College of Clinical Pharmacy

King Faisal University

Report of Statistics and Information Committee

College Name:	College of Clinical Pharmacy		
Committee name:	**Statistics and Information**	**Academic year**	2018/2019
Committee Chair:	**Dr Sree Harsha**		
Committee members names:	1-Dr Venugopala KN 2-Dr Mahesh Attimarad 3-Dr Hany Ezzat 4-Dr Asia Taha (resigned) 5-Dr Heba Elsewedy 6-Dr Nancy Safwet		
The number of committee meetings:	10		
Meeting Number	Meeting Date		
1	September 14, 2017		
2	September 19, 2017		
3	October 03, 2017		
4	October 10, 2017		
5	October 23, 2017		
6	November 28, 2017		
7	February 13, 2018		
8	March 4, 2018		
9	April 2, 2018		
10	April 9, 2018		

The committee duties and responsibilities	Extent of completion (Yes/No)	Remarks
1- Documenting the college biography.	Yes	Successfully completed and proof is attached

1

2- Assembling college internal regulations and the administrative decisions in a way that facilitates of reviewing them.	Yes	Successfully completed and proof is attached
3- Supervising on the college and academic staff accounts which are exist in the university website and performing a constituent monitoring on implementation and updating.	Yes	Successfully completed and proof is attached
4- Establishing a database and continuously updating it every semester (or two quarters), and it includes: A- Gathering all data related to scientific publishing, authoring, translation, patents and services in academic departments in the college; through preparing charts and providing them for the committee of postgraduate studies and scientific research. B- Preparing the charts containing student's number (including students with special needs) academic staff, technicians and administrators and providing them for the committee of development and quality assurance to connect them with the college needs of improvement. C- Preparing the charts containing laboratories, offices, multi-purpose halls and different devices to provide them for the committee of development and quality assurance to connect them with the college needs of improvement and for the committee of safety and laboratories to take necessary recommendations about purchasing requirements. D- Preparing charts containing the names of external entities that have a connection with the college departments and its various programs, to provide them for the committee of cooperative training and community	Yes	Successfully completed and proof is attached

engagement to link it with the committee's different events and activities. E- Preparing a guide of academic staff showing member's name, scientific degree, date of degree, place of degree, the department that s/he belongs to, research interests and his/her academic or consultation engagement with the other entities.		
5- Reviewing all referred documents form the college dean office to the committee to give opinions and necessary recommendations in this regard.	Yes	Successfully completed

Performance indicators	Extent of completion (Yes/No)	Remarks
1. Establishing databases which are stated in the committee duties; or none.	Yes	All data bases are created and maintained in centralized eQMU folder (COCP database) and document attached.
2. Activating the websites of college academic departments.	Yes	Website is updated timely (Dr. Mahesh) and document attached.
3. The number of established academic staff websites according to the total average.	Yes	Three department details are updated in website and document attached.
4. Preparing documents illustrate college biography that it is done by the committee; or none.	Yes	College Biography is updated and document attached.
5. Preparing the academic staff guide; or none.	Yes	Faculty Handbook (Dr. Mahesh) updated and document attached.
6. Assessing the beneficiary form the college website.	Yes	Survey report (Faculty End of Year) and survey document attached.
7. The percentage of beneficiaries' satisfaction form the committee events and activities.	Yes	Survey report (Faculty End of Year)
The obstacles that faced the committee during job performance	1- Creating eQMU database was challenging until we get the help of IT department to create eQMU database as per our requirements.	

	2- There was to track number of visitors to University website/ COCP website, however we officially reached Dean of Information Technology from their internal source – Proof of communication is attached. 3- Filling individual personal details on KFU MY SPACE was not very clear. However, one of our committee member successful in meeting IT department to learn and train COCP faculty members to update their personal CV.

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- Successfully completed and proof is attached	1- NA
2-	2-
3-	3-
Visions of the committee to improve its performance next year	1- Gathering Survey results and required information electronically for the database.

Committee president and members' signature

Name	Signature
Dr Sree Harsha	*signature*
Dr Venugopala KN	*signature*
Dr Mahesh Attimarad	*signature*
Dr Hany Ezzat	*signature*
Dr Asia Taha (resigned)	
Dr Heba Elsewedy	Heba
Dr Nancy Safwet	Nancy Safwat

مشرف، عبدالرحمن القدري

College of Clinical Pharmacy

King Faisal University

Dr. Sree Harsha

Chair of Statistics and Information Committee

College of Clinical Pharmacy

King Faisal University

Dr. Bandar Al dubiab

Dean, College of Clinical Pharmacy

King Faisal University