

Academic Management Workshop

FOR NEW ACADEMIC STAFF

SERIES 2



By Dr. Nur Wahida Zulkifli

Enhancing Academic Management Skills

The second series of the Academic Management Workshop for New Academic Staff was held on Thursday, 26 March 2025, from 9:30 a.m. to 1:00 p.m. The session aimed to further strengthen participants' understanding of academic management practices and programme coordination within the Faculty of Pharmacy. The workshop was delivered by Dr Nur Wahida Zulkifli, Programme Coordinator for PH240, who shared practical insights and first-hand experience of managing academic programmes effectively.

Roles and Responsibilities

The workshop began with an overview of the roles and responsibilities of lecturers and Resource Persons, highlighting how academic leadership contributes to programme quality, student success, and compliance with university standards. Participants were introduced to the structure of programme governance, including collaboration with faculty management and administrative departments. Emphasis was placed on communication, documentation, and proactive planning to ensure smooth academic operations.



Curriculum Alignment

The session then focused on programme planning and curriculum management. Participants were guided through the programme structure, course mapping, and alignment with Outcome-Based Education (OBE). Dr Nur Wahida explained the importance of ensuring that Course Learning Outcomes (CLOs) are aligned with Programme Learning Outcomes (PLOs) and how this alignment supports accreditation and continuous quality improvement. Practical examples were shared to illustrate how curriculum changes and course reviews are managed systematically.

Monitoring and Quality Assurance

Next, participants were introduced to monitoring and quality assurance processes. The speaker explained the importance of tracking student performance, managing course reports, and ensuring the timely submission of academic documents such as exam reports, Closing the Loop - Continuous Quality Improvement (CDL-CQI), and audit documentation. Participants also discussed common challenges faced by programme coordinators and strategies to address issues such as student progression, academic advising, and stakeholder engagement.

The workshop concluded with a reflection session during which participants shared key takeaways and action plans for their teaching roles. Overall, this second series provided valuable exposure to programme-level academic management, enhanced participants' readiness to contribute to programme coordination, and reinforced the faculty's commitment to quality and continuous improvement in pharmacy education.