



College Quality Assurance Committee (CQAC)

Terms of Reference (ToR)

1. Purpose / Mission

- To ensure the implementation, monitoring, and continuous improvement of quality assurance practices at the College level.
- To assure that academic programs and administrative support units within the College meet internal standards, accreditation requirements (national / international), and align with the university's vision, mission, and strategic objectives.
- To foster a culture of quality among faculty, staff, and students in the College.

2. Scope

- All academic programs (undergraduate, postgraduate if applicable) in the College.
- Academic courses, curricula, teaching & learning processes, assessment of learning outcomes.
- Administrative and support services relevant to the academic mission of the College (e.g. student support, labs, libraries if under College).
- Accreditation, internal audits, stakeholder feedback, reporting.
- Strategic planning

3. Membership

Membership might include:

Role	Member
Chair	Dean of the College/ Assistant of dean for QA
Vice Chair / Co-Chair	Associate Dean for Academic Affairs (or Quality)
Program Coordinators	One or more from each academic program in the College

Role	Member
Faculty Members	At least 2-3 additional faculty representing core disciplines within the College
Quality Assurance / Accreditation Specialist	Representative from FBSU's Deanship of Quality & Academic Accreditation or QA unit (if needed)
Student Representative	To provide student perspective (optional but recommended)
External Stakeholder	Alumni or employer representative (if feasible)

4. Reporting & Accountability

- Reports to the College Council / Dean.
- Coordinates and submits periodic reports (e.g. end of semester, annually) to the Deanship of Quality & Academic Accreditation.
- Works in alignment with the University Strategic Plan and institutional QA policies.

5. Roles & Responsibilities

Key duties may include:

- Review and ensure that the College mission, goals, and learning outcomes are well-defined and aligned with the University's mission, strategic plan, and accreditation standards.
- Oversee program and course curriculum reviews: ensure curricula / study plans are current, courses have appropriate specifications and learning outcomes.
- Ensure the design and implementation of effective assessment strategies; monitor student performance data and outcome achievement.
- Collect, analyze, and act on feedback from students, alumni, employers, and other stakeholders.
- Monitor compliance with QA policies, guidelines, university regulations, and accreditation requirements.
- Propose and follow up on improvement plans when identified deficiencies or gaps are found.



- Assist faculty development (e.g. workshops, training) related to QA, pedagogy, assessment.
- Prepare or assist in self-evaluation / internal audit for college programs for accreditation.
- Maintain documentation related to quality assurance: minutes of meetings, reports, data records.
- Ensure that courses and program information (course syllabi, program specifications) are accessible to students and stakeholders.

6.MeetingFrequency

- Meet at least once each semester; more often before major QA or accreditation processes or when improvement plans need close monitoring.
- Additional meetings as needed (e.g. for curriculum revision proposals, accreditation preparations, operational plan, annual report for strategic plan).

7.Decision-Making& Authority

- Decisions ideally by consensus; if needed, by majority vote of members.
- The Committee has authority to recommend changes (curricula, assessment methods, policies) to the College leadership, which must approve them in line with FBSU regulations.
- Authority to access necessary data and request input from departments and faculty for quality assurance tasks.

8.Documentation&Record Keeping

- Keep minutes of all meetings.
- Maintain records of all curriculum change proposals and approvals.
- Archive assessment data, student feedback, outcome achievement, improvement plans.
- Keep evidence required for accreditation (internal or external).

9. Performance/ Effectiveness Review of the Committee

- Annually review how effective the CQAC has been in carrying out its duties (e.g. improvement in learning outcomes, timeliness of reports, stakeholder satisfaction).
- Adjust membership, meeting frequency, or practices based on evaluation.

10. Resources & Support

- Access to data collection tools, analytics support.
- Access to FBSU QA policies, templates, standard guidelines.
- Training opportunities for committee members in quality assurance, assessment, and accreditation best practices.