KPIs Steering Committee
Second Meeting

Date: Monday, April 20, 2015; Time: 08:00-9:30am; Venue: Dean's Office, DAD

Attendees

Dr Naief G Azyabi, Prof Mahmoud S Salah, Dr Ahmed Abdel Hamid Al-Boghdady, Dr Alok K Das, Mr Anwar Katrawi, Mr Intikhab Hussain Bhat, Mr Tuan Hassan Tuan Lah (joined in late)

In Chair/ Scribe

Dr Naief G Azyabi

Agenda

- Update on progress in the action plan as set out in the first meeting on 14/04/2015
- Meet (soon after the meeting) Dr. Barakat H Makrami, Dean, Deanship of Admission and Registration, to discuss and, if possible, collect data on students
- Any such matter as pertaining to the KPIs data collection and/ or falling under the purview of this committee
- To take another look at the KPIs as decided by the DAD and take a final call on those relevant

Discussion/ Status on Action Plan & Follow-Up

- Standards Committee Coordinators were contacted and requested by all, as assigned under, to provide data for the respective KPIs & the status reported as following:

<table>
<thead>
<tr>
<th>KPIs under STDs</th>
<th>SCM* responsible</th>
<th>Status/ Follow-Up</th>
<th>KPIs under STDs</th>
<th>SCM responsible</th>
<th>Status/ Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD1</td>
<td>Naief Azyabi</td>
<td>Done/ Dr. Saeed at the VP office contacted/ Response received</td>
<td>STD7</td>
<td>Mahmoud Salah</td>
<td>Done/ KPI 7.1 to be taken care of by Dr. Naief</td>
</tr>
<tr>
<td>STD2</td>
<td>Naief Azyabi</td>
<td>Done/ Same as above</td>
<td>STD8</td>
<td>Ahmed Al-Boghdady</td>
<td>Done/ with some issues remaining</td>
</tr>
<tr>
<td>STD3</td>
<td>Tuan Hassan</td>
<td>Done/ Data reported</td>
<td>STD9</td>
<td>Naief Azyabi</td>
<td>No action/ More time solicited</td>
</tr>
<tr>
<td>STD4</td>
<td>Alok Das</td>
<td>Coordinator contacted/ No response/ More time solicited</td>
<td>STD10</td>
<td>Ahmed Al-Boghdady</td>
<td>Done/ Data reported</td>
</tr>
<tr>
<td>STD5</td>
<td>Ahmed Al-Boghdady</td>
<td>No action/ Coordinator to be contacted</td>
<td>STD11</td>
<td>Ahmed Al-Boghdady</td>
<td>Done/ Data reported</td>
</tr>
<tr>
<td>STD6</td>
<td>Mahmoud Salah</td>
<td>Done/ with some hitches remaining</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The KPIs data, as reported in the meeting, to be sent to Dr. Alok by email
- The follow-up actions to be taken by members as discussed, in particular, for the KPIs falling under STD4, STD5, STD9 and address the issues remaining with STD 6, STD7 and STD8
• Dr Naief and Dr Alok to visit Dr Barakat at the Deanship of Admission and Registration for data on the KPIs under STD4.

Recommendations

• To once again go through the list of KPIs (16 by JU; 33 by NCAAA; 36 by DAD) and check for overlapping, if any, and also to decide on the KPIs for future use in the university

Next Meeting

Monday, April 27, 2015, 08:00 am @ Dean’s Office, DAD

To invite STDs coordinators, if possible, for the next meeting

Next Meeting Agenda Items

• Update on the action plan follow-up
• To decide on data-scaling for final KPIs report
• Any such matter as pertaining to the KPIs data collection and/or falling under the purview of this committee

Adjournment

Chair of the meeting and the committee, Dr. Naief Azyabi, thanked all for their participation and continued cooperation!