



AMERICAN COLLEGE

JOINT MEETING OF THE ACADEMIC COMMITTEE AND QUALITY ASSURANCE COMMITTEE

25 June 2021

PRESENT

Name	Job title
Dr. Charalambos Louca	Chairperson
Dr. Constantinos Iacovou	Head of Hospitality and Tourism Department (Faculty member)
Mr. Giorgos Georgiou	Head of Computer Science Department
Dr. Ifigenia Efthimiou	Faculty member
Dr. Yiannos Rossides	Faculty member
Dr. Andreas Petasis	Member with experience in quality assurance
Dr. Marios Amerikanos	Member with experience in quality assurance
Ms. Stella Georgiou	Student Welfare Officer
Mr. Lakis Agathocleous	Director of Administration (Administration staff representative)
Mr. Tasos Anastasiou	Director of Admissions
Mr. Stavros Tsouderos	Undergraduate students' representative
Mr. Nikolaos Yiangou	Postgraduate students' representative
Mr. Hosen Md. Farhad	President of Students' Union

A joint meeting of the Academic Committee and the Quality Assurance Committee was held on Friday, 25 June 2021 at 10:00 in Room B511. Below are the minutes of this meeting.

MINUTES

1. Decision - Making on Key Performance Indicators

The Academic Committee and the Quality Assurance Committee at a joint meeting have decided on keeping Key Performance Indicators (KPIs) for measuring students' admission, withdrawal, progression and graduation rates as well as students' facilities, services and course satisfaction.

AGREED:

To keep Key Performance Indicators in the following areas:

1. Admissions (per semester and per program of study).
 2. Withdrawal, Progression and Graduation Rates (per program of study per academic year).
 3. Facilities and Services Student Satisfaction (for all students per semester).
 4. Faculty and Course Student Satisfaction (for all students per semester).
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1. When studying admissions, the percentage of students accepted to students applied per semester and per program of study will be considered.
 2. The withdrawal, progression and graduation rates, per program of study per academic year will be studied and will consider the following in relation to a targeted benchmark:

	Benchmark
Percentage of students who withdrew after Year 1	30%
Percentage of students who progressed from Year 1 to Year 2	70%
Percentage of students who withdrew after Year 2	15%
Percentage of students who progressed from Year 2 to Year 3	85%
Percentage of students who withdrew after Year 3	5%
Percentage of students who progressed from Year 3 to Year 4	95%
Percentage of students who failed Year 4	5%
Percentage of students who graduated	95%

3. Facilities and services student satisfaction for all students per semester.

- Every semester all the students who enrol complete the form, “Student Facilities and Services Evaluation Form” and the students’ satisfaction regarding the following is measured:

Library
 Online Library Platform
 Librarian Services
 Computer Laboratories
 Computer Network Laboratory
 Kitchen laboratories
 Food-servicing laboratories
 Classrooms
 Cafeteria
 Student Welfare Officer Services
 Reception Administrator Services
 Academic Advisor Services

The satisfaction percentage for any aspects which are not relevant to the program of study in which a student is enrolled is not taken into account.

4. Faculty and Course Student Satisfaction for all students per semester.

- Every semester, the students complete the form “Students’ faculty and course evaluation form” and the students’ satisfaction regarding the faculty member and the course is measured, for every course taught in the curriculum and of each program of study.

2. Decision - Making on Information Related to the Employment of Graduates

AGREED:

Each academic year and six (6) months after the graduation of the students, to keep information related to the following:

- The percentage of students who continued for further full-time studies.
- The percentage of students who were employed full-time.
- The percentage of students who were employed full-time in a sector relevant to their studies.

- The percentage of students who were neither of the above.

3. Revising Annex 4b – QUALITY ASSURANCE

Based on the above mentioned, the committees consider revising Annex 4b – Quality Assurance and to incorporate in the document the agreed Key Performance Indicators.

AGREED:

- To revise the paragraph, “**Review and evaluation of an existing program of study**” in Annex 4b – Quality Assurance and to include also the following:
 1. A review of the students’ admission, withdrawal, progression and graduation rates.
 2. A review of students’ facilities and services satisfaction and faculty and course satisfaction.

Chairperson



Dr. Charalambos Louca
Head of Business Department