

Annual Report of Professional Development committee (2012-2013)



COCP Professional Development committee Annual Report

Academic year : 1433-1434 H. (2012/2013 G.)

Chair of the committee : Dr. Sherif W. Mansour

Members Dr. Sree Harsha Nagaraja

Dr. Arshia Shariff

This committee was constituted according to administrative decision No. 451/2/38/A, dated 17-12-2012. The purpose of Professional Development Committee is to design professional development activities for faculty and staff at COCP level and to facilitate organized participation of COCP faculty and staff in such activities organized by KFU or other national organizations in the Kingdom in order to build the capacities and enhance the abilities of COCP personnel to achieve COCP mission, in the areas of education and training, governance and administration, quality management and research; and clinical services and direct patient care for the community. The committee will work in liaison with Deanship of Academic Development, Deanship of Quality Assurance and other local and national organizations/institutions organizing such activities

Roles and responsibilities

1. Assess the needs of individual COCP personnel for Professional Development Activities based upon personal development plan of each faculty members and data from previous annual performance evaluation record available with Dean's office
2. Prepare a database regarding expertise, availability and willingness of COCP personnel to be recommended to DAD for COCP contribution in KFU professional development activities.
3. Prepare a data base consisting of information about available activities, at KFU or outside, like conferences, symposia, workshops; notify, motivate, and assist COCP personnel for timely registration for the activity.
4. Based upon above (1, 2, 3) prepare yearly plan for Professional Development for Faculty, administrative and technical staff of COCP to be forwarded to Dean for approval.
5. Intimate, through Dean's office, KFU DAD, regarding COCP needs for particular program for COCP personnel
6. Collaborate with Committee of Activities and Community Engagement to utilize weekly Activity Hour for Faculty Development Activities
7. Initiate correspondence with, and take steps to fulfill the requirements of, National and International CPD accrediting professional bodies for securing accreditation for COCP Continuing Professional Development Activities.
8. Collaborate with other health institutions of KFU and tertiary care health facilities for organization of combined activities.
9. Plan for collaboration with International Institutions of higher learning for combined online Professional Development Programs
10. Facilitate the process of for monetary and other compensations for faculty attending conferences, seminars, held nationally and internationally, as per KFU policies.
11. Review and evaluate all Faculty Development Activities of COCP

-The committee has one meeting (attached) which was held on Wednesday, February 13, 2013; 12: 30 pm.

Faculty Training Activity Programs College of Clinical Pharmacy
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Training Programs	Date	Faculty
1st semester		
1. Using blackboard: skills & tools KFU	16-18/9/2012	Dr. Sherif W. Mansour, Dr. Tamer Shehata, Dr. M. Abdou, Dr. Raed K, Dr. M. Morsy
2. Working at editorial board, KFU.	24-25/9/2012	Dr. M. Morsy
3. Quality accreditation, institutional & program evaluation, Jeddah.	2-3/10/2012	Dr. Sherif W. Mansour
4. Blackboard for female section	10-11/9/2012	Dr. Taghrid El Mahdy, Dr. Nashwa Zaher.
5. Programme learning outcomes planning, delivery and evaluation, Riyadh.	6-7/10/2012	Dr. Afzal H. Asif & Dr. Sahibzada Tasleem Rasool.
6. Orientation & training program for new faculty, KFU	7-9/10/2012	Dr. Omar M. Mohafez
7. Webpage design using FrontPage	15-16/10/2012	Dr. M. Morsy
8. Quantitative research (SPSS), KFU	5-6/11/2012	Dr. Sherif W. Mansour, Dr. M. Zaiton, Dr. Omar Mohafez, Dr. Tamer Shehata,
9. LATEX	10-11/11/2012	Dr. M. Morsy
10. Course design, KFU	12-13/11/2012	Dr. Afzal, Dr Tasleem, Dr Anroop, Dr. Harsha, Dr. Mahesh, Dr. Mueen, Dr. M. Abdou, dr. M. Morsy
11. Quality of student assessment, KFU	14-11-2012	Dr. Afzal, Dr Tasleem, Dr. Taghrid El Mahdy.
12. Performance indicators & bench marking, KFU	4-12-2012	Dr. Azza Soliman.
13. Research ability development in KSA; formulation of the idea & research management. (KACST), KFU	5-12-2012	Dr. Afzal, Dr Tasleem, Dr Anroop, Dr. Harsha, Dr. Mahesh, Dr. Sherif, Dr. M. Abdou, Dr Yasser, Dr. Yussef. Dr. Emeka, Dr Noor, Dr. Ahmad Rajaa, Dr. M. Morsy.
14. Learning, teaching and critical thinking: strategies for effective instruction, KFU	8-9/12/2012	Dr. Emeka, Dr. Yussef, Dr. Raed
15. Effective Teaching strategies, KFU	10-11/12/2012	Dr. Sherif W. Mansour, Dr. M. Abdou, Dr. Noor kameel, Dr. Tasleem, dr. shahzad, Dr. Harsha, dr. Mahesh, DR. Anroop, Dr. Omar Mohafez, Dr. Emeka, Dr.

Training Programs	Date	Faculty
		Yussof.
16. Quality of administration planning & management, KFU	17-12-2012	Dr. Afzal, Dr. Tasleem, Dr. Anroop
17. Writing successful research grant proposal, KFU	15-16/12/2012	Dr. Hany E. Ahmad.
18. Life-long learning, KFU	24-25/12/2012	Dr. Hany E. Ahmad.
19. Research ethics, KFU	1-2/1/2013	Dr. Hany E. Ahmad.
20. Measuring student learning	14-15/1/2013	Dr. Anroop Nair, Dr. Mueen A. Khalil, Dr. M. Abdou, Dr. Emeka, Dr. Sabah akrawi

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Training Programs	Date	Faculty
2nd semester		
21. Pharmaceutical quality from bench to bedside, KSU, Riyadh.	30/1/2013	Dr. Sabah Akrawi.
22. Using MS-Publisher, KFU.	16-17/2/2013	Dr. Mohamed Morsy.
23. The way to patent: Step by step, KFU.	18-19/2/2013	Dr. Mohamed Morsy.
24. Information Security policy, KFU	25-2-2013	Dr. Noor Kamil.
25. Quantitative research (SPSS), KFU	4-5/3/2013	DR. Hany Ezzat.
26. ESMO Summit Saudia Arabia 2013	6-7/3/2013	Dr. Mohamed Morsy.
27. Creating Research Capacity, KFU	11-12/3/2013	Dr. Promise Emeka, Dr. Mohamed Morsy, Dr. Anroop.
28. MD consult & clinical key training session, KFU	18/3/2013	Dr. Emeka, Dr. Yaser, Dr. Mahesh and Dr. Harsha
29. Using Blackboard: Skills & Tools, KFU.	1-2/4/2013	Dr. Promise Emeka, Dr. Afzal, Dr. Anroop.
30. Thinking Engineering, KFU	6-7/4/2013	Dr. Mohamed Morsy.
31. Using Blackboard: skills & tools, KFU.	8-9/4/2013	Dr. Hany Ezat.
32. 3 rd international conference on quality assurance in post secondary education, Dammam.	27-29/4/2013	Dr. Hany Ezat, Dr. Sherif W. Mansour.

Example of Professional Development Committee meeting minutes:

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Ministry of Higher Education
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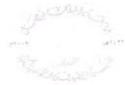
**Professional Development Committee****To:** All Members of the Committee**CC:** Secretary to the Dean**Subject:** Minutes of the 1st Meeting,**Date and Time:** Wednesday, February 13, 2013; 12: 30 pm**Venue:** Meeting room, College of Clinical Pharmacy, KFU**Faculty members who attended the meeting:** Dr. Sherif W. Mansour, Dr. Sree Harsha, Dr. Arshia Shariff**Present 3, Regrets 0 Leave 0 Attendance Level 100 %****Agenda:** Welcome and introduction to committee members and roles and responsibilities.**Opening Statement:** Dr. Dr. Sherif W. Mansour, Head of the committee, welcomed all the members.

Discussion:

Sl. No.	Item	Responsibility	Date	Status
1.	Head of the committee (HOC) welcomed and introduced all the members	All the staff members	---	Close
2.	All the committee members approves the administrative decision No. 451/2/38/A, dated 17-12-2012 for SOP of Professional Development Committee	All the staff members	---	Close
3.	HOC also advised to collect circulars and prepare the database received by Deanship of Academic Development, Deanship of Quality Assurance and other local and national organizations/institutions for organizing faculty development program.	All the staff members	---	Close
4.	HOC said based upon the database we need to prepare yearly plan for Professional Development for faculty, administrative staff of COCP to be forwarded to Dean for approval	All the staff members	---	Close
5.	HOC suggested to collect a copy of any such activity from faculty who participated in the event.	All the staff members	---	Close



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Attendees	Signature
Dr. Sherif W. Mansour, Head of the Committee	<i>Sherif</i>
Dr. Sree Harsha Nagaraja	<i>Sree Harsha</i>
Dr. Arshia Shariff	<i>Arshia Shariff</i>

Dean's Approval/comments:

good

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

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