

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
NATION RELIGION KING



ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Preah Sihamoniraja Buddhist University

Date: 01 June 2026

PSBU QA Team Minutes of Physical Meeting

Venue: PSBU



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Date:

PSB
UNIVERSITY
CAMBODIA



Meeting Details

Date: 01st June 2026

Time: 8:00 AM – 10:00 AM

Venue: PSBU

Chairperson: Mr. Amir

Recorder: Office of Quality Assurance

Attendees: Dr. Mok Sarom, Mr. Khim Darath, Ms. Maut Rorhany



Agenda

1. Open remark
2. The purpose of the meeting
3. QA Team Member Self – Assessment Questionnaire
4. PSBU QA Team Training Presentation
5. Evaluator Observation Rubric
6. Connecting and Preparing for THE and QS
7. Entrepreneurship Section
8. Employability Section
9. Social Impact Section
10. Closing Remarks

1. Opening Remarks

The meeting started at 8:00 AM. The meeting commenced with welcoming remarks from Dr. Karl. He welcomed all participants and thanked the Quality Assurance team for their commitment to supporting institutional quality enhancement initiatives. He highlighted the importance of building a strong quality culture across the university and emphasized the role of the QA team in ensuring institutional readiness for accreditation, external reviews, and international benchmarking exercises.

2. Purpose of the Meeting

Dr. Karl explained that the meeting was organized as part of the Internal Quality Assurance Team Evaluation process scheduled for 1–2 June 2026. The objectives of the meeting were to:

- Assess the effectiveness and performance of the Internal Quality Assurance Team.
- Evaluate team members' understanding of quality assurance processes and institutional standards.
- Review administrative practices, reporting systems, communication, and collaboration.

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Date:

- Identify strengths, development needs, and future training opportunities.
- Enhance PSBU's preparedness for accreditation and international ranking frameworks.

Participants were informed that the evaluation process would be developmental in nature, focusing on continuous improvement rather than criticism.

3. QA Team Member Self-Assessment Questionnaire

Dr. Karl introduced the Self-Assessment Questionnaire developed for QA team members. Discussion focused on the importance of self-reflection in the following areas:

- Understanding of institutional QA processes.
- Familiarity with accreditation requirements and external review expectations.
- Strengths in reporting, data collection, documentation management, and communication.
- Areas requiring improvement such as data analysis, accreditation knowledge, technology skills, and time management.
- Operational challenges including staffing limitations, training needs, technology constraints, and communication barriers.

The meeting members agreed that honest self-assessment would provide valuable information for planning future professional development activities and improving team effectiveness.

4. PSBU QA Team Training Presentation

Dr. Karl explained on how to conduct a training session covering key quality assurance principles and institutional quality management practices. This training will be hold for three different groups such as Senior Management, Academic Staff, and Administrative and Management Staff.

Topics which be discussed in training included:

- The role of quality assurance in higher education.
- Continuous improvement frameworks.
- Accreditation and external review expectations.
- Evidence-based decision making.
- Documentation management and record keeping.
- Quality culture development across academic and administrative units and so on.

Participants actively engaged in discussions and shared experiences related to quality assurance practices within their respective responsibilities.

5. Evaluator Observation Rubric

In the meeting, Dr. Karl also presented the Evaluator Observation Rubric that would be used during the evaluation process.

The rubric assesses five major areas:

- Quality Assurance Knowledge and Understanding
- Administrative Competence
- Reporting and Documentation
- Communication and Collaboration



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- Strategic Contribution and Improvement

6. Connecting and Preparing for THE and QS

This section, Dr. Amir led discussions on preparing PSBU for participation in international university ranking systems, particularly Times Higher Education (THE) and QS Rankings.

The Key points discussed included:

- Understanding ranking methodologies and indicators.
- Aligning institutional data collection practices with international requirements.
- Strengthening evidence gathering and documentation systems.
- Developing measurable outcomes related to teaching, research, internationalization, employability, and social impact.
- Assigning responsibilities for data collection and reporting.

All participants acknowledged the importance of systematic preparation and institutional collaboration.

7. Entrepreneurship Section

The meeting reviewed indicators related to entrepreneurship and innovation.

Discussion focused on:

- Student entrepreneurship activities.
- Innovation projects and competitions.
- Industry partnerships supporting entrepreneurship.
- Entrepreneurial training programs.
- Documentation of startup initiatives and business incubation activities.

QA team members emphasized the need for systematic evidence collection to demonstrate impact.

8. Employability Section

The employability component was discussed in relation to graduate outcomes and career readiness.

Areas identified for documentation included: Graduate employment rates, Internship and workplace learning opportunities, Employer engagement activities, Career guidance services, Alumni tracking systems, and Industry collaboration and workforce preparation initiatives.

We also discussed mechanisms for collecting reliable graduate outcome data.

9. Social Impact Section

This section, the meeting reviewed on social impact indicators that demonstrate PSBU's contribution to society. Example discussed mentioned:

- Community engagement projects.
- Social responsibility initiatives.
- Environmental sustainability activities.



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Date:

- Outreach and volunteer programs.
- Research with societal impact.
- Contributions to local and national development goals.

The meeting agreed that comprehensive documentation of these activities is necessary for both institutional evaluation and ranking submissions.

10. Closing Remarks

In closing, Dr. Amir thanked all participants for their active engagement and contributions. He encouraged continued collaboration among departments and emphasized the importance of strengthening institutional quality assurance systems.

He reiterated that the evaluation process should serve as a tool for growth, professional development, and institutional improvement.

Meeting Screenshot

