



Institutional Effectiveness Committee

Purpose

The Institutional Effectiveness Committee is charged with providing leadership for the overall direction and support of university and academic and non-academic program effectiveness, assessment and improvement. The committee fulfills an advisory, monitoring, coordinating and regulatory role at Qatar University in planning and assessment matters and advises the Executive Management Committee on the implementation and evaluation of the QU Strategic Plan and all aspects of institutional assessment. The Committee's responsibilities include annual evaluation of assessment plans, annual evaluation of progress toward achievement of the institution's strategic initiatives and the institution's academic achievements, and annual recommendation of measures to be taken to enhance institutional effectiveness.

Committee Membership

The Institutional Effectiveness Committee membership is for three academic years (2013-2014; 2014-2015; 2015-2016). The members are:

- Dr. Mohammed I. Al Naemi, Institutional Effectiveness, Chairman
- Dr. Khalid A. Al Share, College of Business & Economics, Vice Chairman
- Dr. Talal Al Emadi, College of Law
- Dr. Leena Alsulaity, College of Arts & Science
- Dr. James R. Rigby, ExxonMobil Qatar Inc. (*external member*)
- Mr. Abdulla A. Al Shanthor, Student Services
- Mr. Manhal Bo Karroum, Finance Department
- Mr. Robin Ullrich, Q-Chem (*external member*)
- Ms. Hana Y. Al Shouli, Strategic Planning
- Ms. Farah Ahmed Iyad, Strategic Planning
- Member from the Student Representative Board

Responsibilities

- Oversee assessment and evaluation activities across campus to assure they result in integrated, meaningful, and sustained campus and program improvement;
- Develop an institutional effectiveness plan and timeline that is aligned with the mission statement and strategic plan of the University;
- Review and analyze institutional effectiveness indicators including student learning outcomes assessment and other indicators documented in the University strategic plan;

- Review results and reports from the academic departments and non-academic units, including reports on the progress of strategic and action plans, and make recommendations to the EMC for continuous improvement on campus;
- Provide recommendations to the President or EMC for budgeting and strategic planning based on the results of effectiveness processes;
- Communicate the results of institutional effectiveness efforts to appropriate campus and external stakeholders to promote accountability and transparency;
- Recommend changes to the university's reporting strategies and feedback processes as appropriate;
- Work with the QU community to fulfill the SACS requirements;
- Serve as a resource for institutional effectiveness efforts on campus;
- Prepare the Annual Institutional Effectiveness Report.

Meeting

The Committee will meet at least four times during the academic year. Further meetings may be called for by the Committee chairperson who may invite additional people to attend its meetings. Decisions would be taken by the majority of attending members. A member, who cannot for any reason attend a meeting, may delegate his/her voting right to an attending member.

Quorum


The quorum necessary for a valid meeting shall not be fewer than six members.

Notice of Meetings

The secretary of the committee shall call for committee meeting at the request of any of its members.

Minutes of Meetings

The secretary shall record the proceedings and resolutions of all committee meetings in the minutes, including the names of those present and in attendance. Draft minutes of committee meetings shall be circulated promptly to all members of the committee, and once approved, sent to all members of the board unless it would be inappropriate to do so.



Dr. Saif Al Sowaidi,
VPIPD

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