



## Meeting Minutes

### QU Learning Outcome Assessment Committee (QU - LOAC)

<b>Date of Meeting:</b>	Wednesday, October 28, 2015
<b>Time of Meeting:</b>	09:00 to 10:30 AM
<b>Minutes Prepared by:</b>	Mr. Mohammad Sabbagh
<b>Meeting No:</b>	1
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor

#### 1. Purpose of Meeting

*Provide history and overview of QU PLOA committee roles and responsibilities and initial plans for AY 15-16.*

#### 2. Attendees

Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	AVP AP&QA / Former Chair	acherif@qu.edu.qa	4403 4007
Dr. Sherief Khalifa	Director of Quality Assurance, AP&QA, Current Chair	sherief@qu.edu.qa	4403 5561
Dr. Nabil Litayem	Quality Enhancement Coordinator, AP&QA, member	nlitayem@qu.edu.qa	4403 7269
Dr. Andrew Dahdal	Assoc. Dean Acad. Aff., CLAW, member	adahdal @qu.edu.qa	4403 7780
Dr. Husam Aldamen	Assist. Prof. of Accounting	haldamen@qu.edu.qa	4403 5060
Dr. Yahya Al-Nakeeb	Assoc. Dean for Acad. Aff., CEDU, member	alnakeeb@qu.edu.qa	4403 6505
Dr. Wael Yousef	Assist. Prof., CCP, member	wyousef@qu.edu.qa	4403 4049
Dr. Mahroof Athambawa	Assist. Prof. of Islamic Studies, CSIS, member	mahroofa@qu.edu.qa	4403 4434
Dr. Basem Ezbidid	Assist. Prof. of International Affairs, Honors, member	bezbidid@qu.edu.qa	4403 7591
Dr. Hossam Hamdy	Advisor to QU President and Prof. of Surgery, CMED, member	hossam.hamdy@qu.edu.qa	4403 7810
Dr. Kyle Wilby	Assist. Prof. Clinical Pharmacy & Practice, CPH, member	kjw@qu.edu.qa	4403 5606
Dr. Aiman Erbad	Assist. Prof. of Computer Engineering, CENG, member	aerbad@qu.edu.qa	4403 4278
Dr. Abdou Ndoeye	Assessment Coordinator, CAS, member	abdou.ndoeye@qu.edu	4403 4522
Dr. Roger Barlow	English Lecturer, FP, member	Roger.barlow@qu.edu.qa	4403 5477
Mr. Mohammad Sabbagh	Assessment & Technology Specialist, AP&QA	msabbagh@qu.edu.qa	4403 4013

#### 3. Detailed Meeting Agenda

1. Introduction to Learning Outcome Assessment at QU
2. QU Organizational Structure for Assessment
3. Overview on number and type of degree programs offered at QU
4. Committee Roles & Responsibilities
5. Important Dates
6. Overview of Assessment Results for the AY 2014-2015
7. Introduction to the Internal Peer Review Process

## 4. Meeting Notes, Decisions, Issues

Dr. Adel Cherif (AVP AP&QA) - the former Committee Chair of the Qatar University Learning Outcome Assessment Committee (QU-LOAC) - led the first meeting and declared that the committee's future meetings will be led by the new Committee Chair, Dr. Sherif Khalifa (Director of Quality Assurance, AP&QA).

Dr. Adel welcomed all members of the committee, where each member introduced himself and the college he is representing. He also emphasized on the important role and responsibilities of the committee in ensuring that assessment is carried out in alignment with the Qatar University's learning outcome assessment process and strategy.

Afterwards, Dr. Adel presented the following key points (See attached slides):

### 1. *History of Assessment at QU*

A central office, under the VP&CAO's office, was established in May of 2009 to lead the university efforts in relation with the assessment of Learning Outcomes. Currently the office responsible for this process is the Quality Enhancement Office housed in the office of the Associate VP for Academic Planning and Quality Assurance which is in turn housed in the VP&CAO's office. Prior to the establishment of the central office, a working group lead by the Director of the Assessment and Evaluation Office housed in the Office of the VP for Institutional Planning and Development, developed the Student Learning Outcomes Assessment System and worked with several programs to ensure implementation of the system in these programs.

### 2. *QU Organizational Structure for Assessment*

A university wide committee structure was designed to support the learning outcome assessment process. Assessment was embraced all over the University. Each college established a learning outcome assessment committee and has a dedicated Assessment Coordinator. In addition, a committee was also established at the level of each program and/or department.

### 3. *Total Nb. Of Programs Offered at QU*

The total number of programs has increased between from 41 in AY 2010-2011 to 73 in AY 2015-2016 with a significant increase in the number of graduate programs.

### 4. *Committee Roles & Responsibilities*

- *Introduction to roles and responsibilities as recorded in the Committee terms of reference (Attached).*
- *Committee members are advocates for assessment and quality within their respective colleges/departments/Programs.*

#### ***Roles and responsibilities include:***

- *Promote a culture of quality assurance based on learning outcome assessment and evaluation.*
- *Revise assessment & continuous improvement processes.*
- *Support and monitor assessment activities.*
- *Follow up on implementation of assessment plans developed by programs.*
- *Ensure documentation of all assessments related activities.*
- *Assist programs in selecting appropriate assessment methods and in devising proper assessment tools.*
- *Provide support to programs seeking accreditation status.*
- *Provide recommendations, raise concerns and submit an annual report to the AVP AP&QA.*

As the national academic institution in Qatar we are accountable to our students and to society to provide the highest quality of education. Our assessment process will:

- *Build a culture of quality assurance and continuous improvement.*
- *Engage faculty and staff.*
- *Promote informed change.*
- *Develop effective continuous improvement plans.*
- *Evaluate the impact of change.*

#### **5. Important Dates**

Then, there was a discussion about the most suitable date for submission of the annual assessment report. Previously, committee members were to enforce deadlines for the submission of the following reports:

- **End of Fall semester (January):** Submit interim progress report on implementation of adopted improvement actions.
- **End of Academic Year (June):** Submit an annual assessment report.

Committee members agreed on the following:

- A **preliminary assessment** report to be submitted by the end of Academic Year (end of June) including broad or high level related assessment information gathered during a meeting with faculty including faculty engaged in assessment activities.
- The **final assessment** report to be submitted during the next Fall by mid of October. This is expected to result in a high quality annual assessment report with thorough analysis and effective improvement actions.
- The program may choose to submit the final report in June.

#### **6. Overview of Assessment Results for the AY 2014-2015 (See attached slide presentation)**

General comments on PLOA results:

- In some programs improvement actions are still focused on the assessment process. It is expected that improvements would focus more on curriculum modification, course delivery changes, etc.
- Students sample assessed and formative vs Summative assessment remains a concern in some programs.

#### **7. Introduction to the Internal Peer Review Process (See attached slide presentation)**

The Internal Peer Review Process was presented and the following points were discussed:

- *Overview of The Internal Peer Review Process.*
- *The Purpose of Internal Peer Review.*
- *Planning and Organizing Internal Peer Review.*
- *Tools to Facilitate Internal Peer Review.*
- *The Internal Review report.*

## 8. *Other business*

### A. **Peer review team**

All agreed that there is a need that at least one member of the team be an expert or specialized in the field of the program to be reviewed.

### B. **Internal review process in CAS**

Dr. Abdou shared the experience of College of Arts and Sciences (CAS) in carrying out the Internal Review Process for CAS programs. According to Dr. Abdou, they follow a number of review criteria and procedures that is accessible to all on CAS website.

### C. **AP&QA training workshops on the online assessment system (OAS).**

- *Workshops will be conducted for faculty and assessment coordinators in coordination with OFID.*
- *Members were advised to encourage colleagues to attend.*

## 6. Next Meeting

Wednesday, Nov. 25 from 9:00 to 10:30