Mahesh <u>Mahesh V. A.</u> | 8. Dr. Sherif <u>Sherif</u> |
| 2. Dr Arshia <u>Arshia Shariff</u> | 9. Dr Sabah Akrawi <u>S. H. Akrawi</u> |
| 3. Dr. Promise Emika <u>Emika</u> | 10. Dr. Yasir Ibrahim <u>Yasir</u> |
| 4. Dr. Anroop <u>Anroop</u> | 11. Dr Tasleem <u>Tasleem</u> |
| 5. Mr. Khalifa Alrajeh <u>Khalifa</u> | 12. Dr. Taghreed <u>Taghreed</u> |
| 6. Mr. Monther Alsultan <u>Monther</u> | 13. Dr. Afzal (Coordinator) <u>Afzal</u> |

Encl:

- Updated Calendar
- Amended Roles and Responsibilities

Dean's Approval/comments:

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

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