

1. Curriculum Development Committee



1. **Academic Year** : 2012-2013
2. **Chair** : Dr. Afzal Haq Asif
3. **Coordinator** : Dr Mueen Ahmed KK
4. **Members:**
 1. Dr. Sheriff W Mansour
 2. Dr. Yasir Ibrahim
 3. Dr. Promise Emika
 4. Dr. Asia Taha
 5. Dr. Ali Shamri
 6. Mr. Suleman Almahesh
 7. Ms. Sara Alhussain
 8. Dr. Jean Dib (SAMSO)
5. **Number of meetings held during the academic year:** Three after the executive order (attached). However the previous committee had additional meetings
 1. First meeting: Feb 12, 2013
 2. Second meeting: March 13, 2013
 3. Third meeting: May 8, 2013
6. **Charges assigned by Dean:**
 - a. **Previous Committee Sep 2012—Feb 2013**
 1. Blue printing of all courses of 1st semester for mapping all course objectives with teaching and assessment strategies, through instructors and Academic departments
 2. Workshop on blue printing for faculty
 3. Workshop on Service learning in selected courses
 4. Mapping of COCP Pharm D Program Outcomes and courses with Specific Learning Outcomes for Pharmaceutical Education as defined by NCAAA
 5. Mapping of Pharm D courses' contents with list of contents of Appendix B of ACPE accreditation document
 6. Mapping of Pharm D Program with Professional competencies for Canadian Pharmacists at Entry to Practice as defined by National Association of Pharmacy Regulatory Authority Canada

7. Mapping of COCP Pharm D Program with Educational Outcomes for First Professional Degree Program in Pharmacy as defined by AFPC: Association of Faculties of Pharmacy of Canada
8. Proposal for addition of Interprofessional Education in various courses of COCP Pharm D program, for approval by the college Council

b. Current Committee Feb 2013—May 2013)

1. Mapping of COCP Pharm D courses contents with list of contents of CCAPP accreditation standard 27
2. Mapping of Specific course objectives with AFPC defined Educational Outcomes for first Professional Degree Program in Pharmacy, for the purpose of assessment of extent of achievement by COCP
3. Revisiting of course objectives and contents of certain courses on the basis of Assessment Report (through standard quality procedures)
4. Mapping course objectives with NCAAA defined Educational outcomes for Pharmaceutical Sciences Degree

7. Actions:

Curriculum Development Committee (2011-2012 and 2012-2013) accomplished all the above tasks successfully with exception of No 11 and 12 which are on-going and will be accomplished by the end of this semester (June 15, 2013), In Sha Allah

In addition to the above tasks, the committee also accomplished the following:

1. Approved the Roles and Responsibilities of the committee
2. Designed and disseminated a standard template for course contents/objectives for the faculty, to fulfil the quality standards
3. Designed and disseminated uniform template to facilitate blue printing by the faculty members
4. Recommended to the QAU to improve the course file contents which should reflect the quality of Pharm d Program delivery. (accepted and implemented by QAU)
5. Recommended to the quality assurance unit to organize course report seminars at the earliest, and one/two-day seminar to enhance its usefulness in improving the study plan

8. Attendance Level: Overall attendance level in meetings remained 83%

9. Obstacles, Issues to be addressed:


1. Attendance of student members remained at lower percentage as compared to the faculty members
2. The response of faculty to the call of committee for their recommendations for improvements in course contents and objectives was noted to be slow, may be due to their engagement in program delivery. However committee is committed to accomplish all its tasks by June 15, 2013

- Office and Secretarial Services for the committee for proper documentation


10. Work remaining:

- Mapping of Course objectives with Educational outcomes defined by NCAAA, which will be accomplished by the end of May 2013

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 3rd MEETING

Ref: KFUCOCP/CDC/3/2013 Dated : 8/5/2013

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

Subject: Minutes of the Meeting

Date & Time: **8th May, 2013; 10: 30 AM**
Venue: Meeting Room, College of Clinical Pharmacy

Attendees:

- Dr. Afzal Haq Asif
- Dr. Yasir Ibrahim
- Dr. Sherif Mansour
- Dr. Mueen Ahmed KK
- Dr. Promise Emeka
- Dr. Asia Taha (Agreement sought)

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

Agenda:

- Approval of Previous Minutes
- Approval of Course Mapping with AFPC standards and CCAPP content area
- Discussion of Amendments received from Faculty Members
- Call for amendments
- Any other matters

Decisions

S.No	Agenda Item & Decisions	Responsibility	Deadline	Status
1.	The minutes of second meeting were approved unanimously	All	NA	
2.	The Chair detailed the mapping of COCP study Plan with AFPC Educational Outcomes for First Professional Degree Programs in Pharmacy and with CCAPP provided content areas, and it was unanimously accepted and applauded the part of work done by previous committee.	NA	Immediate	Open
3.	The mapping of Individual courses' outcomes of COCP study plan with AFPC Educational Outcomes was discussed and approved. It was recommended to forward these to Assessment Committee for assessment of extent of achievement of these outcomes in COCP study Plan. The data may be added to Internal Review report for CCAPP.	Coordinator to record and to forward to Assessment Committee	Immediate	Open
4.	It was recommended that contents of Pharmaceutical Care 1,2,3 should be reviewed to remove any redundancy (as reported earlier) and should be matched with APPE & IPPE objectives. Since submission of research report has been adopted as requirement for successful completion of APPE, all the relevant course such as Research methodology, Pharmacoeconomics and Pharm D seminar should be revisited for vertical integration.	Relevant Department (Pharmacy Practice)	June 15, 2013-	Open
5.	The committee received only two amendments (Molecular biology & Anatomy and Histology). The changes were approved and recommended the same. The committee also requested to further send the reminders regarding the amendment template to all faculty members.	Co-ordinator will send the reminder again.	Ongoing	Open

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6.	<p>The Committee appreciated the exhaustive and tiring assignment of the coordinator, Dr Mueen in assessing the achievement of course and program outcome and that of Dr Maged for computing and report preparation. The work accomplished will assist the Committee to improve the study plan.</p> <p>The Committee highly appreciated the productive contribution of Dr Sheriff, throughout his stay at COCP, for improvement of Study Plan</p> <p>The meeting was adjourned with vote of thanks by the Chair.</p>			
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1. Head : Dr. Afzal Haq Asif

- Members :**
2. Dr. Sheriff Mansour
 3. Dr. Yasir Ibrahim
 4. Dr. Mueen Ahmed KK
 5. Dr. Promise Emeka
 6. Dr. Asia

Encl: Course Amendment Template

Dean's Approval/comments: _____

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

