



Report of Budget and Equipment Committee

College Name:	College of Clinical Pharmacy		
Committee name:	Budget and Equipment	Academic year	2018/2019
Committee Chair:	Dr. Bandar Aldhubiab		
Committee members names:	<ol style="list-style-type: none"> 1. Dr. Anroop B Nair (Coordinator) 2. Dr. Shahzad Chohan 3. Dr. Christophe Tradrat 4. Dr. Micheline Haroun 5. Dr. Heba Elsewedy 6. Mr. Fahad Alshubaiki 7. Mr. Tameem Alyahian 		
The number of committee meetings:	Ten (10)		
Meeting Number	Meeting Date		
1	October 3, 2017		
2	October 31, 2017		
3	November 14, 2017		
4	November 28, 2017		
5	December 19, 2017		
6	February 7, 2018		
7	March 7, 2018		
8	April 4, 2018		
9	April 25, 2018		
10	May 22, 2018		

The committee duties and responsibilities	Extent of completion (Yes/No)	Remarks
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<p>1- Studying college department's needs, laboratories and classrooms and giving the priority for the best investment of the budget in the college.</p>	<p>Yes</p>	<p>The committee discussed college department's needs, laboratories and classrooms and utilized budget in line with the college strategic priorities for program development and quality improvement.</p>
<p>2- Suggesting a mechanism to contribute the budget and its allocations to all departments in the college with taking in consideration the number of students and available devises in the different laboratories in the college.</p>	<p>Yes</p>	<p>The committee prioritized the fund for the effective management of program, while considering the number of students and available devises in various laboratories. The committee obtain list of equipment, chemicals, consumables, software required for student practical from various department heads and processed with Safety and Laboratory committee to purchase.</p>
<p>3- Recommending to increase the allocation for some departments or reducing it according to what the committee has datum according to the number of offered courses and the number of lab lessons and training needs.</p>	<p>Yes</p>	<p>The committee observed that greater portion of the budget amount, in the last academic year, has been spent for consumables, software and chemicals, however, the budget expenses by various departments were comparable. Nevertheless, the committee agreed to change the fund allocation for the effective management of program.</p>
<p>4- Assessing the budget that is offered by the university administration and measuring the scope of compatibility with the academic plans requirements and providing the assessment results to the committee of development and</p>	<p>Yes</p>	<p>The committee considered academic plans requirements and discussed the department requirements as well as consulted with faculties, other stake holders and department heads (Pharmaceutical Sciences, Pharmacy Practice and Biomedical Sciences) before spending the budget. The budget amount was</p>

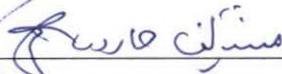


quality assurance once the college self-study is done.		managed and submitted the committee assessment reports to Quality assurance department.
5- Reviewing the referred documents from the dean's office to give opinion and necessary recommendation in this regard.	Yes	The committee has reviewed all documents received from Dean's office and suitable suggestions are recommended after debating in committee meetings.
Performance indicators	Extent of completion (Yes/No)	Remarks
1. Preparing a proposal of budget contribution according to such priorities or none.	Yes-100%	Proposed budget for forthcoming academic year is prepared.
2. The percentage of what have been achieved in the regard of different academic department requirements.	Yes-100%	All requirements have been approved and purchased through the University administration
3. The percentage of beneficiaries' satisfaction from the committees' events and activities.	Yes-76%	Survey regarding the committee from academic staff and student relating to overall resources and facilities for education is good.
The obstacles that faced the committee during job performance	1-The committee did not come across any issues during job performance.	
Did the self-assessment of committee performance achieved, and the measurement of beneficiaries' satisfaction? if the answer (yes) assessment copy should be attached; and mention essential results, and if the answer (no) mention the reasons.		
Assessment essential results	Why didn't the self-assessment achieve?	
1-Self assessment of committee performance implies the effective management of fund for program development and quality improvement.	1- 2- 3-	



2- Stakeholders shown enough satisfaction (76%) regarding resources/facilities in the college.	
Visions of the committee to improve its performance next year	<p>1-Ensure that fund supports the college's mission and goals.</p> <p>2- Link the college budget with strategic priorities for program development and quality improvement.</p> <p>3- Provide best investment of the budget for effective management of program.</p>

Committee president and members' signature

Name	Signature
Dr. Bandar Aldhubiab (Chair)	
Dr. Anroop B Nair (Coordinator)	
Dr. Shahzad Chohan	
Dr. Christophe Tradrat	
Dr. Micheline Haroun	
Dr. Heba Elsewedy	
Mr. Fahad Alshubaiki	
Mr. Tameem Alyahian	

Dr. Bandar Aldhubiab
Chair of Budget and Equipment Committee
College of Clinical Pharmacy


9/9/2018