



DEPARTMENT: ADM/ QUALITY ASSURANCE

**TITLE: Terms of Reference
Accreditation Steering Committee**

CODE : AD/QA -To R- FO - 17.2

IMPLEMENTATION DATE: 18/01/2021

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VERSION 1

The Terms of Reference (ToR) for the Accreditation Steering committee (AS Com) at the Faculty of Pharmacy in the Lebanese University (LU) describe the working arrangements. It also lists the member's roles and responsibilities, meeting schedule, quorum, agenda meeting, reporting, documentation of minutes of meetings, action, and voting, conflict of interest and amendment, modification, or variation.

1. Scope

The AS Com is the primary vehicle for preparing and monitoring the accreditation process of the Faculty of Pharmacy. It works on the faculty organization/governance processes and steers the accreditation endeavor by overseeing the work of other committees. It verifies the system by which the faculty continuously evaluates and improves its operation in accordance with the accreditation standards of good practice.

2. Purpose

The purpose of the AS Com is to provide leadership in the accreditation process. It helps academic and administrative staff understand and apply the accreditation standards and best practices throughout the Faculty. This committee also serves as a conduit for continuous input into accreditation requirements and helps faculty members and staff in the preparation of accreditation reports and responses required by HCERES. It oversees the work of other committees and also monitors plans and timelines set by the faculty to meet the accreditation standards.

3. Mandate or instruction

The mandate of this committee shall be to provide advice and recommendations that will facilitate the implementation of HCERES accreditation following ToR. It ensures all programs comply with the Accreditation Standards. Further activities will follow the accreditation.

4. Authority

The AS Com is established as an advisory committee to perform the functions set out in the terms of reference above and all circumstances ancillary to those functions. It is responsible to submit and follow-up the recommendations to improve the learning outcomes of the faculty program.

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The committee is composed of administrative and academic staff, including seven members appointed by the Dean of pharmacy faculty as follows:

Name	¹Functional responsibility	Position at the faculty
Prof Pascale SALAMEH	Chairman, Coordinator	Professor, Head of accreditation team
Mrs. Inaam NASRALLAH	Executive secretary of the committee	Lecturer -Quality coordinator
Dr. Sanaa AWADA	Member	Associate professor Head of Master department
Prof Amal AL HAJJE	Member	Professor Head of Clinical Pharmacy department
Dr. Dalia KHACHMAN	Member	Associate professor
Dr Racha KARAKI	Member	Associate professor
Dr Lina ISMAIL	Member	Lecturer Master coordinator

¹Functional responsibility: Chairman, Coordinator, Member, Executive secretary of the committee

6. Main roles and responsibilities

- Develop accreditation standards
- Oversee and monitor the work of other committees
- Communicate information about accreditation standards and best practices throughout the Faculty
- Create plans and timelines for the preparation of all accreditation reports and responses required by HCERES
- Monitor plans and timelines for the remediation of areas in which the faculty does not fully meet accreditation standards
- Review recommendations, including program institutional strengths and issues identified, by the HCERES and ensure all areas for improvement are addressed
- Update and diffuse mission, vision, values and objectives of the faculty
- Work on the faculty organization by elaborating the organizational/governance chart of the Faculty
- Develop a strategic plan of the faculty
- Work on continuous regular external evaluation of the programs



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- Benchmark with programs in other universities to maintain high educational standards on a regular basis

7. Members responsibilities

- 7.1 Members shall attend committee meetings regularly. Members who are unable to attend a particular meeting must inform the executive secretary.
- 7.2 Members shall adhere to rules of confidentiality, except where disclosure of the information is specifically required by legislation.

8. Meeting schedule

- 8.1 The AS Com meetings are scheduled on a weekly basis; however additional meetings may be scheduled in exceptional circumstances
- 8.2 The AS Com meetings are generally held on the day of the week from 9:00 AM to 10:00 AM at the faculty or online through the Zoom platform
- 8.3 The chair approves any changes to the meeting schedule.
- 8.4 The St Com meetings are scheduled on a monthly basis; however additional meetings may be scheduled in exceptional circumstances.

9. Quorum

- 9.1 Meetings must have management representation. All members must be present
- 9.2 Committee recommendations will only be made if a quorum of 50% of committee members is present, with at least one administrative member.

10. Agenda meeting

- 10.1 The agenda is set by the Executive Secretary (ES) of the AS Com and forwarded to all members at least one week in advance of the date of the meeting
- 10.2 Members may add items to the agenda as new items at the beginning of the meeting, understanding that the item may be deferred to the next meeting if there is insufficient time or information to address the issue.

The agenda meeting template should include:

- Time and location of the meeting
- Attendees, Apologies
- Disclosure of interest
- Schedule of meeting
- Confirmation of minutes



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- Items from committee members
- Close of meeting

11. Reporting and documentation of minutes of meeting

- 11.1** Minutes of meetings (MoM) should include any actions and general points of interest that are discussed during the meeting
- 11.2** MOM should be documented by the Executive Secretary (ES) of the committee
- 11.3** MOM should be reviewed, approved, and signed by the chairman of the committee and then submitted approval copies for the members presents and other attendees after meeting
- 11.4** For issues to be resolved, MoM will include a description of the issue and the action to be taken at the next meeting.
- 11.5** The committee shall report annually to the Dean summarizing its activities, findings, and recommendations
- 11.6** If there are recommendations of the committee, it will be the responsibility of the committee coordinator to provide a memorandum report to the liaison faculties identifying these suggested recommendations to be taken into consideration.

12. Actions and voting

- 12.1** Decisions should be made by consensus (for ex: members are satisfied with the decision even though it may not be their first choice). They are approved by a majority vote of the committee.

13. Conflict of interest

- 13.1** Members of the committee must declare any conflict of interest following Lebanese University's Code of Ethics

14. Amendment, or variation

- 14.1** This ToR may be amended, varied, in writing after consultation and agreement by the Dean of faculty
- 14.2** It should be reviewed at least annually or in case of proposed changes at any time.

APPENDIX A – ABBREVIATIONS

ES	Executive Secretary
LU	Lebanese University
MoM	Minutes of Meetings
AS Com	Accreditation Steering Committee
ToR	Terms of Reference