



## Meeting Minutes

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

<b>Date of Meeting:</b>	Tuesday March 4, 2014
<b>Time of Meeting:</b>	08:00 – 10:00 AM
<b>Minutes Prepared by:</b>	APLOA Office
<b>Meeting No:</b>	4
<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. 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
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

### 2. Invited

Dr. Tamadhar Al-Assiry	Hod Math & Statistics , CAS	t.lassiry@qu.edu.qa	4403 4622
Dr. Hussain Al Qassem	Professor of Mathematics, CAS	husseink@qu.edu.qa	4403 4610
Dr. Feras Al Ali	Assoc. Dean Research & Grad. Studies, CPH	feras.alali@qu.edu.qa	4403 ----
Dr. Ghada Mahmoud	Teaching Assistant of Biology, CAS	ghada.almahmoud@qu.edu.qa	

### 3. Excused

Dr. Mohamed AL-Khulaifi	Assoc. Dean for Acad. Aff., CLAW, member	m.a.alkhulaifi@qu.edu.qa	4403 5296
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707

### 3. Detailed Meeting Agenda

- **Follow up on previous committee meetings (pending proposals)**
  - CEDU: Changes in Courses offered in English Concentration for BEd in Secondary Education
  - CPH: Changing course description for the MS program course PHAR 670
  - CENG: Changes in prerequisites for a number of courses in the Civil Engineering program
  - CAS: Changing admission requirements for the Master in Biomedical Sc.
  - CAS: Increasing the Number of CH for the BIOM 496 course
  - CAS: Updating duration of Senior Project Course CHEM 462 offered by the Chemistry program
  - CCP: Revised Program Restructuring Proposal
  - CAS, ANNS: SSR submitted – Peer review phase – Visit to the Program Completed
- **Academic Program Review:**
  - CAS, SOWO: SSR submitted – Establishment of Taskforce
- **Program Enrollment and Admission:**
  - CEDU: Unfreeze enrollment for diploma programs offered at CEDU
  - CEDU: Changing Admission Requirements for Master programs offered at CEDU
- **Major Program Curriculum Change Proposal:**
  - CAS: Changes in the degree requirements – Biological Sciences program
  - Entry Level English Courses for all UG programs: Major changes for ENGL 110, 111, 200, 201, 202, 203, 250, 251
- **Discuss the following Curriculum Enhancement Proposals**
  - 1- CEDU: Updating course description for the EDEC 413 and EDEC 452 courses
  - 2- CPH: Adding courses to the PharmD program (Part Time)
  - 3- CAS: Adding two new Japanese Language courses to INTA Program: JPAN 101 and JPAN 102
  - 4- CAS: Updating contact hours for MATH 119 courses
  - 5- CAS: Updating contact hours for MATH 103 and MATH 231 (resubmission)
  - 6- Honors Program: Course Details for the Freshman Honors Seminar (HONS 100) and Honors Senior Seminar

#### 4. Meeting Notes, Decisions, Issues

*Follow up on the previous committee meeting held on January 7, 2014. (pending proposals)*

- ***CEDU: Changes in Courses offered in English Concentration for BEd in Secondary Education***

During the previous APR&CE Committee meetings held on December 3, 2013, and January 7, 2014, committee members discussed and agreed to recommend approval of the curriculum changes submitted by the Secondary Education program. However, a number of issues in relation with the proposal and the need to further consult with the English Literature and Linguistics Department at CAS were raised. The Secondary Education program consulted with the English Literature and Linguistics Department at CAS to address identified issues related to courses and faculty. The syllabi for the two new proposed courses and supporting information for offering the TRAN 312 course were also provided.

***Committee Action/ Recommendation***

Committee members recommend **approval of the request** including the two new proposed courses.

- ***CENG: Changes in prerequisites for a number of courses in the Civil Engineering program***

The Civil engineering program at the College of Engineering requested curriculum changes including changes in course prerequisites and updating the offering semester for a number of courses. Additional documents and information were requested by the committee in its last meeting. The CENG representative informed committee members that not all requested feedback was received from the department and only information on student retention and progression rates were provided.

The Committee Chair raised concern about student progression and time to graduation. The current sequence of prerequisites requires the completion of 7 courses in sequences which is very long and may impact student progression and time to graduation. The department should further study this issue and eventually review course sequencing.

In addition, the Committee Chair highlighted the VP&CAO message and recommendation to have Colleges/Programs justify their requests based on evidence drawn from the learning outcome assessment and program review processes.

***Committee Action/ Recommendation***

Committee members recommend to **postpone the request** until additional documents and information is received from the program.

- ***CAS: Changing admission requirements for the Master in Biomedical Sc.***

The Master in Biomedical Science program requested to update the admission requirements by relaxing the GPA admission requirement to allow students with a GPA below 2.8 to be admitted to the program if they hold a certificate from the Medical Laboratory Scientist Board of Certification Exam. The program request was discussed during the committee last meetings held on December 3, 2013, and January 7, 2014, The program provided the additional evidence requested by the committee showing that other top universities use the same test as an admission requirement. The Committee chair informed committee members that feedback received from the Graduate Council indicates the council approval of the program proposed change in admission requirements.

***Committee Action/ Recommendation***

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

- **CAS: Increasing the Number of CH for the BIOM 496 course**

The Biomedical Science program at the College of Arts and Sciences requested to update the number of credit hours and contact hours for the BIOM 496 course from 1CH to 3 CH. The program request was discussed during the previous committee meeting and the program provided the additional evidence requested by the committee including a new revised version of the course syllabus for the BIOM 496 in addition to a benchmark with other universities offering similar courses.

***Committee Action/ Recommendation***

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

- **CAS: Chemistry program – Updating duration of Senior Project Course CHEM 462**

Based on recommendations received from the accreditation team of the Canadian Society of Chemistry (CSC), the chemistry program at the College of Arts and Sciences requested to increase the duration of the Senior Project course CHEM 462 from one semester to two semesters as well as to update the course description while the number of credit hours for the course will remain unchanged.

This request was pending until feedback is received from the Office of Vice President for Student Affairs (VPSA). The two options detailed below were provided by the VPSA representative, Mr. Sean, for consideration by colleges after a careful review of options available in Banner and after consulting with several peer universities that use Banner on the method adopted to implement such courses in Banner:

**Option 1:**

The course that currently spans two semesters is divided into two differently numbered and titled one-semester courses. Every course must be graded at the end of the semester:

- A grade of CC is an available option.
- Students who seek and are awarded a CC grade must re-register in the course for the follow-on (second) semester. Students with CC grades will no longer be automatically re-registered in the course by the Registration Department.
- Students will be billed for the follow-on (second) semester registration and the credit hours for the course will count towards their maximum credit hour capacity for the semester.
- GPA and earned hours are not calculated for a grade of CC.
- The final grade will be applied and calculated for the final semester that the course is taken and the CC grade will stay on record for all prior semesters where the CC was awarded.
- Only the earned final grade and credit hours will be calculated in the student's cumulative GPA.

**Option 2:**

The course is not changed and continues to span two semesters and all business rules remain unchanged as follows:

- Students will be billed for the course during their first semester registration and the credit hours for the course will count towards their maximum credit hour capacity for the first semester. Students will not be billed for the follow-on (second semester) but the credit hours for the course will count towards their maximum credit hour capacity for the second semester.
- Every course must be graded at the end of the semester.
- A grade of CC is an available option.
- Students who are awarded a CC grade at the end of the semester must re-register in-person in the course for the follow-on (second) semester. Students with CC grades will not be automatically re-registered in the course by the Registration Department.
- No maximum credit hour overrides will be granted for the follow-on (second) semester.
- GPA and earned hours are not calculated for a grade of CC.
- The final grade will be applied and calculated for the final semester that the course is taken and the CC grade will stay on record for all prior semesters where the CC was awarded.
- Only the earned final grade and credit hours will be calculated in the student's cumulative GPA.

- If the final grade of the student at the end of the second semester is recorded as CC, then the student will have to register in the course for a third semester and will be assessed tuition fees for the course again. The credit hours for the course will count towards their maximum credit hour capacity for the semester.

Dr. Adam suggested to distinguish between graduate level courses and UG courses. Dr. Gastli also suggested not to enforce a one option for all programs but to rather allow programs to adopt either one of the proposed options based on their needs.

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

The committee agreed to ***postpone the committee recommendation*** on this request until feedback is received from all colleges on the most appropriate option for their programs. To do so, all program/college representatives were invited to discuss the request at their College and to send feedback to Committee Chair for the preferred option.

- ***Core Curriculum Program Restructuring Proposal:***

It was decided during the last APR&CE Meeting held on January 7, 2014 that a task force should be established in order to review the program proposal before its submission to the VP&CAO. However, the task force delayed work on the proposal until additional material is received from the program.

The Committee chair indicated that while restructuring of the program is not to be planned for implementation in the Fall 2014 semester, the program submitted a request to revise existing courses and to add new courses to the already existing CCP packages for implementation in the Fall 2014 semester.

The Committee chair indicated that the same task force will be charged with reviewing the proposed new courses and the proposed revisions to the existing courses and its feedback on this proposal requested for implementation in fall 2014 will be communicated to the committee for final recommendation.

- ***ANNS: APR Process:***

The ANNS program submitted its Self-Study Report (SSR) that was communicated to the APR Peer Review team composed of two external Program Evaluators. The team conducted a three days site visit in February 24-26, 2014 during which they met with university top administrators including the VP&CAO and VPSA, the College Dean, the Head of Department, members of the committee responsible for developing the SSR, Faculty, and Students. The program evaluators also visited the program facilities, classrooms and the library. The APR Peer Review Team report is expected from the evaluators two weeks after their visit to the program.

- ***Social Work: APR Process:***

The Pre Peer Review phase of the APR process was initiated for the Social Work program and a taskforce is to be established to review the submitted SSRs and to recommend a course of action for the Peer Review phase.

- ***CEDU: Diploma programs – Unfreeze enrollment***

The College of Education requested to unfreeze enrollment for all Diploma programs starting from Fall 2014.

The diploma programs serve an important role in the College of Education's efforts to prepare highly qualified teachers and educational leaders that Qatar needs to achieve the 2030 National Vision. The program provides professionals who did not pursue teacher education in their undergraduate degree studies an opportunity to become professional educators.

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

The committee decided to establish a task force to work on the proposal. Dr. Tahmina and Dr. Maha volunteered as members of this task force. Task force findings and recommendations are to be shared with committee members by email and approved by the majority before their communication to the VP&CAO.

• **CEDU: Master programs – Changing Admission Requirements**

The College of Education requested to change the admission requirements for the Master programs offered at the college as detailed in the table below:

Current Admission Requirements	New Requested Admission Requirements
<p>1. Completed a Bachelor’s degree with a minimum cumulative GPA of 2.8 out of 4.00 from a university or college accredited by an international accrediting association or by the Ministry of Higher Education or equivalent authority in that country.</p> <p>2. Achieved a minimum score of 520 on the paper-based TOEFL or equivalent test, taken within 2 years of the start of the intended semester of admission OR earned a previous degree from an accredited institution of higher education in a Program where English was the language of instruction.</p> <p>3. Under special circumstances, Colleges/Programs may require applicants to supplement their GPA with standardized test scores or equivalent from a university or college accredited by an international accrediting association or by the Ministry of Higher Education or comparable in that country.</p>	<p>1. Bachelor’s degree with a minimum cumulative GPA of 2.8 out of 4.00 from a university or college accredited by an international accrediting association or by the Ministry of Higher Education or equivalent authority in that country, <b>or either (a) passed all of the courses (21 credits) required for the first two semesters of one of the Diploma Programs in the College of Education with a minimum GPA of 2.80 or (b) achieved a score of no less than 151 on the verbal reasoning section of the GRE revised General Test.</b></p> <p>2. Achieved a minimum score of 520 on the paper-based TOEFL or equivalent test, taken within 2 years of the start of the intended semester of admission OR earned a previous degree from an accredited institution of higher education in a Program where English was the language of instruction.</p> <p>3. Applicants are encouraged to submit standardized test scores, where available, in support of their application.</p>

The Committee chair informed committee members that feedback received from the Graduate Council indicates the council approval of the program proposed change in admission requirements.

***Committee Action/ Recommendation***

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

***Curriculum Enhancement Request***

• **CAS: Biological Sciences – Changes in the degree requirements**

The Biological Sciences program requested some changes in the degree requirements as follows:

- Moving the MATH 101 “Calculus I” from the Major Supporting Requirements Package to the Natural Sciences/Mathematics Package of the CCP. The number of credit hours for the Major Supporting Requirements will be 21 CH instead of 24 CH.
- Moving the BIOL 212 “Genetics” from the Major electives package to Major Requirements Package. The number of credit hours for the Major Electives package will be 21 CH instead of 24 CH and the Major Requirements package will be 27 CH instead of 24 CH.

***Committee Action/ Recommendation***

Committee members recommend **to decline** the request as submitted. Committee members recommended not to change CCP course requirements. The program is invited to **resubmit its request** of moving the BIOL 212 course to the list of required courses by proposing alternative changes in the curriculum such as changing the number of credit hours for the major electives and the major required courses.

• **CEDU: Primary Education program – Changes in course descriptions**

The Early Childhood concentration offered in the Primary Education program at the College of Education include three courses that have field hours. The three courses focus on literacy and literacy-related subjects. The program proposed to remove the field experience from one course EDEC 452 “Teaching Reading and Writing to Young Children” and add instead a field experience in EDEC 413 “Integrated Math & Science for young children”. This will help students achieve a better practice in both arts and

science fields. The updated course descriptions are detailed in the following tables:

Course Id and Title	Current Course Description	Requested Course Description
EDEC 452 Teaching Reading & Writing to Young Children	This course will apply the theories of literacy acquisition to classroom settings. The course will investigate ways to help students learn to read and to write, how to assess and remediate learning, and how to address special issues related to the skills of reading and writing. This course includes an extensive field- based component.	This course will apply the theories of literacy acquisition to classroom settings. The course will investigate ways to help students learn to read and to write, how to assess and remediate learning, and how to address special issues related to the skills of reading and writing.
EDEC 413 Integrated Math & Science for young children”	This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of early childhood mathematics and science. It develops the theoretical bases for mathematics and science learning and teaching; illustrates and applies models for integrating elementary mathematics and science teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific State of Qatar National Curriculum Standards.	This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of early childhood mathematics and science. It develops the theoretical bases for mathematics and science learning and teaching; illustrates and applies models for integrating elementary mathematics and science teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific State of Qatar National Curriculum Standards. <b>This course includes an extensive field-based component.</b>

***Committee Action/ Recommendation***

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

• **CAS: International Affairs program– Offering two new courses**

The international Affairs program at the College of Arts and Sciences requested to offer two new Japanese Language courses to the Major Electives package of the program:

- JPAN 101 “Japanese I”
- JPAN 102 “Japanese II”

It is to be noted that an MOU agreement was recently signed with the Japanese Company Marubeni, who made an endowment of US\$6 million to the University for furthering student knowledge about Japan and East Asia.

***Committee Action/ Recommendation***

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

• **CAS: Mathematics and Statistics Department – Update the number of contact hours for MATH 119**

The Mathematics Physics and Statistics Department at the College of Arts and Sciences requested to update the number of contact hours for the MATH 119 “ Business Mathematics I” courses as detailed below:

Course Id	Course title	CH	Current Contact hours	New Requested contact hours
MATH 119	Business and Mathematics I	3	3 LC	4 LC

***Committee Action/ Recommendation***

The committee agreed to decline the request as the submitted request appears not to have been sent to the College of Business and Economics for consultation.

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

The Mathematics Physics and Statistics Department at the College of Arts and Sciences requested during the last APR&CE Meeting held on January 7, 2014, 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

The program provided the additional material and information requested by the Committee on its last meeting. The CCP director briefly discussed the proposal and requested that formal consultation takes place for any changes in courses offered as part of the CCP prior to the committee meeting.

**Committee Action/ Recommendation**

Committee members recommended approval of the request and recommended that similar requests for courses offered as part of the CCP be first communicated to the CCP for consultation and feedback prior to their discussion in the committee meeting.

- **Honors Program – Changes in courses**

The Honors program was restructured during the last academic year. The HONS 100 “Honors Freshman Seminar” is currently listed in the General Skills package of the CCP program. However, the General Skills package is not part of the degree requirements of all QU programs. Thus, the Honors program requested to offer two new courses instead of HONS 100. One as part of the Humanities/Fine Arts package and one as part of the Social/Behavioral Sciences package. The two proposed courses will have different ID numbers and two different subject areas depending on the package the course is to be listed on. The Honors program Director, briefly introduced the proposal and the course Syllabi of the proposed new courses.

**Committee Action/ Recommendation**

Committee members recommend approval of the request.

- **PharmD program (Part Time) – Add two courses**

The PharmD program requested during the last APR&CE meeting held on January 7, 2014, to add two courses to the pool of PharmD program bridging courses designed for students enrolled in the program as part-time students. During the previous meeting, the committee decided to postpone the request until additional material and information is received. The program submitted all requested additional material.

**Committee Action/ Recommendation**

Committee members recommend approval of the request. Committee members also recommended that the program consults with the Banner Team on how to implement the request in the Banner system.

- **Master in Pharmaceutical Sciences program – Update course description**

The Master in Pharmaceutical Sciences program offered at the College of Pharmacy requested during the last APR&CE committee meeting held on January 7, 2014, to update the course description for PHAR 670 “Advanced Topics in Pharmaceutical Science I” by deleting from the course description the existing references to specific specializations in order to provide greater flexibility to the program in selecting the



advanced topics to be covered in the course. The Committee recommended conditional approval of the request until additional material and information will be received.

The program submitted all requested documents in addition to the updated course syllabus. The Graduate Council also approved the request.

***Committee Action/ Recommendation***

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

• ***VP&CAO – Review of the embedded ENGL courses***

A task force established by the VP&CAO, has reviewed the following undergraduate level English courses offered as part of the Core Curriculum Program including

- ✓ ENGL 110 English I
- ✓ ENGL 111 English II
- ✓ ENGL 200 English Language I for Arts, Sharia and Education
- ✓ ENGL 201 English Language II for Arts, Sharia and Education
- ✓ ENGL 202 English Language I - Post Foundation
- ✓ ENGL 203 English Language II - Post Foundation
- ✓ ENGL 250 English for Communication I
- ✓ ENGL 251 English for Communication II

Main changes are as follows:

- Offer only two tracks for entry level English courses:
  - A track for programs where the language of instruction is Arabic
  - A track for programs where the language of instruction is English.
- Maintain the courses ENGL 202 and ENGL 203 as entry level courses for programs taught in English.
- The ENGL 110 and ENGL 111 will be pass/fail remedial courses and removed from the degree requirements of all programs.
- The ENGL 200 and ENGL 201 will not be offered anymore and are to be replaced by the ENGL 250 and ENGL 251.
- Course Learning Outcomes, Contents and Syllabus for all courses were updated.

The Committee Chair is to send the task force final report including the proposed changes that will impact many programs. The Committee Chair invited all program/college representatives to discuss the proposed changes with their College and to send their feedback and recommendation to the Committee Chair.

• ***CAS: Mass Communication program – Adding two courses***

The mass communication program offered at CAS requested to add two new courses, MCOM 349 “Sports Journalism” and MCOM 360 “Photojournalism” to the Major Theoretical Electives Package.

***Committee Action/ Recommendation***

Due to the program late submission of the proposal for adding these two courses, the Committee Chair will be sending details of the program request to committee members by email for their review and feedback.



## 5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Follow up on the proposed option for courses that span two semesters	All members		Feedback on the preferred option
Establish Task force to review SSR for the social work	Committee Chair		Task force established
For the BIOL 212 course, the program is to resubmit the request with additional Information as detailed in this document	CAS representatives		Resubmission of request with requested additional information
Follow up with the CBE to receive Feedback on proposed change in MATH 119	CAS representatives		Feedback from CBE
Send details to the CCP Program details of the proposed change in MATH 103 and MATH 231	CAS representatives		Feedback from CCP program
Review the proposal of updating the Embedded ENGL courses	All members		Feedback and recommendations
Review the proposal submitted by the MCOM program	All members		Feedback and recommendations
Review the proposal for unfreezing enrollment for the diploma program	Dr. Tahmina and Dr Maha		Feedback and recommendations

## 6. Next Meeting

TBA