



جامعة الفلاح  
AL FALAH UNIVERSITY

## Quality Assurance Committee

The mission of the Quality Assurance Committee is to collaborate with College Faculty members and the Quality Assurance Office in ensuring the currency of course outlines, including consistency with CAA Standards and QFEmirates as well as the fit between articulated course learning outcomes and program learning outcomes.

### Responsibilities:

1. Review of Course Files and ensure timely completion of Course Portfolio (Appendix 1 – Portfolio)
2. Prepare weekly reports on Course Portfolio development for the Deans Council
3. Ensure timely preparation of CHEDS reports (Center for Higher Education Data and Statistics) for the Ministry of Education – Higher Education Affairs (Appendix 2 – CHEDS Report Template)
4. Review of academic schedules to ensure faculty qualifications and sufficiency (Appendix 3 – Faculty Qualifications and Sufficiency Form)
5. Review and follow up appropriately regarding agreed minor curriculum changes (Appendix 4 – Minor Changes Form)
6. Review report and follow up appropriately regarding agreed substantive curriculum and program changes
7. Implement internal curriculum and program reviews in a systematic manner and propose Program amendment as required

### Members:

N	Name	Position	Title
1	Prof. Amjad Al Nasser	Director, Quality Assurance and Institutional Effectiveness Center	Chairman
2	Dr. Panagiotis Kokkalis	Representative, College of Business Administration	Member
3	Dr. Samer Abdel Hadi	Representative, College of Mass Communication	Member
4	Dr. Lamia Raslan	Representative, College of Law	Member
5	Ms. Ghaida Rawashdeh	Head, General Education Department	Member
6	Dr. Ashraf Jahmani	College of Business Administration	Guest member

**Meeting Schedule: Twice a month**