



Meeting Minutes

QU Academic Program Review and Curriculum Enhancement Committee (APR&CE)

Date of Meeting:	Tuesday, December 03, 2013		
Time of Meeting:	08:00 – 10:00 AM		
Minutes Prepared by:	APLOA Office		
Meeting No:	2		
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor		
1. Purpose of Meeting			
<i>Curriculum Enhancement Requests.</i>			
2. Attendees			
<i>Name</i>	<i>Department/Division/Role</i>	<i>E-mail</i>	<i>Phone</i>
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Ali Eid	Assoc. Professor of Biology, CAS, member	ali.eid@qu.edu.qa	4403 4572
Dr. Yussuf Flamerzi	Assoc. Dean Acad. Aff., CSIS, member	sidekey@qu.edu.qa	4403 4466
Dr. Maha Al-Hendawi	Director of CCP, member	maha.alhendawi@qu.edu.qa	4403 4043
Dr. Tahmina Rashid	Assoc. Dean Acad. Aff., CAS, member	tahmina.rashid@qu.edu.qa	4403 4520
Dr. Clayton Keller	College of Education / Member	clay.keller@qu.edu.qa	4403 5228
Dr. Adel Gastli	Assoc. Dean for Acad. Aff., CENG, member	adel.gastli@qu.edu.qa	4403 4232
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Dr Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
Dr. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, member	fadlalla@qu.edu.qa	4403 5070
Dr. Mohamed AL-Khulaifi	Assoc. Dean for Acad. Aff., CLAW, member	m.a.alkhulaifi@qu.edu.qa	4403 5296
2. Absent			
Dr. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
3. Invited			
Mr. Cesar Wazen	Director, Scholarships Office	cesar.wazen@qu.edu.qa	4403 4009
Dr. Mohammad Ghouti	Program Coordinator	mohammad.alghouti@qu.edu.qa	4403 6451
3. Detailed Meeting Agenda			
<ul style="list-style-type: none"> → CAS: Offering Concentration in Marine Sc. and Biotech. of Environmental Sc. program to both Male and Female Students → VP&CAO Office: Feedback on Course equivalency proposed in the Credit Placement Policy. → CAS: Increase Nb. of Credit Hours and contact hours for BIOM 486 → CAS: Change course Designation and Contact Hours for BIOM 324 course → CAS: Change course Designation and Contact Hours for MATH 103 course → CAS: Change course Designation and Contact Hours for MATH 231 course → CAS: Delete course BIOM 445 (Cytopathology) from BS. Biomedical Sc. → CAS: Offer English taught courses in selected programs subject to the SEC decree (Arabic taught programs) → CAS: Change GPA admission requirements for the Master in Biomedical Science graduate program. → CAS: Updating course description for CHEM 221, CHEM 321 and CHEM 322. → LAW & CCP: Add the LAWC 113 and LAWC 335 to the CCP offering → CEDU: Major Change in the English Concentration area of the Secondary Education Program → Additional Topics 			

4. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on October 9, 2013

The Committee Chair presented the previous meeting minutes and invited committee members to send feedback on minutes, if any, by end of day December 4th. Committee members agreed that in case no feedback is received by end of day December 4th, meeting minutes are approved as presented.

The Deadlines for Program Initiation, Program Restructuring and Curriculum Enhancement were also reminded. In addition, committee members were invited to verify that all requests approved in AY 12-13 were communicated to VPSA Office and implemented in Banner. Identified issues should be communicated to the APLOA Office no later than December 31st, 2013.

Curriculum Enhancement Request

- ***CCP Program and College of Law – Adding courses to the CCP***

The College of Law in consultation with the CCP program requested to add the following courses to the CCP degree requirements as part of the Social/Behavior Sciences package:

- ✓ LAWC 113 “International Humanitarian Law”
- ✓ LAWC 315 “Intellectual Property”

CLAW’s representative indicated that, to the best of his knowledge, the request was not discussed at the college level. In addition, he voiced concerns about adding the LAWC 315 course to the CCP offering as this is a very specialized course.

Committee Action/ Recommendation

The committee agreed ***to decline*** the request as the submitted request appears not to have been discussed at the college level. The request is to be sent back to the program to follow due review and approval process. The committee also highlighted the following issues:

- The course learning outcomes appear not to be supported by the course contents. For example, course contents and topics do not suggest that there are teamwork activities while one of the course learning outcomes relate to teamwork. Similar concerns exist for other course learning outcomes.
- The program should provide an estimate of the projected number of students to enroll in these courses if they were to be included in the CCP offering and to evaluate the impact on the faculty requirements.
- As the course LAWC 315 is a specialized course, the program should consider the need to add a prerequisite to the course.

- ***VP&CAO Office: Feedback on Course equivalency proposed in the Credit Placement Policy***

The Committee Chair invited Mr. Cesar Wazen to present the Credit Placement Policy and the proposed course equivalencies. Mr. Cesar, explained that, in keeping with Best practices, Qatar University plans to award undergraduate placement credit to students demonstrating superior achievement in Advanced Level General Certificate of Education (A-Level), Advanced Placement (AP) and International Baccalaureate (IB).

Credit for learning experiences completed prior to admission to Qatar University will be available to First Year applicants, Transfer applicants, and currently enrolled QU students in compliance with the Credit Placement Policy. Such credit awarded to students will be listed on student transcript but will not contribute to the student’s Grade Point Average (GPA).

Mr. Cesar, presented the processes followed by the taskforce in charge of evaluating courses and deciding on course equivalencies and briefly presented the Rubrics used to evaluate course equivalencies. Faculty

in all programs offering courses listed in the proposed policy were involved in the evaluation process as well as external partners knowledgeable about the different type of learning experiences external to QU that were considered in the policy.

The list of proposed course equivalencies were presented to committee members who agreed to work on the following and to provide feedback by Thursday Dec. 19th:

- Communicate the list to concerned programs and faculty for additional review and feedback.
- Identify other learning experiences and equivalent QU courses that may be included in the future in such policy.

• **CAS Mathematics and Statistics Department – Update the number of contact hours for MATH 103 and MATH 231 courses**

The Mathematics and Statistics Department at the College of Arts and Sciences requested to update the number of contact hours for both the MATH 103 “ Intermediate Algebra” and the MATH 231 “Linear Algebra” courses as detailed below:

Course Id	Course title	CH	Current Contact hours	New Requested contact hours
MATH 103	Intermediate Algebra	3	3 LC + 1 LB	4 LC
MATH 231	Linear Algebra	3	2LC + 2LB	4 LC

Committee Chair noted that the course details for the MATH 103 course including the number of credit hours and contact hours were reviewed in the previous years and current offering and course details were designed by a taskforce including Faculty from the Math Department, the Foundation Program and the College of Business and Economics as well as a representative from the VP&CAO office. At that time members of the taskforce recognized and agreed on the need for a lab component.

For the MATH 231 course, no changes were recently requested and/or implemented. The course is included in the degree requirements of the Computer Science program offered at the College of Engineering (CENG). The CENG representative, Dr. Adel, indicated that no prior consultation with the college did take place and indicated that it is important that the course includes a lab component thus the requested change of 4 LC will not best serve the college’ students. Furthermore, Dr. Adel, indicated that usually, the Linear Algebra course does include a lab component.

Committee Action/ Recommendation

Committee members recommends that the program **resubmits the request** with additional information to justify and support the requested change including the following:

- Evidence of consultation and feedback from other concerned programs as these courses are offered to other programs including for MATH 103 programs offered at CBE and CEDU.
- Additional justification to delete the lab component as it is an important component for both courses and will benefit students.
- Benchmark with similar courses offered at other universities.

In addition, the program is invited to refer to QU Credit Hours Policy for assigning contact hours to courses.

• **CAS Master in Biomedical Science program – Changing the admission requirements for the Master in Biomedical Sciences from GPA of 2.8 to 2.5**

The Master in Biomedical Science program requested to update the admission requirements from GPA of 2.8 to 2.5 for students holding a certificate from the Medical Laboratory Scientist Board of Certification

Exam.

Committee Action/ Recommendation

Committee members recommends **conditional approval of the request** pending the following:

- Receiving feedback from the Graduate Council.
- Committee members agreed not to mention the GPA of 2.5 directly in the admission requirements but to indicate that conditional admission (holding the certificate) may apply.
- The program is requested to send the exact revised statement to be revised/added in the program admission requirements as it will appear in the University Catalog.
- The program is requested to provide data on the estimated number of applicants or prospective applicants that may be impacted by the requested change in admission requirements.

- ***CAS Environmental Sciences program – Offering the Marine Sciences and Biotechnology Concentrations to both male and female students.***

The Environmental Sciences program requested to offer both of the Marine Sciences and Biotechnology Concentration areas to both male and female students. Currently the program is offering the Marine Sciences Concentration area only to Male students while the Biotechnology Concentration area is currently offered only to Female Students.

Offering both concentrations to all students will best serve students and employers. A large number of students expressed their interest to enroll in these concentrations.

Committee Action/ Recommendation

Committee members recommends **resubmission of the request** with additional information to justify and support the requested changes including the following:

- Detailed rationale for the requested change, including evidence on student/ employer needs and demand for these concentration areas. Usually such evidence should take the form of survey results.
- Additional information on the projected student enrollment.
- Data on number of students currently enrolled in the program and in each of the concentrations.
- Data on placement of graduates from the program for each of the offered concentration areas.
- Detailed descriptions of laboratories and equipment needed to support these concentration areas and the availability of such facilities and equipment in each of the sections of QU campus (Male and Female).
- Details of impact on faculty in terms of FTE and head count requirements by specialization.
- Program plans for providing student support services for each of the concentration areas including student advising
- Impact on program operational and organizational structures such as management of new or existing laboratories, if applicable.

- ***CAS Biomedical Science program – a number of changes in the degree requirements***

The Biomedical Sciences program requested the following changes:

1. Delete the course BIOM 445 “Cytopathology” from the major requirements package. This course has been taught by adjunct faculty from Hamad Medical Corporation and its content overlaps with

BIOM 444 “Histopathology”.

2. Update the number of credit hours and contact hours for BIOM 496 as detailed below in compliance with accreditation team recommendation and in order to compensate for the deletion of BIOM 445:

Course Id	Course title	Current credit and contact hours		New Requested credit and contact hours	
		CH	Contact hours	CH	Contact hours
BIOM 496	Professional Development	1	1 LC	3	3 LC

3. Update the number of contact hours for BIOM 324 “Medical Virology” as detailed below; the addition of a laboratory component would provide professional practice in the training students and prepare them for a future career:

Course Id	Course title	CH	Current contact hours	New Requested contact hours
BIOM 324	Medical Virology	2	2 LC	1 LC + 2 LB

Committee Action/ Recommendation

Committee members recommends **resubmission of all three requests** with additional information to justify and support the requested changes including the following:

- Detailed revised Syllabus for the BIOM 496 and BIOM 324 courses reflecting the proposed changes.
- Since the BIOM 444 course appear to be related to the BIOM 445 course, committee members suggest considering revising the contents of the BIOM 444 “Histopathology” course in order to include topics covered in the “Cytoptahology” course that is to be deleted and to eventually increase the number of credit hours of the BIOM 444 course by 1 CH. The total number of CH of the BIOM 496 “Professional Development” course may then be increased by only 1 CH.
- The program should identify the catalog terms for which the proposed changes are to be applied and evaluate the impact on students placed under these catalog terms.
- A new revised version of the BIOM 496 course syllabi should be submitted to reflect the change in course description, objectives, learning outcomes and topics that will justify the increase in the number of credit hours.
- It is recommended that professional development courses that are solely designed to prepare students to pass a certification exam, as is the case of the BIOM 496 course as indicated in the submitted current version of the course syllabi, are not listed as part of the major required courses of a program. Such type of learning experiences should be given as extra-curricular activities or eventually as elective courses.
- The current course syllabi of the BIOM 324 “Medical Virology” course show that only one lab is planned in the 13th week.
- The program should submit a new revised version of the course syllabi to indicate what lab experiments are needed in support of the theoretical part and if there are any updates in the theoretical component of the course.
- For the BIOM 324 course, the program should reflect on whether the new proposed number of contact hours allocated to the theoretical component of the course which is reduced from 2 to 1 hour would be sufficient to cover the course topics as the proposal does not indicate any updates

in the course contents.

- The program should develop a lab manual for BIOM 324 or a detailed list of topics to be covered in the lab and identify the required equipment/facilities that will be used to teach the new requested lab component and their availability.
- The program should submit a new curriculum map showing a revised mapping of the course contribution to the program level learning outcomes taking into account the proposed changes.

→ **CAS Arts programs – Offering English taught courses in programs concerned with the SEC decree (Arabic as language of instruction)**

The SEC decree published on Jan. 24 2012, exempted students joining Arts programs from the Foundation requirements and required that Arabic becomes the language of instruction of these programs. The programs listed below are among the programs impacted by the SEC decree:

- ✓ Mass Communication
- ✓ History
- ✓ Sociology
- ✓ Social Work
- ✓ International Affairs
- ✓ Policy, Planning and Development
- ✓ Psychology

In order to equip graduates from the above listed programs, with skills and abilities that will best prepare them for their future career and/or postgraduate studies, the university recommended that Colleges come up with plans to enhance the English language skills of their students. In compliance with the university recommendation, CAS submitted a proposal to supplement the 4 compulsory English courses that students of the above programs are required to take from the Core Curriculum Program with subject specific courses to be offered in English.

The College of Arts and Sciences proposed a list of courses to be taught in English in each of the above listed programs. The selected courses are at least at the 300-level so that students may complete the four English courses (ENGL 110, 111, 250, and 251) required as part of the Core Curriculum Program before enrolling in the selected courses. In addition, all these courses were chosen from the Major requirement package but for courses in the history program where most of the proposed courses are listed as part of the Elective courses.

Committee Action/ Recommendation

Committee members discussed the request extensively and recommended to **reschedule the request for discussion at the following committee meeting** with the following observations to be communicated to the submitting College and programs:

- The criteria used to select the courses should be provided.
- To ensure that students are equipped with the English Language skills needed to succeed in each of the proposed courses to be taught in English, programs should map the English proficiency needs for each of these courses with the learning outcomes of the 4 compulsory English courses which students are required to take as part of the Core Curriculum program.
- Committee members suggested that programs offer both English and Arabic sections for each of these courses providing students with the choice to enroll in any of these sections.

→ **CEDU_Secundary Education program – Major Curriculum Changes**

The Secondary Education program requested to change seven courses offered in the English/ESL Concentration Area Requirement Package. The purpose of this change is to exclude seven of the literature-related courses and instead include English Department courses that have a focus on language-skills development (except for ENGL 408, Post-Colonial Literature).

The proposed changes were subject to review by the College of Arts and Sciences that do agree and support these changes. These changes were also based on a thorough review of the Curriculum Standards for the State of Qatar.

It is to be noted that the program is in its first year of implementation and thus there will be no impact on students. The change in courses will also need to be reflected on all catalog terms.

The courses to be removed from the program offering and the new ones to be added are listed below:

Existing Courses to be Removed		Courses to be added to program	
Course Id	Course title	Course Id	Course title
ENGL 208	Literary Criticism	ENGL 216	Phonetics and Phonology
ENGL 220	American Literature	ENGL 233	Language and Computers
ENGL 302	Comparative Literature	ENGL 301	Syntax
ENGL 304	Shakespeare	ENGL 303	Sociolinguistics
ENGL 326	Poetry	ENGL 305	First Language Acquisition
ENGL 328	Drama	ENGL 319	Semantics
ENGL 332	The Novel	ENGL 408	Post-Colonial Literature

Committee Action/ Recommendation

Committee members recommend **approval of the request.**

5. Tasks and Assignments Generated During the Meeting

Action	Assigned to	Due Date	Deliverables
Provide additional Information as detailed in this document.	CAS, CLAW representatives	-	Resubmission of request with requested additional information
Exact Admission Statement for Master in Biomedical Sciences	CAS representative	<u>Thursday December 19, 2013</u>	Admission Statement
Follow up with Graduate Council to receive Feedback on proposed change in admission requirement for Master in Biomedical Sciences Program	Committee Chair	<u>Thursday December 19, 2013</u>	Graduate Council Feedback
Review of VP&CAO's office Proposed course equivalencies for Credit Placement Policy	All members	<u>Thursday December 19, 2013</u>	- Feedback on list of proposed courses. - list of additional equivalencies to consider

6. Next Meeting

Tuesday, January 7, 2014