



# APP

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

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<b>NUMBER</b>	<b>: 015-P-V02-18</b>
<b>TITLE</b>	<b>: PROGRAM ADVISORY COMMITTEE</b>
<b>ORIGINATING DEPT</b>	<b>: DEANSHIP OF QUALITY MANAGEMENT</b>
<b>ORIGINAL DATE</b>	<b>: 18.MAY.2016</b>
<b>REVISION DATE</b>	<b>: MAY 2018</b>

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### 1. STATEMENT OF PURPOSE

- 1.1 Maintain, manage and monitor the program advisory committee.
- 1.2 Ensure that KSAU-HS programs have both appropriate 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 at KSAU-HS in all its regions.

### 3. RELATED REFERENCES

- 3.1 NCAAA Self Evaluation Scales for Higher Education Programs
- 3.2 NCAAA Eligibility Requirements for an Application for Program Accreditation

### 4. DEFINITIONS

- 4.1 **DOQ** is an acronym for Deanship of Quality Management
- 4.2 **KSAU-HS** is an acronym for King Saud Bin Abdulaziz University for Health Sciences
- 4.3 **NCAAA** is an acronym for National Center for Academic Accreditation and Evaluation
- 4.4 **Program Advisory Committee**: is a body consists of (local employers, practitioners from the relevant profession and, faculty members from the concerned program), which provide independent advice to respective program administration.

*Jan*  
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## 5. POLICY

- 5.1 Each academic degree program must have a program advisory committee that includes representatives from the local employers, leading practitioners from the relevant profession, program director and faculty members of the respective program.
- 5.2 Program advisory committee must compose of at least 5 to 8 members.
- 5.3 Program advisory committee meetings must include at least three external members in attendance that represent the local employers and/or practitioners from the relevant profession.
- 5.4 Program advisory committee members serve for two years and their membership could be renewed for additional term.
- 5.5 At least, two scheduled meetings should be conducted annually by the program advisory committee.
- 5.6 Meeting minutes of the advisory committee must include details of all members in attendance (names, positions and affiliations), and detailed comments with recommendations made by the program representatives and the external members of the advisory committee.
- 5.7 For the post-graduate programs, the program advisory committee must include representatives from the local employers, practitioners from the relevant profession and at least two external individuals with post-graduate level education.
- 5.8 If a program is offered in more than one campus, all locations of the program should be served by a single program advisory committee.
- 5.9 If a program is offered in more than one campus, program directors from other campuses should be consulted about the advisory committee formation.
- 5.10 The location of the program advisory committee for programs that are offered in more than one place must be determined through consultation among the respective college deans.
- 5.11 Committee Charges:
  - Provide advice on undergraduate and graduate program content to ensure that programs remain relevant to current market needs.
  - Review and advise on the appropriateness of program learning outcomes.
  - Review and advise on curricula content.
  - Review and advice on quality of learning resources, equipment and facilities.
  - Provide advice on potential employment opportunities for program graduates.
  - Assist, as appropriate, with the program review process.
  - Recommend new programs or elimination of obsolete programs.
  - Assisting KSAU-HS in the development of co-operative education and partnerships.
  - Provide advice on research with potential for commercial objectives.

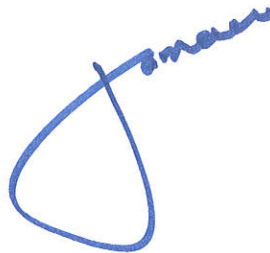


## 6. PROCEDURE

- 6.1 Program director in consultation with teaching staff recommend and submit names of potential advisory committee members to the respective college dean.
- 6.2 The college dean sends the potential advisory committee names to the Vice President for Educational Affairs.
- 6.3 The Vice President for Educational affairs, in consultation with the respective college dean approve the selected committee members including, chair, and vice-chair.
- 6.4 The program director in consultation with the committee chairperson calls for a meeting and sends the agenda to the committee members at least three weeks prior to the meeting.
- 6.5 The program director or equivalent presents any recommendations emerged from the advisory committee meetings to the department council for approval.
- 6.6 The quality unit communicates the approved action plan to DOQ and the advisory committee members through University official communication channels within thirty (30) working days of the final approval.

## 7. RESPONSIBILITY

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



## 8. APPROVALS

PREPARED BY:

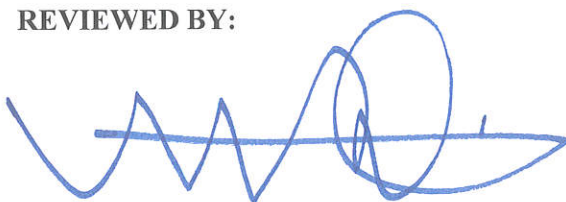
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**DR. KHALED AL-JAMAAN**

Dean, Deanship of Quality Management  
Deputy Chairman, QAAA Steering Committee  
King Saud bin Abdulaziz University for Health Sciences

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**DATE**

REVIEWED BY:



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**PROF. ABDULMALIK AL KHATERI**

Assistant Vice President, Development and Quality Management Affairs  
Dean, Deanship of Development  
King Saud bin Abdulaziz University for Health Sciences

13 FEB 2019

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**DATE**

APPROVED BY:

  
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**PROF. MOHAMED AL-MOAMARY**

Vice President, Development and Quality Management Affairs  
Chairman, University QAAA Steering Committee  
King Saud bin Abdulaziz University for Health Sciences

14 FEB 2019

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**EFFECTIVE DATE**