

College of Pharmacy

Committee Operations Handbook

PharmD Program

v 2023



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1. Overview

The Committee Operations Manual serves as a reference guide for college committee chairs and members, covering all major committee policies, procedures, and guidelines on conducting and attaining the most committee meetings. Committee chairs and members are strongly encouraged to review the COM to gain familiarity with all college committee policies and procedures.

2. Committee Structure

1.1. College Level

1.1.1. Dean

- Recruitment committee
- Advisory committee

1.1.2. Vice dean of Educational Affairs and Development (VDEAD) & Vice Dean of Female Campus (VDFC)

- Student Disciplinary committee
- Excuses and exceptional academic requests committee
- Academic Advising and Student Affairs Committee
- Class Schedules and Exams Committee
- Quality and Development Committee
- Plans and curricula Committee
- Quality Assurance Committee
- Awards committee
- Student activities
- Student council secretariat
- Alumni committee

1.1.3. Vice Deanship of Research and Graduate Studies (VDRGS)

- Postgraduate Studies & research Committee
- Training & Internship Committee
- Community Services Committee
- Educational Services Committee
- Executive committee for Paid-postgraduate program.

1.1.4. Administration director

- Occupational health and safety committee

1.2. Department Level

- Class Schedules and Exams Committee
- Postgraduate Studies Committee
- Quality and Development Committee
- Educational Services Committee
- Curriculum and Plans Committee

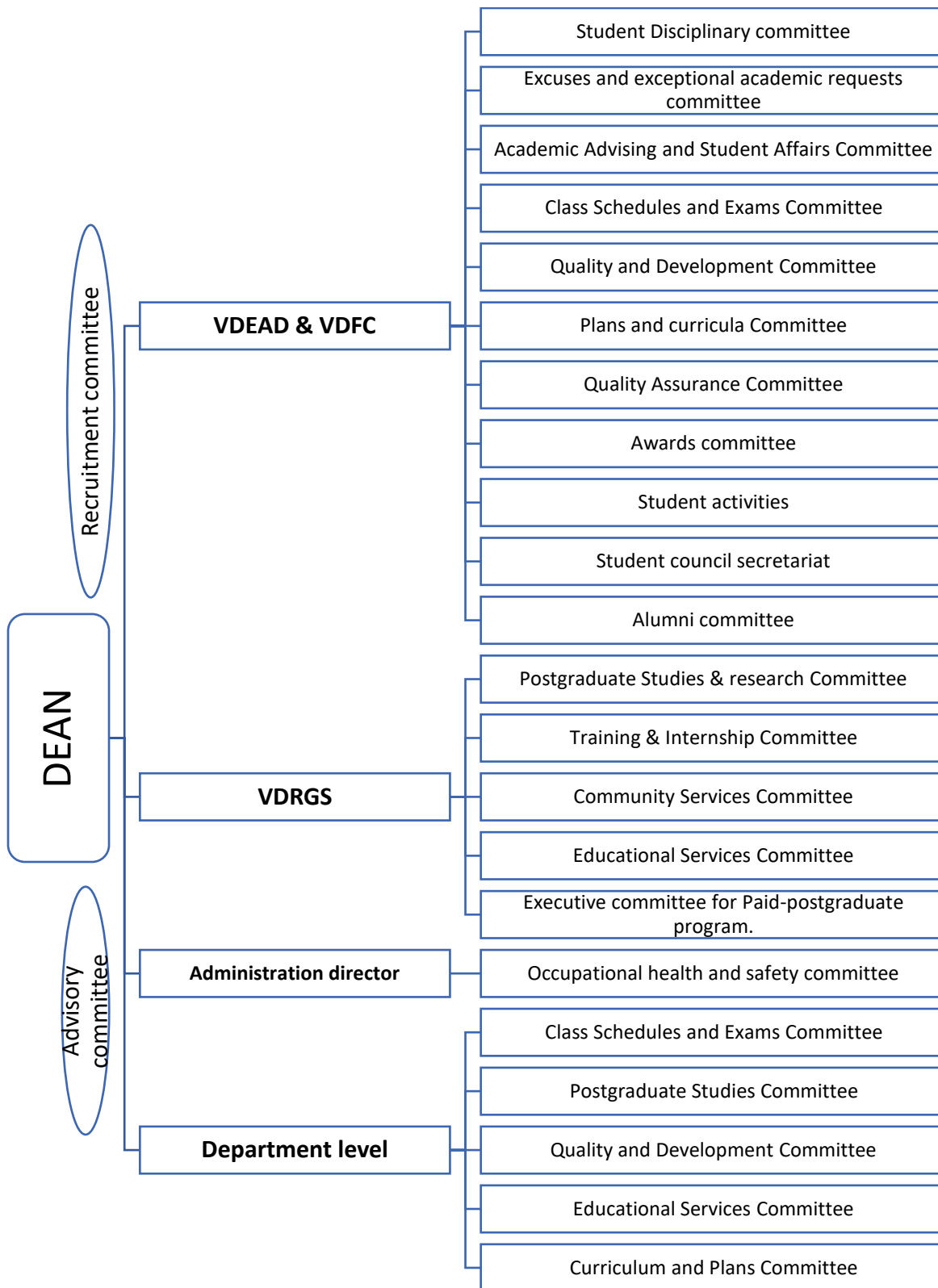


Fig. 1 College of Pharmacy Committee Structure

3. Role of the College-level Committees and the Department-level Committees

1.3. Dean

1.3.1. Advisory committee

The advisory board is intended to provide the college with crucial suggestions and improvement ideas and to participate in the planning with the college administration. The advisory board at COP consists of a wide range of expert members from different backgrounds in pharmaceutical sciences. They represent academia, administration, hospitals, and pharmaceutical companies. The board meets twice a year to review the college's achievements, needs, and demands.

1.3.2. Recruitment Committee

The Dean chairs this committee and is membered by the Head of Departments. This committee aims to evaluate the applicants' CVs and confirm that the application processes are transparent and followed according to the KKU recruitment policies and procedures.

1.4. Vice Dean of Educational affairs and development & Vice dean of Female Campus Committees.

1.4.1. Excuses and Exceptional Academic Requests Committee

This committee is chaired by the Vice Dean of Female Campus, and its members include college registers and the Student Care and Counseling Unite Supervisor. The primary responsibility of this committee is to discuss and evaluate the validity of students' excuses and academic requests, e.g., dropping courses, dropping a semester, and lifting prohibition status. The committee's recommendations are reviewed and approved by the Dean.

1.4.2. Academic Advising and Students' Affairs Committees

The Vice Dean of the Female Campus supervises this committee, which is chaired by the academic advising unit chair. This committee aims to provide academic support and solve students' academic-related issues with continuous follow-up. This committee contacts the Student Care and Counselling Centre to request assistance in some economic and psychological cases if necessary. In addition, this committee is responsible for conducting orientation programs for new students. Furthermore, this committee delivers academic services to students at all levels of study in the COP, starting from enrolment to graduation, helps students during class registrations, and supports students in receiving students' issues and completing the required forms for academic purposes.

1.4.3. Class Schedules and Exams Committee

This committee aims to coordinate with scientific departments in the college to prepare students' schedules and match that with students' distribution and faculties loads. In addition, the chair of this committee (Vice Dean of Female Campus) can contact the Deanship of Registration regarding students adding/dropping courses. Furthermore, this committee prepares midterm and final examination schedules and monitors their conduct.

1.4.4. Quality and Development Committee

The VDEAD chairs this committee. This committee is responsible for improving the quality culture within the college by conducting workshops and contacting the Deanship of Quality College regarding the quality improvement programs within the university. Moreover, the committee aims to establish the needs and demands for accreditation processes, prepare and annually review the strategic planning for COP, college annual report, manuals, handbooks, and action plans, and provide required evidence for the program report.

1.4.5. Plans and Curricula Committee

The VDEAD chairs this committee. The main objectives of this committee are to inform the students and staff regarding the college's vision, mission, and goals. In addition, the curriculum and planning committee continuously evaluates the attainment of the quality in education processes and looks for improvement. Also, the committee discusses the benchmarking, internal and external reviewers contacting, and fulfillment of the Program Learning Outcomes (PLOs) with the vision and mission of the college and the University with the NCAAA requirements.

1.4.6. Quality Assurance Committee

The VDEAD chairs this committee. The main aim of this committee is to ensure the implementation of a quality assurance system for academic, administrative, and other clinical activities so that all primary requirements and goals for teaching, learning, and educational services are monitored and fulfilled successfully. COP maintains a system that follows academic standards and ensures the optimal process output. In addition, the committee has a quality representative from each department to follow up on submitting the department's annual report and all departments' course reports, review course specifications and course reports and work as a liaison between the central quality committee and the department.

1.4.7. Student Activities

A male and female faculty member supervises the extracurricular activities inside or outside the college. They are responsible for organizing the students' activities and preparing the semester-wise report of all activities the college participated in during the semester. The Dean assigns the students' activities coordinator, and they will contact the Deanship of Students Affairs for any extracurricular activities planned to be performed each semester through the Dean to provide approvals and support.

1.4.8. Awards Committee

This committee is responsible for building up and announcing the criteria for best student performance and Dean's list nominations. The committee also manages and announces all faculty awards. The committee members meet every semester to discuss the candidates' qualifications and publicly announce the list.

1.4.9. Student Council Secretariat

This committee provides a platform to hear from students as a significant partner in the educational process. Student representatives from different years represent students in the council from both male and female sides. The Dean chairs this council; its other members include the Vice Dean of female campus and the Vice Dean of Educational Affairs and

Development. The student council aims to get students' views on their experience in the college and discuss their issues and concerns. Student comments and suggestions are appreciated and reported to the College Board along with an action plan.

1.4.10. Student disciplinary committee

COP has introduced a college committee for student complaints comprised of the Dean and Vice Dean for Academic Affairs. This Committee assesses and resolves a wide range of students' complaints. The University Council has approved relevant policies and procedures for student complaints, which are widely available. COP handles all complaints and is committed to the fair and dignified treatment of all students.

1.4.11. Alumni committee

This committee aims to formulate and oversee the implementation of the policies of the Alumni Association. Also, it acts as a channel of communication between the Alumni Association, the college, and the University. Moreover, this Committee's role in arranging and running events on behalf of the Alumni Association. In addition, to strengthen the relationship between the current students' lot and arrange and run the Annual Meeting of the Alumni Association.

1.5. Vice Deanship for Research and Graduate Studies Committees.

1.5.1. Postgraduate Studies and research Committee

VD-RGS chairs this Committee to coordinate with the departments in the college to establish and design postgraduate study programs. The committee also advises VDRGS in all matters concerning Postgraduate students' affairs. In addition, helping teaching assistants and Lecturers to attain scholarships at prestigious universities and follow them up after receiving scholarships.

In addition to that, this committee coordinates with the scientific departments in the college to improve and follow up the research processes and to motivate the faculties in different research areas. In addition, the research committee discusses the research proposals for final-year students. This committee also identifies the obstacles facing by scientific research faculties and to find the solution in coordination with the relevant authorities. VD-RGS chairs this committee.

1.5.2. Training, and Internship Committee

In October 2019, the KKU Rector approved the establishment of a Training Unit (Experiential and Educational Office; EEO) in COP. The EEO duties description is supervised by the vice deanship of Research and postgraduate studies (VD-RGS) to work as a coordinator between training sites and the college, follow up with the trainees in hospitals inside and outside the region, and supervise the hospital pharmacists in KKU Medical City (KKUMC) who work in the college or hospitals as preceptors. In addition, the VD-RGS oversees all operations and committees related to training and internship. This Committee aims to help final-year students opt for their training sites, prepare an annual plan to coordinate with the training sites, communicate with the hospitals and companies, perform orientation day for interns, and follow up with interns' issues and difficulties.

1.5.3. Community Service Committee

The VDRGS is the chair of this committee. The main aim of this committee is to encourage the concept of community services among the staff and students. The committee discusses the potential events and awareness campaigns with the college departments and the committee members. Then, suggested events will be sent to the Dean of COP for final approval. Then, the committee members supervise the events conducted with the help of the responsible departments. Lastly, the committee chair will provide an annual report along with the evidence at the end of the year.

1.5.4. Educational Services Committee

The main aim of this committee is to evaluate the needs and demands of the scientific departments in the college and to prepare the annual purchasing list for educational and research purposes. In addition, this committee ensures the safety and risk management policies and procedures in the college laboratories for males and female sides. Each one of the five departments in the college can appoint a similar committee(s) within the department to ensure that systematic work is attained. The committee's formation within the department must be approved by the department board and then by the Dean before being effective.

1.5.5. Executive committee for paid post graduate programs.

The paid-graduate program executive committee, which meets on call, depends upon the Postgraduate Studies Committee of the college for creating policy concerning the paid-postgraduate program at COP and other delegated responsibilities. Also, responsible for monitoring, assessment lifecycle, and student experience across the COP paid program.

4. Administration director

1.5.6. Occupational Health and Safety Committee

This committee inspects the workplace periodically by enforcing authorities, management, or employee health and safety representatives. Also, to provide guidelines on health and safety training, emergency procedures by conducting the workshop, and changes in the workplace affecting the health, safety, and welfare of the employees. The VD-RGS chairs this committee.

5. Department-level Committee

All departmental-level committees will be formed by the head of the department (HoD), with one repertoire appointed by the HoD to schedule, write and take approval of the meeting minutes from the chair. The departmental Committee's tasks, roles, and responsibilities will be the same as those mentioned in the college-level committee.

6. Special committees

Special committees usually have a definite life span, which terminates upon completion of their purpose.

7. Appointments to Committees

The committees in the college of pharmacy are formed based on the needs and area of specialty. Males and females represent all committees equally, or independent members from either side represent the committees that are directly related to the female or male campus to give a chance to share ideas and thoughts. Each committee follows the Dean or any Vice Deanship according to the determined responsibilities and duties. In addition, the five departments in the college are formed standing and special committees based on the need, and both male and female members form these committees. For the Special Committee, the college board, deans, vice deans, and department chair can form any committee for a short span with specific tasks and objectives based on the needs.

8. Committee Meetings

1.6. Scheduling Meetings and Attendance

All college-level and department-level committees meet periodically to discuss the matter under consideration and should work under the framework and role of each Committee. The minutes of the meeting must be appropriately documented. A unified college of pharmacy-meeting minutes (COP-MM) has been created to fulfill this need.

1.7. Minutes of Committee Meetings.

An effective form of meeting minutes was formed (COP-MM) to be used in both committee level; college-level and/or department-level committees. This form (here) has been made to ensure that these committees' recommendations and action plans are monitored and evaluated (Closing the quality loop) **Fig 1.**

1.8. Committee approval and follow-up Procedures

After the responsible person approves the meeting minutes (Dean, VDs, department chairs), the recommendation(s) that need an action must be extracted from the meeting's minutes and must be shifted to the committee actions implementation and follow-up form (CAIF) **Fig 2.** This form must be revised and presented again in the second meeting to ensure that all action plans are fulfilled correctly.

1.9. Committee Meeting Minutes report and documentation

Each Committee must write the annual report using the following report template (Annual Committee Report; ACR). This will help the department chairs/VDs/Dean/manager to identify the performance of their committees at the end of the year. Finally, one template was made to help the HoDs and VDs to summarize their committee progress and using it for his/her annual reports writing (See "Summary of ACRs" template).

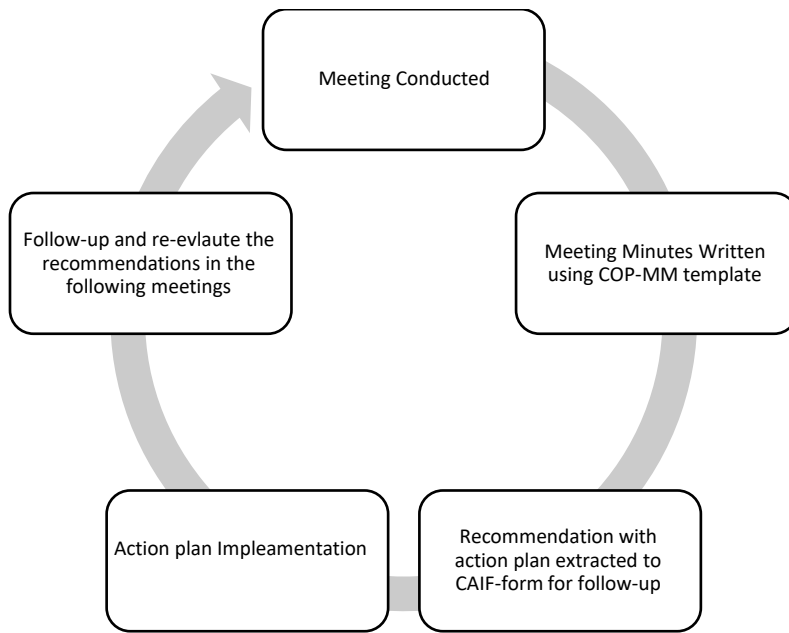


Fig 2. Work cycle of committee

Name of VDs or Department	Name	Date	Number of committee and recommendations	() Committee	() Recommendations	
Committee Actions Implementation and Follow-up form						
Meeting information (Meeting#/ academic year)	Call by (Dean office, VDs, Department)	Recommendation	ACTION PLAN	RESPONSIBLE PERSON	TARGET DATE	STATUS
Exmple: Education Services Committee						

Fig 3. Committee actions implementation and follow-up form (CAIF)

9. Important Links

Description	Link
Department Committees guidelines	https://pharmacy.kku.edu.sa/en/node/237
College Committees guidelines	
Meeting Minutes Template (COP-MM)	
Committee actions implementation and follow-up form (CAIF-form)	
Annual Committee Report (ACR).	
Summary of Annual committee report (Summary of ACR)	