To: The Honorable President of the University

Subject: Minutes of the Strategic Plan Steering Committee Meeting

Greetings,

Attached to this letter is a copy of the minutes from the first meeting of the Strategic Plan Steering Committee. The meeting was held on October 28, 2025. Please review it and inform us of your approval.

Relevant Office: Strategic Plan Steering Committee Office (SUPO, DQA)

Policy Series: SU-SUPO-DQA-01

Version Number: 01

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Attachment: Copy of the mentioned minutes

Email and Website: strategicplanning@soran.edu.iq

Presidency of Soran University
Directorate of Human Resources

Asst. Prof. Dr. Rizgar Saeed Hussein
Head of the Strategic Plan Steering Committee

Policy Name:
SU- Steering Committee for strategic plan SCSP

Policy No.: SU-SUPO-DQA-02
Version No.: 01
Version Date: October 28, 2025

Minutes of the Soran University Strategic Plan Steering Committee

Meeting Date: October 28, 2025

Meeting Location: Soran University Presidency

Meeting Number: (1) First

The Soran University Strategic Plan Steering Committee met under the chairmanship of Asst. Prof. Dr. Rizgar Saeed Hussein (Committee Chair). In attendance were the following committee members: Asst. Prof. Dr. Ayad Nuri Fiqi, Dr. Ali Yousif Aziz, Dr. Hirsh Yousif Hamadamin, Mr. Yunis Hussein Malla, Mr. Jawad Sadiq Saeed, Mr. Jamal Jalal Mustafa, Muhammad Taufiq Kak Ahmed, Roweda Farman Aziz, Karwan Ahmed Abdullah, and Shahla Yasin Muhammad Salih.

Note: Asst. Prof. Dr. Ribar Fattah Muhammad and Mr. Saman Hassan Osman attended the meeting online. Ms. Roshna Tahir Ali was absent for personal reasons.

At the beginning of the meeting, the Chair welcomed the members and introduced the meeting agenda. The agenda included the following main points:

First Point: The importance of the committee.

The Strategic Plan Steering Committee (SCSP) is essential for closely monitoring the university's strategic goals, improving institutional policies, and reviewing and approving them. This policy emphasizes the university's commitment to comprehensive management, evidence-based planning, and continuous improvement. This ensures that strategic decisions and university policies align with the university's priorities and the national standards of higher education.

Second Point:

After discussion, the members agreed that regular committee meetings will take place during the last week of every month. The agreed-upon time is 11:00 AM on the last Tuesday of the month. If a meeting cannot be held on that day for any reason, it will be moved to the following Monday.

Third Point:

The Chair discussed the duties and responsibilities of the committee. It was decided that members should carefully read and study the committee policy to suggest tasks that align with their specific areas of expertise.

Fourth Point:

A proposal was made for a seminar to improve learning, monitoring, and follow-up regarding the strategic plan, to be led by Asst. Prof. Dr. Ribar Fattah Muhammad.

The meeting concluded as follows:

- Asst. Prof. Dr. Ayad Nuri Fiqi – Dean of the Faculty of Science
- Asst. Prof. Dr. Ribar Fattah Muhammad – Strategic Planning Expert
- Dr. Ali Yousif Aziz – Dean of the Faculty of Education
- Dr. Hirsh Yousif Hamadamin – Director of Quality Assurance
- Dr. Saman Hassan Osman – External Representative
- Mr. Yunis Hussein Malla – Director of Human Resources
- Mr. Jawad Sadiq Saeed – Director of Finance
- Muhammad Taufiq Kak Ahmed – Administrative Staff Representative
- Roweda Farman Aziz – Alumni Representative
- Mr. Jamal Jalal Mustafa – Legal Director
- Karwan Ahmed Abdullah – IT Director
- Roshna Tahir Ali – Student Representative
- Shahla Yasin Muhammad Salih

Asst. Prof. Dr. Rizgar Saeed Hussein
Head of the Strategic Plan Steering Committee
Strategic Plan Steering Committee Office