



DEPARTMENT: ADM/QUALITY ASSURANCE

**TITLE: Terms of Reference
Quality Assurance Committee**

CODE : AD/QA -To R- FO – 17.3

IMPLEMENTATION DATE: 18/01/2021

REVISION DATE: 18/01/2024

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The Terms of Reference (ToR) for the Quality Assurance Committee (QA 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 QA Com is considered one of the basic committees in the faculty due to its importance in developing, administering, maintaining the quality assurance program, and promoting the culture of quality assurance within the faculty. It organizes the quality assurance in the faculty; interested in policies and procedures generation, and assessment of all aspects of the academic life (teaching, learning, satisfaction, outcome...).

2. Purpose

The purpose of the QA Com is to develop and keep under review the faculty's academic policy and Quality Framework (i.e. the systems, policies and guidance) for assuring and enhancing the quality of students' learning experience and maintaining academic standards and to consider and manage the outcomes of these processes.

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. Activities will continue after accreditation. The committee will also submit recommendations to the Faculty Council and ensure that the decisions emanating from the Council are diffused and implemented.

4. Authority

The QA 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 quality assurance of administrative and learning outcomes of the faculty program.



5. Chairman and membership

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

Name	¹ Functional 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. Lina ISMAIL	Member	Lecturer - Master coordinator
Miss Rola MATTA	Member	Laboratory Assistant

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

6. Main roles and responsibilities

- Prepare the templates required to be documented in the quality management system of the faculty to achieve the accreditation standards
- Orient and support the administrative and academic departments regarding the documentation of their policies procedures and the filling out of required templates.
- Review and archive the academic and administrative policies and procedures based on currently available laws
- Prepare an assessment of the program's educational objectives (PLO) and key performance criteria (KPC) for the program, based on international recommendations, in collaboration with the program committee
- Prepare a quality assurance plan summary to be approved by the Faculty Council
- Ensure the application and regular evaluation of the quality assurance system
- Carry out all types of evaluation activities
- Develop an assessment plan, including teaching evaluation templates (surveys); complaint box procedure and follow-up actions to be documented.
- Conduct regular surveys, through students' club (satisfaction about teaching and learning, competencies, environment...).
- Follow-up the data collection of surveys and prepare their statistical analysis report



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- Write and document the part of the self-assessment relating to the assessment
- Work on the implementation of recommendations based on the results of the assessment
- Suggest an evaluation plan based on direct and indirect evaluations of PLO, educational outcomes, and activities
- Set up an office to manage the quality of programs by the administration
- Prepare and document the part of the self-assessment report related to policies, procedures, and quality assurance
- Prepare an evaluation monitoring report to be approved by the steering committee and Council

7. Faculty 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 QA Com meetings will be scheduled four times per month; however additional meetings may be scheduled in exceptional circumstances
- 8.2 The QA Com meetings will generally be 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 will approve any changes to the meeting schedule.

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.



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10. Agenda meeting

- 10.1** The agenda will be set by the Executive Secretary (ES) of the QA Com and forward 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
- Items from committee members
- Close of meeting



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11. Actions and voting

11.1 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.

12. Conflict of interest

12.1 Members of the committee must declare any conflict of interest following Lebanese University 's Code of Ethics.

13. Reporting and documentation of minutes of meeting

13.1 Minutes of meetings (MOM) should include any actions and general points of interest that are discussed during the meeting

13.2 MOM should be documented by the Executive Secretary (ES) of the committee

13.3 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

13.4 For issues to be resolved, MOM will include a description of the issue and the action to be taken at the next meeting.

13.5 The committee shall report annually to the Dean summarizing its activities, findings, and recommendations

13.6 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.

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
QA Com	Quality Assurance Committee
ToR	Terms of Reference