



Meeting Minutes

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

Date of Meeting:	Sunday, October 09, 2013
Time of Meeting:	14:00 – 15:30 PM
Minutes Prepared by:	APLOA Office
Meeting No:	1 (First Meeting for AY 2013-2014)
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor

1. Purpose of Meeting

*Reporting on Committee Activities in Previous Years
Jumpstart the committee work for the 2013-2014 Academic Year.*

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

3. Absent / Apologies

Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Dr. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
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

4. Detailed Meeting Agenda

- **Welcoming New Committee Members**
- **Introducing Roles and Responsibilities of Committee Members**
- **Reporting on Committee Activities in Previous Years**
- **Academic Program Review Master Calendar**
- **Timeline for the APR&CE Committee Meetings & Important Dates**
- **Concluding Remarks and Open Discussion**
- **Urgent Request from VP&CAO: Waiving Credit for Courses**
- **Additional Topics**

5. Meeting Notes, Decisions, Issues

The Committee Chair welcomed all committee members to the new academic year and particularly new members who joined the APR&CE Committee for the 2013-2014 academic year.

The Committee Chair described the role of the APR&CE Committee as well as the responsibilities and expected contribution of committee members. He insisted on the critical role of the APR&CE Committee in maintaining and enhancing the quality of academic programs offered at Qatar University. He also highlighted the need to ensure close collaboration, communication, and coordination among colleges and programs. It is also the responsibility of the Committee to review the establishment/termination/phasing-out of programs / academic units.

The committee Chair then presented a brief summary of the committee activities in previous years as detailed below.

Program Initiation

The following list of programs were initiated during the last three academic years and reviewed by the Committee:

#	Colleges	Programs	Start Date: AY 11-12	Start Date: AY 12-13	Start Date: AY 13-14
1	CAS	Minor in Translation		√	
2		Minor in Philosophy		√	
3		Minor in Psychology		√	
4		Minor in Policy, Planning, and Development		√	
5		Policy, Planning, and Development		√	
6		Public Health		√	
7		Psychology		√	
8		Master in Gulf Studies	√		
10		Master in Environmental Sciences	√		
11		Master in Biomedical Science		√	
12		Master in Material Science and Technology			√
13		MSc, Arabic Language		√	
14		Ph.D in Biological and Environmental Science			√
15		CBE	Minor in Entrepreneurship		√
16	Master in Accounting		√		
17	CENG	Master in Civil Engineering		√	
18		Master in Electrical Engineering		√	
19		Master in Mechanical Engineering		√	
20		Master in Environmental Engineering	√		
21		PhD in Engineering	√		
22	CPH	Master in Pharmaceutical Sciences	√		
23		PharmD	√		
24	CSIS	Master in Fiqh and Usul al - Fiqh		√	
25		Master in Quranic Sciences and Exegesis		√	
26	CEDU	Bachelor in Secondary Education		√	

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

The APR&CE Committee established a five year master calendar which identifies the semester of review for each academic program during the 2010-2015 review cycle. The master calendar was developed in close collaboration with academic programs and was defined based on many variables including programs accreditation schedule and timeline. The main purpose of Academic Program Review (APR) at Qatar University is to help evaluate the viability, productivity, and quality of academic programs offered at the university and to ensure that they are in line with the university mission, goals, and strategic plan. The outcome of program review is expected to provide sufficient evidence to warrant a decision to maintain and improve, restructure, deactivate or terminate a program. Thus if a program is accredited or under accreditation process, the APR is still mandatory. The APR Policy includes 4 different possible tracks depending on the need of the program.

Committee Chair presented the updated version of the Master Calendar and the programs scheduled for review during the 2013-2014 academic year:

Fall 2013:

- ✓ Statistics
- ✓ Human Nutrition
- ✓ Pharmacy
- ✓ Arabic For Non Native Speakers
- ✓ Social Work

Spring 2014:

- ✓ English Literature and Linguistics
- ✓ Architecture
- ✓ Master in Urban Planning
- ✓ Islamic Studies
- ✓ Dawaa and Mass Communication
- ✓ Biomedical Sciences

The review status of programs reviewed during the last three academic years was presented as detailed in what follows. All programs scheduled for review in 2011-2012 Academic year completed the APR process steps.

During the 2012-2013 academic year, the Environmental Sciences was scheduled for review in Fall 2012 and the program is currently in the process of developing the Program Enhancement Plan. The review of programs offered at the College of Education including the Diploma in Primary Education, the Diploma in Secondary Education, and the Diploma in Special Education postgraduate programs as well as the Master in Special Education and the Master in Education Leadership graduate programs was planned in conjunction with the follow up accreditation visit of the International Recognition of Teacher Education (IRTE) scheduled in the same semester. These programs went through the fast track internal review process as the accreditation visiting team initial report submitted in 2010 and the visit report for the follow up visit held in May 26-29, 2013 provided the external evaluation and feedback needed for the review of the concerned programs. Internal reviewers are yet to be designated to review the different reports.

It is important to note that Academic Program Review in addition to other assessment activities are to be linked to the program budget requirements. It is important that the financial needs of the program be tied with the outcome of the APR and assessment processes.

Committee Meeting Calendar for the Academic Year 2013-2014:

The Committee Meeting Calendar schedule for the 2013-2014 academic year was presented and discussed. Present committee members agreed to schedule meetings on Tuesdays from 08:00 to 10:00.

Deadlines for Program Initiation, Program Restructuring and Curriculum Enhancement:

Important dates for the submission of program initiation, program restructuring, and curriculum enhancement proposals were communicated to Committee members:

- **Thursday November 28, 2013:**
 - Deadline for initial submission of structural curriculum change proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.
 - Deadline for initial submission of new academic program proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.
- **Sunday December 29, 2013:**
 - Deadline to submit the revised structural curriculum change proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.
 - Deadline to submit the revised new academic program proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.
- **Thursday February 27, 2014:** Submission deadline for curriculum change requests to be implemented in Fall 2014 and for their inclusion in the 2014-2015 University Catalog.

The above dates should be respected by all programs and colleges. Committee members are invited to communicate with all programs to emphasize the need to enforce these deadlines.

Careful attention should be given to the impact that curriculum changes might have on students enrolled in the program and on students enrolled in other programs. It is the responsibility of the program submitting a change request to consult with others programs that might be impacted by the proposal and to resolve any issues prior to submitting the proposal to the APR&CE committee.

Committee members were reminded that all material related to submitted requests / proposals should be sent by the programs representatives to APR&CE Committee at least **one week** before the date of the APR&CE meeting.

Important Messages Communicated during the Meeting:

- ✓ The committee only makes recommendations and no decisions.
- ✓ Requests submitted and approved during one academic year are to take effect at the beginning of the next academic year.
- ✓ Requests must be approved in time to allow for their inclusion in the university catalog for the next academic year and implementation in the Banner Course Management System before the start of the fall semester pre-registration period.
- ✓ Typically, the committee shall meet once every month.
- ✓ Curriculum enhancement requests must be communicated to the committee chair at least one week before scheduled meetings.
- ✓ Proposals may be submitted any time during the Academic Year. However, there are deadlines on proposals to be implemented in the following AY.
- ✓ It is the responsibility of Colleges and Programs to:
 - Follow-up on implementation of approved request in Banner.
 - Follow up on requests submitted to the committee: scheduled for review
- ✓ Requests approved in AY 12-13 and not yet communicated to VPS or implemented in Banner should be identified by end of Oct. 2013.
- ✓ College/program representatives may propose to committee chair to invite knowledgeable representatives to

attend the meeting during which relevant requests are scheduled for discussion.

- ✓ Colleges/programs should ensure that submitted requests are justified based on assessment.
- ✓ Colleges/programs must ensure that requests are well documented.
- ✓ Comments and/or suggestions to improve the efficiency and effectiveness of the process are most welcome.

Issues raised during the Committee:

Committee members discussed a number of issues summarized below:

- **Minimum number of changes acceptable per program:**

Committee members inquired about the minimum average of changes allowed per program. Committee Chair indicated that no limit is fixed but there are different levels of approval based on the type of requests and different templates are available depending also on the type of request.

A program restructuring template is to be issued for overall program restructuring while a major change template is to be issued for other changes including adding, replacing, deleting a considerable number of courses without changing the total number of CH of the program; changing the credit hours allocated in existing components without changing the total number of CH of the program; etc.

- **Similar Courses offered by different programs/colleges:**

Committee members raised concern about the large number of similar courses offered by different Colleges and programs. For example, The representative of the College of Sharia and Islamic Studies, Dr. Yousuf, indicated that the college identified a number of courses offered by other colleges and programs that have similar contents and learning outcomes as the ones offered by the College.

College/programs representatives should discuss this issue in order to merge these courses and to have an efficient course offering system. The identified courses are:

- ✓ INTA 301 Islamic Political Thought
- ✓ INTA 209 Islam and the West
- ✓ HIST 217 Islamic Civilization
- ✓ PHIL 200 Introduction to Ethics
- ✓ PHIL 210 Islamic Philosophy
- ✓ INTA 203 Women in Islam
- ✓ SOCI 367 Comparative Religion

- **Course equivalency for a deactivated course:**

It is to be noted that, based on QU policies, if a course is not being offered in three consecutive years, it will be automatically deactivated. Each course should be offered at least once each two consecutive years. Programs with a large number of electives courses are facing this problem and it is recommended to reduce the number of electives courses. The number of substitution/course equivalencies should be controlled at the end of the academic year.

- **SACS Application:**

Since Qatar University applied for SACS accreditation, it is to be noted that program initiation, program restructuring and program major changes proposals will not be approved/implemented for the next academic year. However, programs should continue working on the proposals as proposals will be processed through the review

and approval process. Only implementation date will be delayed until QU receives feedback from SACS regarding the accreditation application.

Other minor changes may be accepted if they comply with SACS policy for Substantial Changes.

- **Urgent Request from VP&CAO: Placement Credit for Courses**

The VP&CAO requested that committee members review the list of courses equivalencies defined in the Placement Credit policy. Course Syllabus that will serve as basis for the requested review will be communicated by Committee Chair by the end of this week.

6. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Addressing Problem in Banner implementation.	All members	<u>October 31, 2013</u>	List of courses attributes Via emails to APLOA Office
Review the Waiving Credit for Courses	All members		

7. Next Meeting

TBD