Ref. No. SMDC /DME/   172   /2016   Dated: 20th, January2016

Minutes of the Meeting for the Establishment of Terms of Reference (TORs) for the Postgraduate Curriculum Committee

Sharif Postgraduate Medical Institute (SPGMI)

Agenda:
1. Review and approval of the Terms of Reference (TORs) for the Postgraduate Curriculum Committee.
2. Discussion on the committee's structure, roles, responsibilities, and objectives.
3. Finalizing the implementation of the TORs and scheduling future meetings.

1. Purpose of the meeting:
- The establishment and approval of the Terms of Reference (TORs) for the Postgraduate Curriculum Committee (PGCC) at SPGMI.

2. Review of the TORs
- The Chairperson presented the draft TORs, highlighting key sections such as the committee's purpose, objectives, composition, roles, and responsibilities. The following key points were reviewed and discussed:
- Purpose: Ensuring academic integrity, quality, and continuous improvement of postgraduate programs.
- Composition: Discussion on the appropriate composition of the committee. It was agreed that faculty members from relevant departments, the Director of Postgraduate Programs, and a representative of the postgraduate student body would be part of the committee. External experts and members from the Assessment and Evaluation Unit were excluded to streamline the committee's composition.
- Roles and Responsibilities: The committee's roles, including curriculum development, evaluation, teaching methodologies, student support, and research integration, were discussed. No significant changes were proposed.
- Meetings and Decision-Making: It was agreed that the committee would meet at least once per semester, with additional meetings scheduled if required. Decisions would be made by consensus, with the Chairperson having a casting vote in case of a tie.

3. Discussion
- Feedback and Student Representation: Members discussed the importance of incorporating student feedback in curriculum evaluation. It was agreed that a representative from the postgraduate student body would be included in the committee to provide input.
- Curriculum Quality Assurance: The committee's role in quality assurance and accreditation was emphasized. It was agreed that the committee would monitor the curriculum's alignment with national and international standards and take necessary steps for improvement.

- Resource Allocation: Members raised concerns about ensuring adequate resources (faculty, infrastructure, teaching materials) for the curriculum's effective implementation. The committee would periodically review the availability of resources and recommend necessary actions to the leadership.

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4. Approval of TORs
- After a thorough discussion, the Chairperson called for a vote to approve the Terms of Reference for the Postgraduate Curriculum Committee. The TORs were unanimously approved, with the following amendments:
- Exclusion of external experts, representatives from the Assessment and Evaluation Unit, and Educational Development Officers as committee members, streamlining the committee's composition to include only internal members with direct responsibilities related to the curriculum.

5. Next Steps
- Implementation: The committee members will begin working according to the approved TORs. A meeting will be scheduled in the next semester to review the progress and address any challenges in implementing the curriculum.
- Regular Reporting: The committee will report its activities to the Principal, SMDC.

6. Adjournment
- There being no further business, the Chairperson thanked the members for their participation and collaboration.

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