



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

NUMBER : 015-P-V01-16
TITLE : PROGRAM ADVISORY COMMITTEE
ORIGINATING DEPT : DEANSHIP OF QUALITY MANAGEMENT
ORIGINAL DATE : May 18, 2016

1. STATEMENT OF PURPOSE

The purpose of this APP is to:

- 1.1 Establish policies and set of procedures for maintaining, managing and monitoring the Program Advisory Committee.
- 1.2 Ensure that KSAU-HS programs have both adequate resources and a well-designed curriculum to provide students with the skills, knowledge and behaviors necessary to successfully meet the needs of the community.

2. APPLICABILITY

This APP applies to all programs offered by KSAU-HS.

3. RELATED REFERENCES

- 3.1 NCAAA Application Requirements for Institutional Accreditation Eligibility.

4. DEFINITIONS

- 4.1 **KSAU-HS** is an acronym for King Saud Bin Abdulaziz University for Health Sciences.
- 4.2 **NCAAA** is an acronym for National Commission for Academic Accreditation and Assessment.
- 4.3 **Program Advisory Committee** is a body that comprised of knowledgeable, prominent and credible members in their field of expertise from within and outside the University.

5. POLICY

- 5.1 The Program Advisory Committee meeting must be conducted at least once each academic year.
- 5.2 If a program is located at more than one campus, all locations of the program must be served by a single Program Advisory Committee.
- 5.3 The location of the Program Advisory Committee for the programs that are offered at more than one place must be determined by the concerned College Deans.
- 5.4 The Program Advisory Committee must be composed of at least three members with a majority consisting of external members such as, local employers and/or practitioners from relevant occupations or professions to the particular program.
- 5.5 For the post-graduate programs, the Program Advisory Committee must include at least two external individuals with graduate level education experience and is qualified to review and comment on the program, example:
 - 5.5.1 Teaches/Taught General Education Courses.
 - 5.5.2 Curriculum Development Experience.
 - 5.5.3 Experience on curriculum committees.
 - 5.5.4 Appropriate academic experience:
 - 5.5.4.1 College Dean, Department Chairperson, Program Director or other academic administration position.
- 5.6 All members of the Advisory Committee should have skills, knowledge and experience relevant to the particular program.
- 5.7 Faculty and staff of prominent institutions with whom the program may be articulated may also be members of the committee.
- 5.8 A new KSAU-HS graduate should be invited to attend the Advisory Committee meeting.
- 5.9 A member who is physically unable to attend a meeting may participate via teleconference or by videoconference.
- 5.10 The committee chair and vice-chair must be select from amongst the committee members by the College Council.
- 5.11 The quorum required for the meeting is 50%.
- 5.12 Committee Charges:
 - 5.12.1 Providing input and guidance concerning aspects related to the curriculum, external needs, vocational profiles, relevance, and research.
 - 5.12.2 Advising on delivery techniques, resources, and settings to enhance the competency of graduates.
 - 5.12.3 Providing input and guidance concerning the annual program report and program self-evaluation scales.
 - 5.12.4 Providing information relating to changes required in the curriculum deriving from changes in the external environment.
 - 5.12.5 Advising on necessary program modifications to line up with recent professional development and extracurricular offerings.
 - 5.12.6 Monitoring and reporting on availability and relevance, of resources and infrastructure required for the program and curriculum.
 - 5.12.7 Assisting KSAU-HS in the development of co-operative education and partnerships.

6. PROCEDURE

- 6.1 The College Council nominates and decides on the composition of the Program Advisory Committee including; members, chair, and vice-chair.
- 6.2 In case of Colleges offering more than one program, the Department Council of the offered program nominates on the composition of the Program Advisory Committee including; members, chair, and vice-chair.
- 6.3 In case of a program offered in different locations, each Department Council nominates at least one member to the Program Advisory Committee.
- 6.4 The committee chairperson calls committee meetings and set the agenda in consultation with the relevant program director/chairperson.
- 6.5 For matters that require a motion or vote, in the case of equality of votes, the side of the chair prevails.
- 6.6 The program chairperson presents a summary report containing the Program Advisory Committee recommendations to the College Council.
- 6.7 Each college documents its Program Advisory Committee minutes in the Quality Unit.

7. RESPONSIBILITY

It is the responsibility of KSAU-HS Colleges and Academic Departments to implement this APP. The Deanship of Quality will be responsible for monitoring and evaluation of this APP.

8. APPROVALS

PREPARED BY:



PROF. SALEH AL ORAIBI

Chairman, Advisory Committee Task Force

24/06/16
DATE

RECOMMENDED BY:



DR. KHALED AL JAMAAN
Dean, Deanship of Quality Management, KSAU-HS
Chairman, Program QAAA Committee

22/6/16
DATE

REVIEWED BY:



DR. ABDULMALIK ALKATHERI
Assistant Vice President, Development and Quality Management
Dean, Deanship of Development, KSAU-HS

8/8/16
DATE

APPROVED BY:



PROF. MOHAMED ALMOAMARY
Vice President, Development and Quality Management, KSAU-HS
Chairman, KSAU-HS Steering Committee for QAAA

07/8/16
DATE