

# LLP “Kenzhegali Sagadiyev University of International Business”

## Protocol No. 1

### Meeting of the Academic Quality Committee

Almaty

September 27, 2024

#### Attendees:

**Chair:** Makhmetova A.M. – Rector

**Committee Members:** Rysbayeva N.K., Alibekova A.K., Mukasheva G.B.,  
Bzhigitova K.S., Omarqulova M.B., Berkimbayeva S.B., Kusainova F.A.,  
Mauletova A.M.

**Secretary:** Kabdesov K.T. – Head of the Quality Assurance Center

#### Absentees:

Petrishcheva N.E., Kim V.V.

#### Agenda:

1. Approval of the Academic Quality Committee composition
2. Approval of the Committee’s schedule and agenda for meetings
3. Review of the Quality Code draft
4. Approval of the “Teacher through the Eyes of a Student” survey questions
5. Miscellaneous

#### Proceedings:

##### 1. Approval of the Academic Quality Committee composition

The meeting began with introductory remarks by the Chair, Rector Makhmetova A.M., who emphasized the Committee’s primary mission of systematically enhancing the quality of education and ensuring student satisfaction.

Secretary Kabdesov K.T. then presented the list of committee members, noting that each member was selected for their expertise in quality assurance and significant contributions to the development of academic programs.

#### VOTE:

- **In Favor:** All
- **Against:** None
- **Abstained:** None

##### 2. Approval of the Committee’s schedule and agenda for meetings

Kabdesov K.T. also introduced the proposed schedule and agenda for future meetings, suggesting that the Committee meet quarterly to focus on strategic issues related to program development, assessment distribution, student feedback, and improvement recommendations.

**VOTE:**

- **In Favor:** All
- **Against:** None
- **Abstained:** None

**3. Review of the Quality Code draft**

Kabdesov K.T. presented the draft of the Quality Code, highlighting its role in establishing academic quality standards. Committee member Alibekova A.K. spoke on the importance of clearly defining quality, emphasizing aspects such as content relevance, access to educational resources, and teaching effectiveness. Members were encouraged to review the document further and submit any feedback via email.

**4. Approval of the “Teacher through the Eyes of a Student” survey questions**

Kabdesov K.T. presented the survey designed to evaluate teaching effectiveness from the students' perspective. Bzhigitova K.S. suggested revisions to clarify the competencies being assessed, proposing to rephrase the first question to “The instructor demonstrates strong public speaking skills and clear articulation.”

Kusainova F.A. recommended additional question formulations:

- The instructor maintains effective communication with the class.
- The instructor presents material in an engaging and comprehensible manner, articulating ideas clearly and logically.
- The instructor develops engaging and high-quality presentations and supplementary materials.

Omarqulova M.B. highlighted the importance of distinguishing between the roles of lecturers and seminar leaders due to their different instructional approaches.

**VOTE:**

- **In Favor:** All
- **Against:** None
- **Abstained:** None

**5. Miscellaneous**

No additional issues were raised during the session.

**Resolutions:**

1. Approve the composition of the Academic Quality Committee.
2. Approve the 2024 meeting schedule and agenda.
3. Distribute the Quality Code draft to Committee members for review and feedback.
4. Approve the survey form and content for “Teacher through the Eyes of a Student” with proposed revisions.

**Chair**



**Makhmetova A.M.**

**Secretary**

**Kabdesov K.T.**