



Meeting Minutes

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

Date of Meeting:	Tuesday, January 7, 2014
Time of Meeting:	08:00 – 10:00 AM
Minutes Prepared by:	APLOA Office
Meeting No:	3
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd 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
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. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Mohamed AL-Khulaifi	Assoc. Dean for Acad. Aff., CLAW, member	m.a.alkhulaifi@qu.edu.qa	4403 5296

2. Invited

Dr. Hassan Abdel-Aziz	Director of Biomedical Program, CAS	hassan.aziz@qu.edu.qa	4403 4783
Dr. Ahmedna Mohamed	Associate Dean for Research, CAS	ahmedna@qu.edu.qa	4403 4848
Dr. Kerry Lee Wilbur	Director of the PharmD Program, CPH	kwilbur@qu.edu.qa	4403 5581
Dr. Feras Al Ali	Assoc. Dean Research & Grad. Studies, CPH	feras.alali@qu.edu.qa	4403 ----
Dr. Siham Alqaradawi	Professor of Chemistry, CAS	siham@qu.edu.qa	4403 4666

3. Detailed Meeting Agenda

- **Follow up on previous committee meetings**
 - All Colleges: Follow up on Request for List of Approved Curriculum Changes not Reflected in Banner
 - All Colleges/Programs: VP&CAO Office request for feedback on Placement Credit Policy
- **Academic Program Review:**
 - CAS, ANNS: SSR submitted – Taskforce Brief Feedback on pre-peer review phase
- **Program Restructuring Proposal:**
 - CCP: Restructuring proposal was submitted – Deciding on a Taskforce to oversee review process
- **Major Program Curriculum Change Proposal:**
 - LAWC: Major Program Change proposal – Deciding on a Taskforce to oversee review process
- **Discuss the following Curriculum Enhancement Proposals**
 - 1- CAS: Removing BIOM 445 from BS, Biomedical Sc. program requirements (resubmission)
 - 2- CAS: Changing admission requirements for the Master in Biomedical Sc. (resubmission)
 - 3- CAS: Increasing the Number of Ch for the BIOM 496 course (resubmission)
 - 4- CAS: Changing course designation and Contact hours for the BIOM 324 course (resubmission)
 - 5- CAS: Updating description for a number of courses offered by the Chemistry program
 - 6- CAS: Updating duration of Senior Project Course CHEM 462 offered by the Chemistry program
 - 7- CEDU: Unfreeze enrollment for diploma programs offered at CEDU
 - 8- CEDU: Changes in Courses offered in English Concentration for BEd in Secondary Education
 - 9- CEDU: Changing Admission Requirements for Master programs offered at CEDU
 - 10- CPH: Changing course description for the MS program course PHAR 670
 - 11- CPH: Adding courses to the PharmD program (Part Time)
 - 12- CENG: Changes in prerequisites for a number of courses in the Civil Engineering program
- **Additional Topics**

4. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on December 3, 2013.

The Committee chair reminded committee members of the need to identify and communicate to the APLOA office the list of requests discussed by the committee and approved by the VP&CAO during the AY 12-13 and not yet implemented in Banner.

The Committee Chair informed committee members that no feedback was received by Colleges on courses included in the university proposed Credit Placement Policy presented by Mr. Cesar Wazen in a previous meeting and thus, recommendation for approval of the list of courses as proposed will be communicated to the VP&CAO.

Academic Program Review

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

The Pre Peer Review phase of the APR process was initiated for the Arabic For Non Native Speakers (ANNS) program at the College of Arts and Sciences and a Taskforce including committee members, Dr. Yousuf and Dr. Mohammed, was established to review the submitted Self Study Report (SSR). The Taskforce reviewed the program submitted SSR and will discuss its recommendations with the ANNS program Director and faculty in a meeting later today.

Program Restructuring:

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

The CCP Director, Dr. Maha, briefly introduced the context and the rationale for the restructuring of the CCP. The Committee chair briefly highlighted the main steps of the program restructuring process and the need to conduct internal and external review based on which the program proposal is to be revised before its submission to the VP&CAO and eventually the EMC for approval.

Committee Action/ Recommendation

Committee members ***agreed to postponed discussion on the proposal details*** and to form a CCP Program Restructuring Taskforce that is to be charged with the internal review and to oversee the external review of the program proposal. The Committee Chair invited members to volunteer for the Taskforce and the following members expressed their willingness to join: Dr. Steve, Dr. Ali, Dr. Tahmina, Dr. Clayton, and Dr. Adam. The Committee Chair recommended that only two members from CAS should be joining the taskforce a member to represent the Science program and another member to represent the non-science programs offered at CAS.

Committee members agreed to postpone discussion on the proposal details until the completion of the internal and external review phase and the program submission of a revised version of the proposal based on the reviewer's suggestions and feedback.

Curriculum Enhancement Request

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

The PharmD program requested to add the following courses to the pool of PharmD program bridging courses designed for students enrolled in the program as part-time:

- ✓ PHAR 340 “Professional Skills I” as part of the Qualifying courses Package
- ✓ PHAR 446 “Pharmacy Elective II” as part of the Didactic courses Package

The college of pharmacy representative indicated that the first cohort of students admitted as part time has now reached the internship phase of the program and some deficiencies in their abilities to assume advanced pharmacy practices roles have been observed. Adding the two proposed courses will help students to develop needed skills.

Committee Action/ Recommendation

The committee agreed to postpone further discussion and recommendation on the request to a later meeting after receiving feedback from the Graduate Council. The committee also highlighted the following issues:

- The program should provide evidence based on Assessment to substantiate the program claim about student observed limited abilities and skills.
- Appropriate forms should be used in order to request the addition of the courses.
- The program should provide details on the evaluation mechanism to be used during admission process to select the bridging courses that students will be required to complete.

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

The Master in Pharmaceutical Sciences program at the College of Pharmacy requested 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.

Course Id and Title	Current Course Description	Requested Course Description
PHAR 670 Advanced Topics in Pharmaceutical Science I	This graduate course aims to provide intensive individualized instruction in the intended area of specialization (pharmacognosy, medicinal chemistry, pharmacology, pharmacokinetics, pharmaceuticals, pharmacogenomics) across two semesters. The specific topics are determined by the Primary Faculty Supervisor with approval by the Graduate Student Supervisory Committee. Whenever applicable, graduate students in two or more specialties (e.g. medicinal chemistry and pharmacognosy) undertake combined course work.	This graduate course aims to provide intensive instruction in the intended areas of specialization within the board scope of pharmaceutical sciences. The modules will cover contemporary and advance topics in different disciplines in pharmaceutical sciences.

Committee Action/ Recommendation

Committee members recommend conditional approval of the request pending feedback and recommendation from the Graduate Council. Meanwhile, an updated course syllabus reflecting the new changes should be provided and joined to the submitted request.

• **Law program – Major Curriculum Changes**

The Law program requested Major Curriculum Changes including the following:

- ✓ Adding 10 new electives courses.
- ✓ Moving 3 required courses to the major electives package
- ✓ Divide the LAW 213 “Source of Obligations” course into two courses.

The proposed changes are based on external reviewers recommendations raised during the Academic Program Review for the Bachelor of Law program that was conducted in Fall 2011.

Committee Action/ Recommendation

Committee members agreed to postpone recommendation on the request to a later meeting until additional feedback and information is received from the program. Committee members also agreed to establish a Taskforce to review details of the proposed changes with the program. The following observations were given during the meeting:

- The updated version of the curriculum mapping should be provided to identify the impact of the proposed changes in the coverage of the program level learning outcomes particularly after moving the three required courses to the Major Electives package.
- Evidence based on assessment should be provided in support of the program request.
- The program should evaluate the impact of offering 10 additional courses on faculty requirements as well as course offering and scheduling.

- A Taskforce that should be established to further review details of the program proposal.

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

During the last meeting held on December 3, 2013, the Master in Biomedical Science program requested to update the admission requirements by changing the GPA admission requirement from 2.8 to 2.5 for students holding a certificate from the Medical Laboratory Scientist Board of Certification Exam.

The program resubmitted the request by taking into consideration the APR&CE Committee recommendations offered during last committee meeting and updated the admission requirements by adding the highlighted statement as detailed in the following table:

Current Admission Requirements	New Requested Admission Requirements
<ul style="list-style-type: none"> • Completed a Bachelor degree in biomedical science, biology or related areas with minimum cumulative GPA of 2.80 out of 4.00 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. • 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. • A satisfactory performance in the personal interview with the Admission committee. • Students with BS degrees in other than Biomedical Sciences are required to successfully complete the bridge courses prior to entering the Master of Science in Biomedical Science program. 	<ul style="list-style-type: none"> • Completed a Bachelor degree in biomedical science, biology or related areas with minimum cumulative GPA of 2.80 out of 4.00 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. The minimum GPA requirement might be waived if applicant passed the Medical Laboratory Scientist (MLS) exam offered by the Board of Certification (BOC) of the American Society for Clinical Pathology. • 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. • A satisfactory performance in the personal interview with the Admission committee. • Students with BS degrees in other than Biomedical Sciences are required to successfully complete the bridge courses prior to entering the Master of Science in Biomedical Science program.

The Associate Vice President for Graduate Studies, Dr. Mohsen, informed committee members of the Graduate Council feedback on the program request as detailed below:

- Graduate Council members are in favor of keeping the 2.8 GPA but allow a standardized test score to substantiate for the lower GPA as it is already done at other Colleges (CENG and CBE).
- Most Council members think that it is not a good practice to let Colleges undermine the university minimum GPA requirement. In general, we recommend some other incentives for recruiting higher caliber students rather than lowering an already low standard.
- In general, a 2.8 GPA is already lower than US universities' GPA requirements.
- Following a benchmark with other university, it appears that the MLS exam is not used as an admission requirement; the standardized test scores that are commonly used to supplement GPA requirements for this discipline are the MCAT (preferred), GRE, or DAT.
- Typically, standardized test scores are used to strengthen students' applications against a competitive applicant pool not to substitute the GPA requirement (in other words, if a student has a 2.8 GPA and a strong MCAT score, they may beat out a student with a somewhat higher GPA only)

Committee Action/ Recommendation

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

- The program provides evidence that the same test is used as admission requirement by other top universities.

- **CAS_Biomedical Science program – Changes in the program degree requirements**

During the last Committee meeting held on December 3, 2013, the Biomedical Science program requested the following changes:

1. Delete the course BIOM 445 “Cytopathology” from the major requirements package.
2. Update the number of contact hours for BIOM 324 “Medical Virology” from 2 LC to 1 LC + 2 LB.
3. Update the number of credit hours and contact hours for BIOM 496 from 1CH to 3 CH.

The program resubmitted the request and provided additional documents and information as requested by the committee in its last meeting.

Committee Action/ Recommendation

Committee members recommends approval of the requests number 1 and 2 listed above and to recommend conditional approval for the request number 3 provided that the program joins the following additional information to complement the request:

- The program should submit a new revised version of the course syllabus for the BIOM 496. The course objectives and learning outcomes, in addition to the assessment methods are not updated and are not reflecting the proposed changes. Dr. Sherief volunteered to work with the program to review the course syllabus in accordance with the committee recommendations.
- The program should join to its request a benchmark with other universities offering similar courses designed to prepare students to succeed in certification exams.
- The program should consider updating the course title of BIOM 496.

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

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, and to update the course description. The number of credit hours for the course will remain unchanged.

This request is based on recommendations received from the accreditation team of the Canadian Society of Chemistry (CSC).

Course Id and Title	Current Course Description	Requested Course Description
CHEM 462 Research Project	Advanced level of study in selected areas.	This course gives students the opportunity to obtain, develop, demonstrate and acquire the necessary research skills in chemistry. Most of the research topics are interdisciplinary, so crossing boundaries across other disciplines. One-to-one supervision will be provided from the faculty members to perform chemical research in a professional environment. The students are required to conduct literature review and to carry out an experimental work, before writing a mini thesis and making an oral presentation.

Committee Action/ Recommendation

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

- Receiving feedback from Mr. Sean from VPSA to indicate the best “technical” way to offer the course over two semesters in the Banner system.
- Review the course learning outcomes.

- **Chemistry program – Update course description for a number of courses**

Based on recommendations received from the Canadian Society of Chemistry (CSC) accreditation team,

the Chemistry program at the College of Arts and Sciences requested to update the course description for a number of courses as detailed in the following tables:

Course Id and Title	Current Course Description	Requested Course Description
CHEM 221 Inorganic Chemistry I	Valence-Shell Electron-Pair Repulsion Model. Bonding theories. Symmetry and symmetry elements and point groups. Transition metals and coordination chemistry.	This course describes the following basic topics. The structure of the atom. Bonding theories, such as valence shell electron pairs repulsion theory, VSEPR, Valence Bond theory, VBT & Molecular Orbital theory, MO. The structure of simple solids, oxidation and reduction, acids & bases, Symmetry and symmetry elements, symmetry point group and character table. Also this course briefly cover, a concise introduction to coordination and organometallics chemistry.

Course Id and Title	Current Course Description	Requested Course Description
CHEM 321 Inorganic Chemistry II	General properties of main and transitional elements. Group elements' similarities and differences. Synthesis, properties and reactions of some important nonmetallic compounds.	This course describes the physical and chemical properties of the elements in periodic table (main and TM). This descriptive chemistry reveals a rich tapestry of patterns and trends. Will start with hydrogen chemistry, then descriptive chemistry will proceed systematically across the main groups (group 1A, 2A, then from group 13-18) demonstrating the diversity, intricacy, and fascinating nature of inorganic chemistry. Finally, chemistry of the three series of d-metal, electronic structure and complexes, that dictates their physical and chemical properties.

Course Id and Title	Current Course Description	Requested Course Description
CHEM 322 Inorganic Chemistry III	Synthesis, properties and reactions of organometallic compounds. Inorganic reaction mechanisms, including substitution, as well as redox reactions.	This course covers TM compounds reaction mechanisms. It includes ligand substitution reactions, rates of ligand substitution, inner and outer sphere mechanism, photochemical and related reactions, electron transitions, transitions in metal-metal bonded systems, electron count, nomenclature, complexes of carbonyl, phosphines, hydrides, dihydrogen, alkyl, alkenyl, alkyne, non conjugated diene, polyene, carbene, and metallocenes, ligand substitution, redox reactions, bond metathesis, insertion and elimination reactions. The Chemistry of f-block elements, their coordination and organometallic chemistry, electronic spectra and properties of some elements.

Committee Action/ Recommendation

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

- Review the English of the three proposed course descriptions
- Provide a new updated course syllabus
- Provide evidence of agreement on the proposed changes from the Secondary Education program offered at the College of Education as these courses are also part of the degree requirements of the Secondary Education program
- Clearly identify and indicate the Effective Term and the Catalog Terms for the implementation of the request with a clear distinction between both.

- ***CENG: Civil Engineering program – Major Curriculum Changes***

The Civil engineering program at the College of Engineering requested major curriculum changes including changes in course prerequisites and updating the offering semester for a number of courses.

It is to be noted that during the meeting, the program representative presented only the request to update

the prerequisites for a number of courses as listed in the following table:

Course Id	Course title	Current course prerequisites	New requested prerequisites
CVEN 213	Statics	MATH 102	MATH 102 with concurrency
CVEN 214	Strength of Materials	CVEN 213	CVEN 210, CVEN 213
CVEN 230	Geotechnical Engineering	CVEN 213	CVEN 214
CVEN 330	Foundation Engineering I	CVEN 214, CVEN 230	CVEN 230
CVEN 420	Design of Steel Structures	CVEN 214, CVEN 220	CVEN 214, CVEN 321

Committee Action/ Recommendation

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

- Provide evidence based on direct assessment to justify the requested change in prerequisites
- provide the Syllabi of the courses listed as prerequisites.
- Provide Data on student progression towards the degree.
- 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 in prerequisites. The evaluation should be based on a study of the impact of the proposed changes on student progression as the program will now enforce a sequence of seven courses that may delay student graduation. Course offering must also be verified and defined in light of the new sequence of courses as enforced by the new proposed course prerequisites.
- The program Study plan is to be reviewed in order to include the CCP courses.

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

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

Committee Action/ Recommendation

Committee members recommend **to postpone the request** until the committee receives feedback from the Graduate Council.

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

The College of Education requested to change the admission requirements for the Master programs offered at the college.

Committee Action/ Recommendation

Committee members recommend **to postpone the request** until the committee receives feedback from the Graduate Council.

- ***CEDU: Secondary Education program – Major Curriculum Changes***

During the previous APR&CE Committee meeting held on December 3, 2013, committee members discussed and agreed to to recommend approval of the curriculum changes submitted by the Secondary Education program. However, following the committee meeting, Dr. Ali Eid from CAS brought committee member’s attention to a number of issues in relation with the proposal and the need to further consult with the English Literature and Linguistics Department at CAS. Thus, it was agreed, through email communication, to exceptionally hold on the committee approval recommendation and to resubmit the program proposal for discussion in the next committee meeting. Meanwhile the Secondary Education program was kindly requested to consult with the English Literature and Linguistics Department at CAS to address identified issues related to courses and faculty.

The Secondary Education program met with members of the Department of English Literature and Linguistics including the Head of the department and revised its request based on agreement reached by both programs.

The proposed changes to the proposal submitted by the program and discussed by the APR&CE committee in its December 3rd meeting are summarized below:

- Offering a new course ENGL 3XX “Sounds of English” instead of ENGL 203 “Phonetics and Phonology”.
- Offering a new course ENGL 3XX “Structure of the English Language” instead of ENGL 301 “Syntax” .
- Replace ENGL 319 “Semantics” BY TRAN 312 “Linguistic Comparison of Arabic and English”.
- Replace ENGL 223 “Language and Computers” by three courses ENGL 234 “Language and Gender”, ENGL 209 “Language and Society”, or ENGL 213 “Language and Culture”.

Committee Action/ Recommendation

Committee members recommend **conditional approval of the request** pending submission by the program of the detailed course syllabus for the two new proposed courses and review and validation of the courses by the APR&CE committee. In addition, the program is invited to reconsider introducing the course TRAN 312 as it appears to have very limited contribution to the program learning outcomes.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Follow up with Graduate Council to receive feedback on proposed change.	CPH representative	Wednesday Feb. 12, 2014	Resubmission of request with requested additional information
Develop a revised course syllabus for the PHAR 670 course.	CPH representative	Wednesday Feb. 12, 2014	Revised Course Syllabus
Provide additional Information as detailed in this document.	CLAW representative	Wednesday Feb. 12, 2014	Resubmission of request with requested additional information
Benchmark with other universities using similar test for the Master in Biomedical Science	CAS representatives	Wednesday Feb. 12, 2014	Send benchmark data to Committee Chair
Updated course syllabus for BIOM 496 addressing identified issues and provide Benchmark data on similar courses offered at other universities	CAS representatives with Dr. Sherief	Wednesday Feb. 12, 2014	Revised Course Syllabus and Benchmark Data
Review course descriptions for the CHEM 221,321,322, course syllabi	CAS representatives	Wednesday Feb. 12, 2014	Revised course syllabi with updated course description
Consultation with CEDU on the proposed changes in course descriptions for the CHEM 221,321,322, courses	CAS & CEDU representatives	Wednesday Feb. 12, 2014	Evidence of consultation and agreement with CEDU
Feedback on implementation of the proposed increase in the duration for CHEM 462 course (2 semesters)	Mr. Sean (VPSA), with CAS representatives	Wednesday Feb. 12, 2014	Feedback on ways to implement the proposed change
Follow up with Graduate Council to receive Feedback on proposed change in admission requirement for Master programs at CEDU	CEDU representative	Wednesday Feb. 12, 2014	Resubmission of requests with Graduate Council Feedback
Follow up with Graduate Council to receive Feedback on the College proposal to unfreeze enrollment for diploma programs	CEDU representative	Wednesday Feb. 12, 2014	Resubmission of requests with Graduate Council Feedback
Course syllabi for the new proposed courses for the Secondary Education program	CEDU and CAS representatives	Wednesday Feb. 12, 2014	Detailed syllabus for both new courses

6. Next Meeting

TBA