



## Meeting Minutes

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

<b>Date of Meeting:</b>	Sunday, September 05, 2010		
<b>Time of Meeting:</b>	10:30 - 11:30 AM		
<b>Minutes Prepared by:</b>	VPCAO Office		
<b>Meeting No:</b>	6		
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building		
<b>1. Purpose of Meeting</b>			
<i>Start-up committee activities for the new academic year.</i>			
<b>2. Attendees</b>			
<b>Name</b>	<b>Department/Division/Role</b>	<b>E-mail</b>	<b>Phone</b>
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Mohamed Al Naimi	Director of OAE, , member	aeo@qu.edu.qa	4403 3696
Dr. Batuol Khalifa	AssProf, CEDU, member	batoul@qu.edu.qa	4403 5221
Dr. Abdelmajeed Hamouda	Prof., CENG, member	hamouda@qu.edu.qa	4403 4303
Dr. Lester Hardegree	AssProf., CAS, member	l.hardegree@qu.edu.qa	4403 4783
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Rajab Al Esmail	Ass. Dean Student Aff., CBE, member	ralesmail@qu.edu.qa	44035022
Dr. Eiman Mustafawi	Ass. Dean Acad. Aff., CAS, member	<a href="mailto:eimanmust@qu.edu.qa">eimanmust@qu.edu.qa</a>	4403 4519
<b>3. Apology/Absent</b>			
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	4403 5553
Dr. Yaser Al Khalielah	AssProf, LAWC, member	khalaielah@qu.edu.qa	4403 5277
Dr. Dheen Saheb Merza	AssDean, CSIS, member	mmdheen@qu.edu.qa	4403 4412
Mr. Sean Dollman	Admission & Registration, member	<a href="mailto:sean.dollman@qu.edu.qa">sean.dollman@qu.edu.qa</a>	4403 3707
Mrs. Suad Zaqlan Al-Shammari	SIS, member	<a href="mailto:suad@qu.edu.qa">suad@qu.edu.qa</a>	4403 3728
Mrs. Rula Momani	APLOA, Acad. Prog. Coord., member	rmomani@qu.edu.qa	4403 5448
<b>4. Invited</b>			
Dr. Shaikha Jabor Al Thani	VPCAO	<a href="mailto:vpacademic@qu.edu.qa">vpacademic@qu.edu.qa</a>	4403 4004
<b>5. Detailed Meeting Agenda</b>			
<ul style="list-style-type: none"> <li>→ <i>Welcoming committee members to the new academic year</i></li> <li>→ <i>Follow up on Previous Committee Meeting held on June 24, 2010</i></li> <li>→ <i>APR&amp;CE Committee Meeting Calendar for the 2010-2011 Academic Year</i></li> <li>→ <i>Updates on Master Calendar for Academic Program Review</i></li> <li>→ <i>Curriculum Enhancement Proposals:</i> <ul style="list-style-type: none"> <li>1- <i>Law Program, LAWC.</i></li> <li>2- <i>Primary Education Program, CEDU</i></li> <li>3- <i>Math courses offered to CEDU students (MATH 103, 104, 203), CAS</i></li> </ul> </li> <li>→ <i>Additional Topics</i></li> </ul>			

## 6. Meeting Notes, Decisions, Issues

Dr. Adel welcomed committee members to the new academic year and introduced Dr. Rajab from CBE and Dr. Eiman from CAS as new members of the committee.

### **Follow up on previous committee meeting held on June 24, 2010:**

Committee members were updated on the outcome of the work of both taskforces established by the committee to review the program restructuring proposals of the Statistics program and the Human Nutrition program. The taskforces placed by the set deadline of July 1, 2010 recommendations to the VPCAO on behalf on the committee to approve the restructuring proposal for both programs.

Following the committee recommendations and after further analysis of the impact on students, *the Biology Program decided to withdraw its proposal for implementing the new minor in Biology*. **All other committee recommendations** on curriculum enhancement proposals reviewed by the committee in its last meeting held on June 24 as well as the recommendations made by the taskforces on behalf of the committee **were approved by the VPCAO** and communicated to the concerned parties for information and/or implementation.

All college/program representatives, members of the APR&CE committee, should follow up with the Office of the VP for Student Affairs to ensure proper and timely implementation of the approved curriculum enhancement proposals submitted by the college/program they are representing.

### **Committee Meeting Calendar for the Academic Year 2010-2011:**

A committee meeting schedule was proposed and discussed. Present committee members agreed on the following meeting calendar for the current academic year. It is to be noted that all meeting are to be scheduled from 11:00 to 13:00. Additional meetings may be scheduled as needed.

**APR&CE Regularly Scheduled Committee Meetings for the 2010-2011 Academic Year**

Meeting Num.	APR&CE Meeting Dates (from 11:00 to 13:00)	Meeting Num.	APR&CE Meeting Dates (from 11:00 to 13:00)	Meeting Num.	APR&CE Meeting Dates (from 11:00 to 13:00)
# 1	Sunday, Sept. 5 2010	# 2	Sunday, Sept. 26, 2010	# 3	Sunday, Oct. 24, 2010
# 4	Sunday, Nov. 28, 2010	# 5	Sunday, Dec. 26, 2010	# 6	Sunday, Jan. 09, 2011
# 7	Sunday, Feb. 13, 2011	# 8	Sunday, Mar. 13, 2011	# 9	Sunday, Apr. 10, 2011
# 10	Sunday, May 8, 2011	# 11	Sunday, Jun. 12, 2011		

**Note:** All meetings are to be scheduled from 11:00 to 13:00.

The committee meeting calendar was developed while taking into account the Academic Calendar for the current academic year as well as the following important dates:

- **November 30, 2010:** Deadline for submitting initial proposals for **New Academic Program** to be implemented in the AY 2011-2012.  
(SACS Requirement: All approved new programs must be initiated in Fall 2011 id initial application is to be submitted to the commission meeting to be held in Dec. 2011; Board of Regents Meetings for the AY 2010-2011: Nov1, 2010; Feb. 28, 2011; June 6, 2011)
- **November 30, 2010:** Deadline for submitting initial proposals for **Program Restructuring** to be implemented in the AY 2011-2012.
- **February 28, 2011:** Deadline for submitting **Curriculum Enhancement** proposals to be implemented in the AY 2011-2012

### **Master Calendar for Academic Program Review – Cycle 2010-2015:**

While CAS, CBE and CENG provided feedback on the proposed academic program review dates for the 2010-2015 Academic Program Review Cycle. Other colleges still failed to provide feedback on the proposed review dates. All college/program representatives member of the committee are invited to review and provide feedback on the proposed dates before the next committee meeting in order to finalize the APR Master Calendar.

### **Curriculum Enhancement Proposals:**

Dr. Lester highlighted the need to address curriculum enhancement proposals for graduate programs differently from undergraduate ones. The VPCAO, Dr. Shaikha, informed committee members that the university management is currently working towards setting the proper structure and framework to support high quality graduate programs. A new position of Vice President for Graduate Programs is being advertized. The VPCAO informed committee members that due to the limited number of graduate programs (only Master programs) currently offered at the university and in light of the high qualification of APR&CE committee members, the committee is entrusted to address undergraduate as well as graduate program curriculum enhancement issues and requests until a new structure, if needed, is implemented.

- **Request from the Primary Education Program: Curriculum Structure**

Due to the late submission of the program curriculum restructuring forms and the limited time available to the committee members to review the proposal submitted by the Primary Education program, the committee decided to establish a taskforce to review the program proposal and make recommendation to the VP&CAO on behalf of the committee.

**Committee Recommendation:**

Members of the taskforce in charge of reviewing the curriculum structure forms submitted by the Primary Education program's are Dr. Batuol, Dr. Ali and Dr. Cherif members of the APR&CE committee.

- **Request from the Law Program: Introducing lab component to three courses in the study plan**

To reinforce student English skills, the program proposed to redesign three courses in the 2010 approved curriculum by adding a lab component to these courses effective from the current semester (Fall 2010).

**VPCAO Decision:**

Proposals was submitted to the VP&CAO Office and approved by the VPCAO on August 30, 2010. Approved request was communicated to VP for Student Affairs for implementation.

- **Request from the Math, Physics and Statistics Department: Offering of MATH 103, 104, 203 courses**

Request received in June 29, 2010 to input course details in the Banner system. These courses were developed in collaboration with the Primary Education program at the CEDU to serve the needs of the primary education program and were approved on Oct. 26, 2008.

**Committee Recommendation:**

**Conditional Approval:** MATH 103, and MATH 104 are already in the Banner System, only MATH 203 details need to be input into the system. Detailed course description should be provided by the department for review by the committee prior to approval.

## **7. Tasks and Assignments Generated During the Meeting**

<b>Action</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Deliverables</b>
Provide feedback on Academic Program Review dates as proposed in the draft APR Master Calendar	Committee members in collaboration with the APLOA office	<b><u>By Thursday Sept. 23, 2010</u></b>	Academic Program Review dates confirmed by all programs

Taskforces to review program curriculum structure forms and submit recommendation to the VPCAO on behalf of the committee	Members of the Taskforce	<b><u>By Thursday Sept. 23, 2010</u></b>	Recommendations to the VPCAO
Detailed course description of the MATH 203 course	CAS representatives	<b><u>By Wed. Sept. 22, 2010</u></b>	Detailed course description
<b>8. Next Meeting</b>			
<i>Sunday September 26, 2010</i>			