



Meeting Minutes

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

Date of Meeting:	Sunday, February 17, 2013
Time of Meeting:	8:00 – 10:00 AM
Minutes Prepared by:	APLOA Office
Meeting No:	6
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. Sherief Khalifa	Dean, Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Eman Zaki	College of Education / Member	Eman.Anwer@qu.edu.qa	4403 5124
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., LAWC, member	m.a.alkhulaifi@qu.edu.qa	4403 5296
Dr. Hussain Al Qassem	CAS, member	husseink@qu.edu.qa	4403 4610
Dr. AbdulAli Sadiq	CAS, member	a.sadiq@qu.edu.qa	4403 4687
Dr. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Ramzi Taha	Assoc. Dean Acad. Aff., CENG, member	ramzitaha@qu.edu.qa	4403 4118
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. Mohsen Guizani	Associate Vice President Graduate Programs	mguizani@qu.edu.qa	4403 4014

2. Absent

Mrs. Wessam Almadhoun	Ass. Dean Student Aff., CAS, member	welmadhoun@qu.edu.qa	4403 4524
Dr. Rashid Alammari	Dean, CENG, member	ralammari@qu.edu.qa	4403 4209
Dr. Dheen Mohamed	Assoc. Dean Acad. Aff., CSIS, member	mmdheen@qu.edu.qa	4403 4412

3. Invited

Dr. Nabil Zouari	Prof. of Environmental Microbiology, CAS	nabil.zouari@qu.edu.qa	4403 4559
Dr. Mohamed Ahmedna	Assoc. Dean for Research, CAS	ahmedna@qu.edu.qa	4403 4848
Dr. Khaled Al Share	Assoc. Dean Research & Grad. Program, CBE	kalshare@qu.edu.qa	4403 5068
Dr. Conrad Sturm	Director, Legal Writing & Advocacy Skills, CLAW	conrad.sturm@qu.edu.qa	4403 5297
Dr. Christopher Evers	Lecturer, Legal Writing & Advocacy Skills, CLAW	cevers@qu.edu.qa	4403 6515

4. Detailed Meeting Agenda

- *Follow up on previous committee meeting*
- *Discuss the following Curriculum Enhancement Proposals*
 - *CLAW: New Course Revised Proposal - Moot Court (initially discussed by committee in Oct. 21st meeting)*
 - *CENG, ELEC: Change in course prerequisites ELEC 469 and ELEC 472*
 - *CENG, ELEC: Change in Course Credit Hours ELEC 498 and ELEC 499*
 - *CCP: Remove ISLA 104 from the CCP program*
 - *PharmD: Change in Course level and Ids for Bridge course of part time version of program*
- *Review of Program Restructuring Proposal:*
 - *CBE: MBA Program Restructuring Proposal*
- *Review of New Program Proposal:*
 - *CAS: Ph.D in Biological and Environmental Sciences*
- *Additional Topics*

5. Meeting Notes, Decisions, Issues

Curriculum Enhancement Proposals

- **CLAW – New Course Revised Proposal - Moot Court (initially discussed in Oct. 21st meeting)**

The College of Law requested during the APR&CE Committee meeting held on October 21st, 2012 to add a “Moot Court” course in the program Major Electives package. The Committee invited the program to resubmit its proposal taking into consideration the committee feedback and recommendations.

Program representatives presented the new updated proposal to Committee members.

The Moot Court course will be offered into two courses, Moot Court I and Moot Court II, offered in Fall and Spring respectively. The essential components of the two courses include:

Moot Court I:

- ✓ Moot Court instruction/review of how to write and present written and oral courtroom submissions.
- ✓ Research on, and analysis of, the presented Moot Court problem.
- ✓ Student writing of appellate briefs.

Moot Court II:

- ✓ Student practice and preparation of oral arguments over the course of two months.
- ✓ Student presentation of oral arguments in class or at one or more international Moot Court competitions in February and March.
- ✓ Judicial opinion writing

Students registered in the Moot courses may be selected to represent the College of Law at a Moot Court Competition.

Committee Action/ Recommendation

Committee members agreed to **recommend approval of the request**. In addition, committee members recommended minor revisions to the submitted proposal by addressing the following:

- Revise the course learning outcomes by taking into account the fact that the Moot Court II course is at a higher level than the Moot Court I course.
- Provide a detailed rubric for the assessment of student work and activities.
- No grade should be given for attendance as this is against QU policy.
- The course details should clearly indicate that participation in the international competition is not part of the course requirements.
- The program should consider offering a similar course in Arabic in the near future.
- The course syllabus should have a section dedicated to course information.
- Committee members agreed to recommend that the Moot courses should be a 400 level course.

- **CENG, Electrical Engineering Program – Change in course prerequisites ELEC 469 and ELEC 472**

The College representative presented the Electrical Engineering program request to change the prerequisites of ELEC 469 and ELEC 472 courses as detailed below:

Course Id	Course Title	Current Perquisites	New Proposed Prerequisites
ELEC 469	Computer Networks	ELEC 263, GENG 106, and GENG 200	ELEC 341 and GENG 106
ELEC 472	Wireless Networks and Applications	ELEC 469	ELEC 341 and GENG 106

Rational for the requested change in prerequisite for the ELEC 469 course: The ELEC 263 is a course offered in the 2003 version of the program curriculum and no longer exists in the 2011 version of the program curriculum. The ELEC 341 course titled “communication engineering” covers the topics needed for preparing students to the ELEC 469 course. The GENG 200 course is already a prerequisite for the ELEC 341 course and may consequently be removed from the ELEC 469 list of course prerequisites.

Rational for the requested change in prerequisite for the ELEC 472 course: The ELEC 472 course is a major elective course titled “Wireless Networks and Applications”. The current prerequisite course ELEC 469 titled “Computer Networks” does not include the topics needed for the ELEC 472 course. The requested new prerequisite ELEC 341 “communication engineering” and GENG 106 “Computer programming” courses do cover topics needed for the ELEC 472 course.

Committee Action/ Recommendation

Committee members agreed to recommend approval of the request. Committee members highlighted the importance to join with each request, a Course Syllabi and a detailed rationale of the request including a study on the impact of the requested change particularly on students.

- ***CENG, Electrical Engineering Program – Change in course credit hours ELEC 498 and ELEC 499***

The College representative presented the Electrical Engineering program request to change the number of credit hours of ELEC 498 and ELEC 499 courses as detailed below:

Course Id	Course Title	Current Number of Credit Hours	New Proposed Number of Credit Hours
ELEC 498	Senior design project I	1	3
ELEC 499	Senior design project II	2	3

The additional 3 credit hours allocated to these courses will not result in an increase in the overall number of CH required by the program as students will be required to complete only 12 CH instead of 15 CH from the major elective courses, Thus, students will be required to complete 4 courses from the major elective courses instead of 5 courses.

The rationale is that increasing the total number of CH of the senior design project to 6 CH better accounts for the amount of time and efforts spent by students on the course and provides a better opportunity for multi-disciplinary projects between the departments in the college of engineering.

Committee Action/ Recommendation

Committee members agreed to recommend approval of the request. Committee members recommended updating the curriculum map of the program. The program is to send the new version of the curriculum map to the Committee Chair by March 17, 2013.

- ***CCP, Delete ISLA 104 course from the Core Curriculum Program***

Following feedback received from Faculty members and Students, the CCP program requested to remove the course ISLA 104 course titled “Sciences of Hadith” from the General Knowledge package of the CCP. The ISLA 104 course cannot be part of the CCP as it requires some prior knowledge in Hadith. Students enrolled in programs other than Islamic Studies found difficulties completing the course.

Committee Action/ Recommendation

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

- ***CPH, PharmD Program – Change in Course level and Ids for Bridge course of part time version of program***

The PharmD program offered to Part Time students holding a BSc (Pharm) degree from a university other than QU and who wish to continue their post-baccalaureate training while practicing in Qatar requires students to complete specific bridges courses consisting of undergraduate courses delivered using a hybrid synchronous / asynchronous mode. Part time PharmD students may complete the program requirements in 3 to 7 years.

A significant number of current students finished 3 out of 4 semesters of these bridging courses and some of them have GPA less than 3.0. According to the graduate students handbook, they should have been on probation, then dismissed from the program. However, as these students are taking undergraduate level courses, their transcripts consistently showed, “good standing” despite a low GPA.

To address this issue, the program is requesting to change the course ID of the Bridge courses to differentiate them for the UG courses offered to UG students and to change the level of these courses to graduate level courses effective from the next Fall 2013 semester. The program requested that these changes be applied only to new students admitted into the program from the Fall 2013 semester and to maintain the current structure and requirements for the current students as many students may be dismissed from the program if the minimum GPA of 3.0 for the bridge courses is to be applied to current students.

Committee members discussed the proposal details and the following main issues were raised and discussed during the meeting:

- Bridges courses are undergraduate courses and should not be designated as graduate courses.
- The GPA of the Bridges courses cannot be counted in the total GPA of the program.
- The possibility to change the grade mode to “Pass/Fail” is not recommended as it will not motivate students.
- QU policy for graduate programs should be reviewed.

Committee Action/ Recommendation

Committee members agreed **to decline the request as submitted** and recommended the following:

- Keep the UG level for bridge courses and add a registration restriction “Graduate Student Level” at the section level to ensure that UG students do not enroll in these sections.
- Students taking bridge courses will be placed on probation if their GPA goes below 2.0
- GPA for bridge courses will not be counted towards the GPA of the PharmD degree.
- Explore alternative solutions with the APLOA office and the Banner Team at VPS.

- ***CBE, MBA Program – Extending the Program offering to Male Students***

The College of Business and Economics requested a program restructuring for the MBA program offered by the college. The MBA program started in Fall 2002 and was scheduled for review in Spring 2012.

The College representative presented the program restructuring proposal and the rationale for the restructuring of the program. The following main changes in the current program curriculum were highlighted:

- Create two new concentration areas, one in Entrepreneurship and one in Business Analytics.

- Create a new program required course (required for both concentration areas): MAGT 601 “Business Research Methods”.
- Add four new courses, two in each of the concentration required courses: MAGT 604 "Management of Change and Innovation"; MAKT 605 "Entrepreneurship Marketing"; MIST 660 "Business Analytics"; and MIST 670 "Data Mining for Business".
- Create two new electives courses FINA 607 “Investment Analysis and Portfolio Management”; and MAGT 605 “Project Management”.
- Move MAGT 607 “International Business Management” course from the Major Requirement package to the Elective courses package.
- Deleting five Electives courses MAGT 613 “E-Business”; MAKT 614 “Marketing Research”; MAGT 608 “Total Quality Management”; MAGT 611 “Business Ethics & Legal Environment”; and ECON 604 “International Trade & Finance”.

The College representative also highlighted the fact that the MBA program was subject to review by a Program Evaluator in Spring 2012 in the context of the Academic Program Review process. The program restructuring proposal was discussed with the program evaluator who supported the restructuring proposal as indicated in the APR Review report submitted by the program evaluator.

Committee Action/ Recommendation

Committee members agreed to *postpone decision* on the committee recommendation until additional feedback and information is provided. Following a discussion on the proposed program restructuring details, committee members decided to establish a taskforce to further review the proposal details. The Associate Vice President for Graduate programs, Dr. Mohsen, was designated to chair the taskforce and to decide on QU faculty to be invited to serve on the taskforce. In addition, in compliance with the curriculum enhancement process, the program restructuring proposal is to be sent to external reviewers for review and feedback. Dr. Mohsen will also be leading the external review process.

• ***CAS, PhD in Biological and Environmental Sciences Program***

The program representatives, Dr. Nabil and Dr. Ahmedna, offered a brief overview of the Ph.D. program in Biological and Environmental Sciences. The proposed program is an interdisciplinary program that builds on the currently offered M.Sc. in Environmental Science and M.Sc. In Biomedical Sciences program. The proposed program is the second PhD program offered at Qatar University.

The new approved PhD in Biological and Environmental Sciences program was sent to external reviewers and revised based on the external reviewer’s feedback. Dr. Ahmedna presented the external reviewer’s feedback and the program responses to the received comments and suggestions.

During the meeting, committee members discussed several aspects of the proposal and provided a number of recommendations including the following:

- The course description of the BIOL 602 and BIOL 603 courses are identical and need to be updated.
- The Environmental Science Center should be included in the proposal as it provides excellent support to research.
- The admission requirements need to be revised: The minimum score of TOEFL should be 520 instead of 550.
- Page 22: The paragraph about students transfer is to be removed as standard QU transfer policy for graduate programs is to be applied.

Committee Action/ Recommendation

Committee members welcomed the program proposal and agreed to *postpone decision* on the committee recommendation until additional feedback and information is provided. Committee members agreed to establish a taskforce to further review the program proposal and to work with the

program in order to revise the proposal based on the taskforce findings and the committee discussions and recommendations. Depending on the taskforce feedback and recommendations, the final committee recommendation may be reached through email communication without the need to reschedule the program proposal for further discussion in a committee meeting.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Update the new proposed Moot Court courses	CLAW representatives	<u>Sunday March 17, 2013</u>	Updated proposal
Review the MBA program restructuring	Taskforce chaired by Dr. Mohsen	<u>Sunday March 23, 2013</u>	Taskforce Review Report and recommendations to be sent to committee chair
Further review of the New PhD in Biological and Environmental Sciences Program	Taskforce chaired by Dr. Mohsen	<u>Thursday Feb 28, 2013</u>	Taskforce Review Report and recommendations to be sent to committee chair
Update Curriculum Map of the EE program	CENG representative	<u>Sunday March 17, 2013</u>	Revised Curriculum Map

6. Next Meeting

Sunday March 17, 2013