



## Meeting Minutes

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

<b>Date of Meeting:</b>	Thursday, January 14, 2010		
<b>Time of Meeting:</b>	11:00 - 12:30 AM		
<b>Minutes Prepared by:</b>	VPCAO Office		
<b>Meeting No:</b>	2		
<b>Meeting Location:</b>	VPCAO Meeting Room		
<b>1. Purpose of Meeting</b>			
<i>Report on work progress on the Academic Program Review process and calendar, the Curriculum Enhancement process, and the Program Initiation, termination, phasing out Process.</i>			
<b>2. Attendees</b>			
<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	485 2540
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	485 1940/42
Dr. Dheen Saheb Merza	AssDean, CSIS, member	mmdheen@qu.edu.qa	485 2352/2255
Dr. Mohsen Mubasher	AssProf., CAS, member	mohsenmm@qu.edu.qa	485 2798
Dr. Abdelmajeed Hamouda	Prof., CENG, member	hamouda@qu.edu.qa	485 2098/99
Dr. Laster Hardegree	AssProf., CAS, member	l.hardegree@qu.edu.qa	676 9433
Dr. Batuol Khalifa	AssProf, CEDU, member	batoul@qu.edu.qa	485 2902
Dr. Zain Mohamed	Professor, CBE, member	mzain@qu.edu.qa	485 1823
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	485 2282
Dr. Mohamed Al Naimi	Director of OAE, , member	aeo@qu.edu.qa	485 2268
Mr. Sean Dollman	Admission & Registration, member	<a href="mailto:sean.dollman@qu.edu.qa">sean.dollman@qu.edu.qa</a>	485 6611
<b>3. Apology/Absent</b>			
Ms. Suad Zaqlan Al-Shammari	SIS, member	<a href="mailto:suad@qu.edu.qa">suad@qu.edu.qa</a>	485 6636
Dr. Mekhled AlTarawneh	AssProf, LAW, member	mekhled.tarawneh@qu.edu.qa	485 6062
<b>4. Invited</b>			

## 5. Detailed Meeting Agenda

- *Follow up on Previous Committee Meeting*
- *Program Review Calendar*
- *Catalog and Curriculum Structure Templates*
- *The Academic Program Review process and Templates (by Dr. Lester)*
- *The Program Initiation, termination, phasing out Process (by Dr. Hamouda)*
- *The Curriculum Enhancement Process and Templates (by Dr. Adel)*
- *Additional Topics*

## 6. Meeting Notes, Decisions, Issues

Dr Adel opened the meeting with a brief review of topics covered in the last APR&CE meeting held on Sept 29, 2009. The minutes for that meeting were adopted.

### REPORT ON CATALOG AND CURRICULUM STRUCTURE

Mr. Dollman reported on the Catalog and stated that course related information that needs to be available to academic programs was defined. A query form has been developed to access this information and is now available in banner.

1. Guide on how to access information has been drafted
2. All Deans now have access
3. It was returned back to the Committee for follow up with the Deans

It was suggested that the user guide be sent to all committee members for review. Committee members should use the query to identify missing and/or incorrect course information.

### REPORT ON ACADEMIC PROGRAM REVIEW

Dr. Lester reported next and stated that the academic program review working group conducted a survey on academic program review processes adopted by several SACS accredited universities and carefully reviewed the SACS requirements while revisiting the initial version of the QU process for academic program review.

Dr. Lester briefly communicated the proposed updates on the current process.

In preparing for the Academic Program Review Calendar, it would be important to know the dates that each of the programs went through review process so that there is a record on hand to show the history of Program Reviews.

### PROGRAM INITIATION and TERMINATION

Dr. Hamouda reported that the approval process for initiating new programs as currently defined is good, but that it might need some fine tuning. However, the template used for describing the new program is to be reviewed as well as the guidelines sent to reviewers.

The process for program termination and phasing out need to be developed. There is no template for phasing out. The group unified in saying that clear policies and procedures must be developed.

## CURRICULUM ENHANCEMENT

Dr Adel presented the curriculum enhancement process that is being developed. Feedback from all colleges was gathered while developing the process. Forms were distributed to college deans and/or associate deans for feedback on the chain of approval for the different type of curriculum change.

A structure for curriculum committees at different levels in the university should be established in order to support the curriculum enhancement process.

It was recommended that a member of student affairs should be a full member of the university level curriculum committee.

It was also recommended to ensure that the curriculum enhancement process defines procedures for addressing substantial curriculum change and curriculum restructuring.

Committee Members recommended postponing further discussions on the above processes to the next meeting in order to have enough time to review these processes.

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

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Send User Guide for Course Info Query to all committee members	Mr. Sean	<b><u>By end of Fall 2009 Semester</u></b>	User guide
Send document describing the updated APR Process to all committee members	Dr. Lester	<b><u>By end of Fall 2009 Semester</u></b>	APR Revised Process Document
Send document describing the designed Curriculum Enhancement Process to all committee members	Dr. Adel	<b><u>By end of Fall 2009 Semester</u></b>	CE Revised Process Document
Send document describing the Program Initiation Process to all committee members	Dr. Hammouda	<b><u>By end of Fall 2009 Semester</u></b>	Program Initiation Revised Process Document and Template for New Program Proposal
Send history of academic program reviews with relevant documents to <a href="mailto:acherif@qu.edu.qa">acherif@qu.edu.qa</a>	All College/Program representatives	<b><u>By end of Fall 2009 Semester</u></b>	Program review dates with relevant reports and documents

### 8. Next Meeting

*Will be decided when agreement is reached on a convenient day/time for committee meetings*