



## Meeting Minutes

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

<b>Date of Meeting:</b>	Tuesday June 3, 2014
<b>Time of Meeting:</b>	08:00 – 10:15 AM
<b>Minutes Prepared by:</b>	APLOA Office
<b>Meeting No:</b>	6
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor

### 1. Purpose of Meeting

*Discuss Curriculum Enhancement Requests*

### 2. Attendees

Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Mohamed AL-Khulaifi	Assoc. Dean for Acad. Aff., CLAW, member	m.a.alkhulaifi@qu.edu.qa	4403 5296
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. 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. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Adel Gastli	Assoc. Dean for Acad. Aff., CENG, member	adel.gastli@qu.edu.qa	4403 4232

### 2. Invited

Dr. Ali Ahmed A Alkubaisi	Arabic Language Department, Head	aliakbc@qu.edu.qa	4403 4823
Dr. Abdallah AbdelRahmen	Director, ANNS Program	abdouabdou@qu.edu.qa	4403 4583
Dr. Montasir Faris Al Hamad	Assistant Professor, CAS	m.hamad@qu.edu.qa	4403 4593
Mrs. Amal Elatawneh	Section Head, Student Records and Archives	a.atawnah@qu.edu.qa	44033772

### 3. Excused

Dr. Yussuf Flamerzi	Assoc. Dean Acad. Aff., CSIS, member	sidekey@qu.edu.qa	4403 4466
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Dr. Ali Eid	Assoc. Professor of Biology, CAS, member	ali.eid@qu.edu.qa	4403 4572

### 3. Detailed Meeting Agenda

- **Follow up on previous committee meetings (pending proposals)**
  - Follow up on Task force report on revising Entry Level English courses for all UG programs.
  - CAS: Change in Grade Mode for the ARAB 548 course.
  - CLAW: Addition of new Elective Courses.
  - CBE: Change in prerequisites for a number of courses.
  - CBE: Change in Offering Semester of MAGT 307: Internship Course.
  - CENG: Change in prerequisites for a number of courses offered by the Civil Engineering Program.
- **Discuss the ANNS Program Enhancement Plan: Establishment of a Center**
- **Discuss the following Curriculum Enhancement Proposals**
  - 1- CEDU: Update the number of prerequisites and registration restriction for a number of courses.
  - 2- CAS: Update the duration and number of CH for MATS 599 "Thesis" course.
  - 3- CAS: Add English courses to the Arts programs
  - 4- CBE: Add English as graduation requirement.
- **Additional Topics**

## 4. Meeting Notes, Decisions, Issues

*Follow up on the previous committee meeting held on April 29, 2014. (pending proposals)*

- **CAS: Master in Arabic Language program – Changing Grade Mode for the ARAB 548 course**

The Arabic Language Department requested in the previous meeting held on April 29, 2014, to delete the ARAB 549 “Thesis II” course and increasing the duration of the ARAB 548 course “Thesis I” from one to two semesters. Students will get a CC “continuous” grade at the end of the first semester and a grade at the end of the second semester that will be reflected on the first semester grade. This request was approved by the Committee. However, the program also requested to update the grade mode for the ARAB 548 “Thesis I” course from “Pass/Fail” to “Pass with Distinction / Pass / Fail”.

### ***Committee Action/ Recommendation***

Committee members recommend **to decline** the request for the following reasons:

- The AVP for graduate studies recommended not to approve the requested change as all thesis courses in Qatar University have a “Pass/Fail” grade and no exception should be made.
- The only courses having a “Pass with Distinction / Pass / Fail” grade mode are those part of the PharmD program and are research/Internship not thesis courses.

- **CENG: Major Curriculum changes for the Civil Engineering program**

The Civil Engineering program at the College of Engineering requested, in January 7, 2014, major curriculum changes including changes in course prerequisites and updating the offering semester for a number of courses. The Committee recommended conditional approval of the request and asked for additional information and documents to support the request.

The program submitted a revised version of the proposal with a request for updating prerequisites as detailed in the table below:

Course Id	Course title	Current course prerequisites	New requested prerequisites
CVEN 212	Fluid Mechanics	CVEN 213, PHYS 191, PHYS 192	CVEN 213, PHYS 191
CVEN 350	Environmental Engineering	CVEN 212, CHEM 101, CHEM 103	CHEM 101, CHEM 103
CVEN 380	Construction Engineering	CVEN 320	CVEN 210, GENG 360
CVEN 381	Contracts, Specs and Local Regulations	CVEN 380	Departmental Approval (Registration Restriction)

During discussion, it became clear that the revised proposal submitted by the program consists in fact of an addition to the earlier proposal and not a revised version of the proposal. The program representative indicated that changes included in the earlier version of the proposal sent in January 7 are also to be considered in addition to the proposed changes included in the revised version of the proposal.

Committee members noted that the course PHYS 192 is the laboratory component of the theoretical course PHYS 191 and that both courses are co-requisites. Thus, it may not be recommended to remove the course PHYS 192 as prerequisite for courses where PHYS 191 is a prerequisite. Committee members also noted that the program study plan shows that freshman level courses part of the CCP are planned during the senior year.

### ***Committee Action/ Recommendation***

Committee members recommends **conditional approval** of the request for updating the course prerequisites pending the following:

- Communication by the program of a final proposal where requests included in the initial proposal and the revised proposal are merged into a single document that shows all requested changes. The final proposal should include all courses where changes are requested.
- The program should consider moving the CCP courses currently offered in the third and fourth years to the first year or eventually the first semester of the second year and should study the

impact of the change in semester of offering of these courses on the program suggested study plan and the sequence of course prerequisites.

- Benchmark with other top universities showing that the civil engineering program requires such a long chain of course prerequisites with a forced sequence of 6 courses that may impact student progression and time to graduation.
- Evaluation of the impact of the proposed changes on students based on a review of the course prerequisite sequence resulting from the new proposed changes with an evaluation of the impact of the proposed changes on student progression and course scheduling.

• **CLAW: Addition of new Elective Courses**

Following the Academic Program Review of the Bachelor of Law program that was conducted in Fall 2011 and based on the external reviewers' recommendations, the Law program requested to add two new elective courses to the Major Electives Package as detailed in the following table:

Course Id	Course title	CH
LAWC ???	Anti-Corruption Law	3
LAWC ???	Economic Crimes Law	3

**Committee Action/ Recommendation**

Committee members recommend **to approve** the request.

• **CBE: Updating course prerequisites for a number of required business courses**

Based on assessment results and on feedback received from Faculty members, the College of Business and Economics requested during the last APR&CE Committee meeting held on April 29, 2014, to update the course prerequisites of a number of required business courses. The committee recommended to decline the request as no consultation with the concerned programs was conducted prior to the submission of the request. The College resubmitted the request, detailed in the table below, after consultation with all concerned programs. While all colleges had no objection to the requested changes, the CCP program noted that courses with prerequisites should be removed from the CCP offering in compliance with the CCP policy and rules.

Course Id	Course title	Current course prerequisites (Banner System)	New requested prerequisites for (Arabic & English Plans)
ECON 111	Principles of Microeconomics	( ENGL 004 OR ENGL F073 OR ENGL F022 OR ENGL 202TOEFL Internet-based Test 061 OR TOEFL_Inst Testing Prog 500 OR Int Eng Lang Test Syst-IELTS 5.5 OR TOEFL Computer-based Test 173 OR ) AND ( MATH 002 OR MATH 119 OR MATH 004 OR MATH F014 OR MATH 021Scholastic Aptitude Test-SAT 500 OR Mathematics Placement Test 180 OR American College Testing-ACT 21 )	MATH 103 or MATH 119 or MATH 002 or MATH 004 or MATH F014 or MATH 021 or SAT 500 or Mathematics Placement Test 180 or ACT 21
ECON 112	Principles of Macroeconomics	( ENGL 004 OR ENGL F073TOEFL Internet-based Test 061 OR TOEFL_Inst Testing Prog 500 OR Int Eng Lang Test Syst-IELTS 5.5 OR TOEFL Computer-based Test 173 OR ENGL 202) AND ( MATH 002 OR MATH 004 OR MATH 119 OR MATH 021Scholastic Aptitude Test-SAT 500 OR Mathematics Placement Test 180 OR American College Testing-ACT 21 )	MATH 103 or MATH 119 or MATH 002 or MATH 004 or MATH F014 or MATH 021 or SAT 500 or Mathematics Placement Test 180 or ACT 21
MAGT 101	Principles of Management	ENGL 004 OR ENGL 202 OR ENGL F073 OR ENGL F022TOEFL_Inst Testing Prog 500 OR TOEFL Internetbased Test 061 OR Int Eng Lang Test Syst-IELTS 5.5 OR TOEFL Computer-based Test 173 OR OR ENGL 040	ARAB 100 or (ENGL 004 or ENGL 202 or ENGL F073 or ENGL F022 or TOEFL 500 or TOEFL IBT 061 or IELTS 5.5 or TOEFL CBT 173 or ENGL 040)
MAGT 307	Internship in Business	MAGT 304 AND ( ACCT 116 OR ACCT 112)	MAGT 304 and (ACCT 116 or ACCT 112) and (ENGL 251 or ENGL 202 or ENGL 004 or ENGL F073 or ENGL F022 or TOEFL IBT

			061 or TOEFL_Inst Testing Prog 500 or IELTS 5.5 or TOEFL CBT 173)
STAT 220	Business Statistics I	( ENGL 004 OR ENGL 111 OR ENGL 202TOEFL Internet-based Test 061 OR TOEFL_Inst Testing Prog 500 OR Int Eng Lang Test Syst-IELTS 5.5 OR TOEFL Computer-based Test 173 OR OR ENGL F073 OR ENGL 040)	(MATH 103 or MATH 119) and (ENGL 111 or ENGL 202 or ENGL 004 or ENGL 040 or ENGL F073 or ENGL F022 or TOEFL IBT 061 or TOEFL_Inst Testing Prog 500 or IELTS 5.5 or TOEFL CBT 173)
ACCT 110	Financial Accounting	( COMP 002IC3 Computing 2350 OR Computer Placement Test 2 060 OR OR COMP F003 OR MATH 119) AND ( ENGL 004 OR ENGL 202TOEFL Internetbased Test 061 OR TOEFL_Inst Testing Prog 500 OR Int Eng Lang Test Syst-IELTS 5.5 OR TOEFL Computerbased Test 173 OR OR ENGL F073)	MATH 103 or MATH 119 or MATH 002 or MATH 004 or MATH F014 or MATH 021 or SAT 500 or Mathematics Placement Test 180 or ACT 21
MIST 201	Introduction to MIS	( MAGT 101 OR MAGT 112) AND ( COMP 002IC3Computing 2350 OR Computer Placement Test 2 060 OR OR CMPS 165 OR MATH 119)	MATH 103 or MATH 119 or MATH 002 or MATH 004 or MATH F014 or MATH 021 or SAT 500 or Mathematics Placement Test 180 or ACT 21

***Committee Action/ Recommendation***

Committee members recommends **conditional approval of the request** for updating the course prerequisites pending receiving feedback from the college that takes into account the following:

- Providing a clear definition of the current admission requirements for both the Arabic and the English tracks of the programs in order to help evaluate the proposed changes in prerequisites.
- Consider adding ENGL 110 and/or ENGL 111 as an option to satisfy English prerequisite requirements.
- Consider using an “AND” instead of an “OR” to ensure students have competencies in both Arabic and English before enrolling in all concerned courses as for example ARAB 100 is also required for students enrolled in the English delivered programs and students in the English track may then register in some of the above listed courses after completing the ARAB 100 course and not the program intended English prerequisite requirement. The same would apply for student enrolled in the Arabic track of the program.

***Discussion on The ANNS Program Enhancement Plan: Establishment of a Center***

The ANNS certificate program offered at the College of Arts and Sciences was subject to Academic Program Review during the current academic year that included a three days site visit conducted in February 2014. Following reception of the peer review report, the program developed and submitted the Program Enhancement Plan including plans for the establishment of a Center. The proposal for the establishment of a Center was initially developed by the program during previous academic year and was subject to external review. The proposal was also discussed and validated by the program evaluators who visited the program in the context of the APR process.

The ANNS program representatives introduced and discussed the proposal for the establishment of the Center with committee members.

***Committee Action/ Recommendation***

Committee members highly supported the request and recommended **its approval**. In addition, committee members highlighted the following:

- The program should work on attracting additional sponsors.
- If the program is planning to offer a Master program (as recommended by the ER teams), the master program should not be offered under the Center but rather in collaboration with the center.

## **Curriculum Enhancement Proposals**

### **• CEDU: Update the number of prerequisites and registration restriction for a number of courses**

The College of Education requested to update course prerequisites/registration restriction for a number of courses offered within the Primary and Secondary Education programs to best respond to the program accreditation requirements and recommendations. The conceptual framework adopted by the college for its offered bachelor level programs and validated by the accreditation agency, requires students to complete three checkpoints. To satisfy the requirements of the first checkpoint, students must complete, with a minimum grade of C, three initial education courses EDUC 310, EDUC 312, and EDUC 315 for the Primary Education program and EDUC 310, EDUC 312, and EDUC 320 for the Secondary Education program. Students should not be completing higher level courses before passing the first checkpoint. Currently, a number of courses in both programs do not have prerequisites allowing students to register in these higher level courses without satisfying the first checkpoint requirements. These students are not well prepared to succeed in the higher level courses as they do not have the fundamental knowledge needed before enrolling in these courses.

### ***Committee Action/ Recommendation***

Committee members recommends **conditional approval of the request** for updating the course prerequisites/registration restrictions pending communication by the program of the following information and further review by committee members and decision through email communication:

- Provide the master course syllabi of all concerned courses
- Provide details on the program Checkpoints as defined in the program adopted conceptual framework.

### **• CAS: Update the duration and number of CH for MATS 599 “Thesis” course**

The Materials and Technology Master program requested to split the credit hours of the course MATS 599 “Thesis” and to extend its duration from one semester to two semesters. This change will result in updating the credit hours (3 CH + 6 CH instead of 9 CH) and course description indicating that the student can register for 3 CH during the first semester and 6 CH in the next semester. Students will receive a CC “continuous” grade for the first semester and a final grade will be given at the end of the second semester. However, if the student does not complete 9 CH within 2 semesters, he /she will have to enroll for another 6 CH in the next semester and pay the fee accordingly.

### ***Committee Action/ Recommendation***

The committee agreed **to decline** the request as it does not comply with any of the two options available for offering courses over two semesters. The two available options were recommended by the VP for Student Affairs office and adopted by members of the committee. The program is encouraged to resubmit the request by selecting one of the available options.

Due to its similarity with previous requests and the committee prior discussion and agreements on the offering of courses that span over two semesters, the committee final recommendation on this request may be reached through email communication between committee members following communication of the revised version of the request by the program without having to schedule the request for discussion in a later meeting.

### **• CBE: Updating offering semester for MAGT 307 course.**

The College of Business and Economics requested during the last APR&CE Committee meeting held on April 29, 2014, to change the offering semester for MAGT 307 “Internship in Business” from “Summer” to “Fall, Spring and/or Summer”. The college also requested that students are not to be allowed to enroll in any course while doing their internship. In addition, the initial request stated that students are to be allowed to register in the course if they completed a minimum of 60 CH but must not start the course before completing a minimum of 75 CH.

Committee members recommended to decline the request as submitted and to review the request based on a number of recommendations. The College resubmitted a revised version of the request taking into consideration some of the Committee recommendations.

### ***Committee Action/ Recommendation***

Committee members recommends **conditional approval** of the request pending communication by the college of additional details taking into account the following:

- The number of contract hours and the duration of the course (number of weeks) should be clearly defined.
- The number of contact hours should be consistent with the university adopted credit hour policy that requires a minimum of 40 contacts hours per semester for each credit hour to be assigned to an Internship course. It is to be noted that the 40 contact hours represents only the minimum number of contact hours required for the assignment of 1 credit hour. Thus a 3 CH course may include more than 120 contact hours.
- Add “Departmental Approval” as a Registration Restriction for the internship course to ensure that appropriate internship placement is available before student registration in the course.

#### **• CBE: Add English as graduation requirement.**

The College of Business and Economics requested to implement the Board of Regents recommendation to make English a graduation requirement. Indeed, any CBE student admitted under the Arabic Curriculum Plan should not graduate without demonstrating a reasonable proficiency in the English language.

English proficiency is essential in today’s globalized business world, where English is the de facto language of business. The AACSB accreditation agency also commented that the worldwide trend in management education is towards the English language.

The CBE propose to continue use English textbooks and conducted a study to determine the feasibility of continuing using English textbooks. In addition, the College is proposing to offer English workshops that will enhance the students proficiency and prepare them for the Cambridge Business English Certificate (preliminary level), as this is an internationally well-recognized Business English certificate.

### ***Committee Action/ Recommendation***

Committee members recommend **to postpone decision** on this request and highlighted the following issues and recommendations:

- The framework for reinforcing student proficiency level in English should be developed at the university level and adapted to all colleges depending on their needs.
- A taskforce should be established and should be charged with studying the different options proposed by different colleges, for developing a common framework and clear guidelines including graduation requirements to address English language issues for student enrolled in Arabic taught programs. The taskforce should conduct a study on the impact on students when adding an English graduation requirement.
- It is to be noted that the new revised contents for the series of ENGL 110, ENGL 111, ENGL 250 and ENGL 251 courses will ensure that all QU graduates attain a certain minimum proficiency level in English. The submitted proposal should be revised in light of the recently EMC approved changes in the offering of the Embedded English courses ENGL 110, ENGL 111, ENGL 250, and ENGL 251.
- It may not be appropriate for the university to pay for the Cambridge Business English Certificate tests.
- While offering one or more required courses in English as part of the Arabic taught programs may be considered, offering the capstone course in English while almost all other courses are offered in Arabic may create a challenge for students enrolled in the Arabic taught programs and may not be appropriate. A careful study should be conducted on the feasibility and impact of this proposed offering.

#### **• CAS: Add English courses to the Arts programs.**

The SEC decree published on Jan. 24 2012, exempted students joining Arts programs from the Foundation Program 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 during the meeting held on December 3, 2013, 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 provided an updated proposal by taking into consideration the Committee recommendations. The college revised proposal recommends that student achieving a grade of C or below in ENGL 111 and ENGL 251 courses be required to attend summer workshops offered by CAS to improve their English language skills.

***Committee Action/ Recommendation***

Committee members recommend **to postpone decision** on this request. The college (CAS) proposal addresses the same issue addressed by the above CBE proposal and is to be considered together with the CBE request.

The committee recommends that a taskforce be established and charged with studying the different options proposed by different colleges and to develop a common framework and clear guidelines including graduation requirements to address English language issues for student enrolled in Arabic taught programs.

**5. Tasks and Assignments Generated During the Meeting**

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Review the proposal of updating the course prerequisites for the Civil Engineering	CENG representative	<b>Thursday June 12, 2014</b>	Revised proposal taking into consideration APR&CE recommendations
Review the proposal for updating course prerequisites for a number of required business courses	CBE representative	<b>Thursday June 12, 2014</b>	Revised proposal taking into consideration APR&CE recommendations
Review the proposal to update the number of prerequisites and registration restriction for a number of courses	CEDU representative	<b>Thursday June 12, 2014</b>	Revised proposal taking into consideration APR&CE recommendations
Review the request to update the offering semester for MAGT 307 course	CBE representatives	<b>Thursday June 12, 2014</b>	Revised proposal taking into consideration APR&CE recommendations
Establish a taskforce to work on the English language issue for students enrolled in Arabic taught programs.	Committee Chair	<b>Thursday June 12, 2014</b>	VP&CAO decision for the establishment of the taskforce

**6. Next Meeting**

TBA