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1. Purpose

The purpose of this guideline is to ensure consistent understanding on the role and responsibility as well as the procedure relating to the management of a MyQAN Common Interest Group.

2. Scope

This guideline covers the aims of establishing a common interest group, code of conduct, guideline in forming and dissolving a group as well as the terms of reference of a group coordinator.

3. Aims and Code of Conduct

3.1 The Common Interest Group aims to provide a platform (or forum) for its members sharing common interest on a particular topic to exchange:

- a) information regarding the latest trend and development
- b) concern and challenges
- c) knowledge and experience
- d) good practices

3.2 To start with, common interest group will exchange information through a MyQAN email group created for this purpose, managed by a Group Coordinator. Any other forms of activity organized by this Group are to be approved by MyQAN, similar to other MyQAN activities.

3.3 The members of the group (including the Group Coordinator) are expected to exchange information guided by the following code of conduct:

- a) communicate in a polite manner
- b) respect each other including differences in opinion
- c) try to help whenever possible

3.4 The members of the group (including the Group Coordinator) should not use the Group in the following manner or for the following purpose:

- a) use of offensive language to insult, blame or shame others
- b) promoting personal and institutional interest not consistent with the terms of reference of MyQAN
- c) spam the group

3.5 Member found guilty of violating the code of conduct by the MyQAN Committee may be discontinued from being part of the group. Group Coordinator found guilty of violating the code of conduct by the MyQAN Committee may be discontinued from being a Group Coordinator.

4. Forming and Dissolving a Group

The following section describes the guideline to form and dissolve a group.

4.1 Forming a Group

4.1.1 Member institution of MyQAN may propose the formation of a common interest group. The common interest should be in alignment with MyQAN's terms of reference.

4.1.2 The minimum required number of member institutions to form a group is five (5). Proposal not fulfilling this criterion but with strong justification may be considered by the MyQAN Committee.

4.1.3 Member institution proposing a new group may recommend the group coordinator, subject to the group coordinator terms of reference mentioned in this Guideline.

- 4.1.4 A group is formed upon approval by MyQAN Committee. MyQAN Committee is to appoint the group coordinator too.
- 4.1.5 The information of an approved group is communicated to MyQAN members through MyQAN website and other means.
- 4.1.6 MyQAN member institution may contact the appointed group coordinator in order to become a member of the group.

4.2 Dissolving a Group

- 4.2.1 A group under the following conditions may be dissolved by MyQAN Committee upon approval after reviewing the annual report by the group coordinator or upon recommendation by a MyQAN Committee member.
 - a) without a group coordinator for 6 month
 - b) with less than five members for over a year
 - c) with very minimum activities
- 4.2.2 A dissolved group typically will not be revived within 6 months, subject to MyQAN Committee's decision.

5. Group Coordinator Terms of Reference

The following section explains the terms of reference of a group coordinator.

5.1 Role and responsibility

The role and responsibilities of a group coordinator include:

- a) Oversee the activities of a common interest group on behalf of MyQAN
- b) Ensure the group activities are conducted according to the code of conduct
- c) Report regularly to MyQAN Committee including an annual report
- d) Communicate information from MyQAN Committee as and when needed
- e) May help to promote the group among the MyQAN members

5.2 Criteria

- 5.2.1 The group coordinator should have relevant knowledge and experience pertaining to the topic of common interest.
- 5.2.2 The group coordinator must be from a MyQAN registered member, and may not be the institution's QA officer.
- 5.2.3 An individual recommended by a MyQAN Committee member and the QA officer of a MyQAN registered member has added advantage.

5.3 Term and Appointment

- 5.3.1 The term of appointment is between one (1) to three (3) years and may be renewed.
- 5.3.2 The appointment and re-appointment of group coordinator is subject to MyQAN Committee's approval and with the consent of the institution's Vice-Chancellor or top management.
- 5.3.3 When the institution affiliation of a Group Coordinator changes, the Group Coordinator should inform MyQAN Committee as early as possible for the appointment of new coordinator.

5.3.4 Group Coordinator should inform MyQAN Committee when he/she decides not to be a Group Coordinator anymore, preferably with at least one (1) month notice, so that a new Group Coordinator can be appointed on a timely basis.

6. Appendix

6.1 List of Common Interest Groups

No	Group Name	Focus of Interest	Group Coordinator Email & Group Alias Email
1	Programme Accreditation	<p>Programme accreditation is a form of quality assurance associated with purposes of accountability and improvement in academic programme. This Special Interest Group on Programme Accreditation is formed to pull together individuals having common interest and concerns over what constitute and influence accreditation of an academic programme at higher education level. Individuals can come from any institution of higher learning, industry, government agency, employment agency, professional body or student body.</p> <p>In Malaysia the common principle that governs our programme accreditation sits at the Malaysian Qualifications Agency under the Ministry of Higher Education Malaysia and also under the related professional bodies. The challenges faced by programme developer varies from one institution to another: it ranges from understanding the nine areas, developing the curriculum structure, developing the MQA 01 document, implementing and assessing those programmes that shall lead to full accreditation processes.</p> <p>The code of practices and programme standards are well spell out, but having everyone to understand all the said requirements becomes demanding. Hence this group is formed to close the gap and bring about the same level of knowledge among institution of higher learning in terms of accrediting academic programmes.</p>	<p>prog_accreditation@myqan.org prog_accreditation_gp@myqan.org</p>
2	Quality Management System (Policy)	<p>Quality Management System (Policy) Group is interested in advancing the higher education institution quality management system (QMS) in the form of policy. Specifically, this Group is interested to discuss QMS (policy) development, management and improvement, as well as specific policy issues. This Group is primarily interested in policy directly affecting academic quality. In addition, this Group is also interested in policy that affects student learning experience, which may include governance and administrative policy.</p> <p><i>Note: 'Policy' refers to policy, procedure, work instruction, guideline, and other forms of documentation as well as practices that constitute the quality management system.</i></p>	<p>qms_policy@myqan.org qms_policy_gp@myqan.org</p>
3	Internal	Internal Quality Audit Group is interested in ensuring the	<p>iqa@myqan.org</p>

	Quality Audit	<p>internal quality audit (IQA) exercises are effectively conducted and managed during its different phases i.e. pre-IQA, during IQA and post-IQA. This Group will discuss on the mechanism to ensure this verification exercise that determines the degree of compliance of work activities against procedures, any relevant quality assurance standards and regulations that form any organisation Quality Management System (QMS) is effectively and efficiently carried out.</p> <p>With this open communication, this Group hopes that adequate approaches can be shared on IQA that also serve as a mean to assess the QMS's continuous practicality and suitability, while seeking opportunity for continual quality improvement. Apart from this, this Group also welcome on the taught to advance the professionalism of internal quality auditors.</p>	<p>iqa_gp@myqan.org</p>
4	Engineering QA	<p>The Engineering Quality Assurance Group is interested in fulfilling accreditation and quality assurance of engineering undergraduate and postgraduate programme, which are under jurisdiction of the Engineering Accreditation Council (EAC), the Washington Accord and the Malaysian Qualifications Agency (MQA).</p> <p>Specifically, this Group is interested to discuss and deliberate issues and challenges pertaining to obtaining and maintaining accreditation under EAC/MQA while implementing best practices and enhanced standards in delivering quality engineering education.</p>	<p>eng_qa@myqan.org eng_qa_gp@myqan.org</p>
5	IT QA	<p>The IT Quality Assurance Group is interested in fulfilling accreditation and quality assurance of IT undergraduate and postgraduate programme, which are under jurisdiction of the Malaysian Qualifications Agency (MQA).</p> <p>Specifically, this Group is interested to discuss and deliberate issues and challenges pertaining to obtaining and maintaining IT programme accreditation and sharing good practices to enhance standards in delivering quality IT education.</p>	<p>it_qa@myqan.org it_qa_gp@myqan.org</p>
6	Business QA	<p>The Business QA Group aims to share good practices and/ or current issues relating to quality assurance over the design and delivery of business curriculum offered by higher education providers in Malaysia. This Group is primarily interested to discuss practices, concerns, continuous quality improvement challenges and possible solutions to ensure that business curriculum remain relevant to the industry, locally and internationally.</p> <p>Discussions could relate (but are not limited) to requirements of discipline/ program standards and/or accreditation bodies such as learning outcomes, generic skills, core body of knowledge, practicum, delivery methods</p>	<p>business_qa@myqan.org business_qa_gp@myqan.org</p>

		<p>and modes, assessment methods, entry qualifications, pre-requisites, academic staff experience and qualifications, professional development of academic staff and education resources.</p> <p>With young adults, who are exposed to digital technology from their early formative years, now in universities or entering universities soon, discussions could also be extended to quality assurance over the design of business curriculum that conduces learning by the Generation Y or Millennials (born in the early 1980s to the early 2000s) and the Generation Z (born after early 2000s).</p>	
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