



## Meeting Minutes

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

|                             |  |
|-----------------------------|--|
| <b>Date of Meeting:</b>     | Sunday, March 17, 2013   |
| <b>Time of Meeting:</b>     | 8:00 – 10:10 AM  |
| <b>Minutes Prepared by:</b> | APLOA Office   |
| <b>Meeting No:</b>          | 7  |
| <b>Meeting Location:</b>    | Executive Meeting Room, Administration Building, 3 <sup>rd</sup> 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., LAW, member    | m.a.alkhulaifi@qu.edu.qa | 4403 5296 |
| Dr. Hussain Al Qassem   | CAS, member                                | hussain@qu.edu.qa        | 4403 4610 |
| Dr. AbdulAli Sadiq      | CAS, member                                | a.sadiq@qu.edu.qa        | 4403 4687 |
| Prof. 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 |
| Dr. Aiman Erbad         | Assist. Prof., CENG, member                | aerbad@qu.edu.qa         | 4403 4278 |
| 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 |
| Dr. Aiman Erbad         | Assistant Professor, CENG (New member)     | aerbad@qu.edu.qa         | 4403-4278 |

#### 2. Absent

|                   |                                      |                   |           |
|-------------------|--------------------------------------|-------------------|-----------|
| Dr. Dheen Mohamed | Assoc. Dean Acad. Aff., CSIS, member | mmdheen@qu.edu.qa | 4403 4412 |
|-------------------|--------------------------------------|-------------------|-----------|

#### 3. Invited

|                     |   |                      |           |
|---------------------|---|----------------------|-----------|
| Dr. Mohamed Ahmedna | Associate Dean for Research               | ahmedna@qu.edu.qa    | 4403-4848 |
| Dr. Samir Jaoua     | CAS, Head of Dept. of Biological Sciences | samirjaoua@qu.edu.qa | 4403-4536 |
|                     | INTA                                      |                      |           |
|                     | INTA                                      |                      |           |

#### 4. Detailed Meeting Agenda

- **Welcoming New Committee Member: Dr. Aiman Erbad (CENG)**
- **Curriculum Enhancement Requests**
  - CENG, CHEM: Change in course attributes
  - CENG, CHEM: Replacing courses
  - CENG, CHEM: Add New Course
  - CPH, PharmD: Proposal of internal policy related to Part Time PharmD
  - CAS, INTA: Change course prerequisites
- **Academic Program Review:**
  - CEDU: Planning for Pre-Peer Review Phase of selected programs offered at CEDU
- **Review of New Program Proposal:**
  - CAS: Ph.D in Biological and Environmental Sciences
- **Additional Topics**

## 5. Meeting Notes, Decisions, Issues

The Committee Chair introduced Dr. Aiman Erbad, Assistant Professor affiliated with the Computer Engineering program administrated by the Computer Science and Engineering Department at the College of Engineering who joined the committee as a new member representing, with Dr. Ramzi Taha, the College of Engineering in the committee in replacement of Dr. Rashid Al Ammari recently appointed as Dean of the College of Engineering.

### **Curriculum Enhancement Proposals**

- **CPH, PharmD program – Proposal of internal policy related to Part Time PharmD**

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 bridge 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.

Currently, a significant number of students finished 3 out of 4 semesters of these bridging courses and some of them have a cumulative 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 requested in the previous APR&CE Committee meeting held on February 17, 2013 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 Fall 2013 semester. The request was declined and following Committee recommendations and feedback, the program decided to request establishing an internal college policy as detailed below to be applied to part time students enrolled in the PharmD program (Part time PharmD):

- A minimum cumulative GPA of 2.8 would be required for registering in the courses of the full time PharmD program consisting of the didactic B and Internship course packages of the program.
- A student who fails the same course twice is dismissed from the program in compliance with the university rules and regulation for graduate students.

### **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:

- Update the statement “A student who fails the same course twice is dismissed from the program” as follows “ A student who fails the same bridge course twice is dismissed from the program”.
- Clearly state that the total GPA for the Bridge courses is not counted in the total GPA of the program.
- Clearly state in the admission requirements that students failing to achieve a minimum cumulative GPA of 2.8 after completing the bridge courses will be dismissed from the program.
- Consider reevaluating the offered bridge courses by reducing their number or by requiring students to complete only a set of courses designated during the admission process by the program admission committee.

- **CAS, International Affairs Program – Correct course prerequisites**

The invited program representatives presented the program proposal to committee members. The International Affairs program requested to change the course prerequisites and registration restrictions of a number of courses as detailed in the table below:

| Course Id | Course Title                        | Current Prerequisites                            | New Proposed Prerequisites  |
|-----------|-------------------------------------|--|---|
| INTA 209  | Islam and West                      | INTA 101   | None  |
| INTA 302  | Politics of oil                     | INTA 102 and INTA 103                            | INTA 102 or INTA 103  |
| INTA 305  | Internship                          | Senior and Junior                                | Junior 60-74<br>Junior 75-89<br>Earned 135-149<br>Earned 90-104<br>Earned 105-119<br>Earned 120-134<br>Junior<br>Senior |
| INTA 315  | Dialogue Across Civilization        | Senior and Junior                                | Junior 60-74<br>Junior 75-89<br>Earned 135-149<br>Earned 90-104<br>Earned 105-119<br>Earned 120-134<br>Junior<br>Senior |
| INTA 350  | Foreign Policy of the United States | Senior<br>Junior 75-89<br>Junior<br>Junior 60-74 | Junior 60-74<br>Junior 75-89<br>Earned 135-149<br>Earned 90-104<br>Earned 105-119<br>Earned 120-134<br>Junior<br>Senior |
| INTA 401  | International Relations Theory      | None   | INTA 103  |
| INTA 411  | Capstone                            | Senior   | Senior and EDUC 201   |
| INTA 470  | Area Studies                        | None   | Junior 60-74<br>Junior 75-89<br>Earned 135-149<br>Earned 90-104<br>Earned 105-119<br>Earned 120-134<br>Junior<br>Senior |

***Committee Action/ Recommendation:***

Following review and discussion of the request, committee members were informed by the college representative that the submitted request was not reviewed by the College level committee as it was presented as a correction of errors in the course attributes rather than a request for change in the prerequisites. Committee members agreed to redirect the request to the college level committee with the following comments and feedback:

1. The requested registration restrictions for the INTA 305, INTA 315, INTA 350 and INTA 470 courses are actually consistent with the approved version of the courses and no additional approval and submission to the APR&CE committee is needed, the program should communicate with the APLOA office to process the required corrections, if any.
2. The requested update in the prerequisites of the INTA 401 and INTA 411 courses are good improvements to the courses. The program should consult with the Core Curriculum Program before submission of the request to add a prerequisite to the INTA 401 course as the course will need to be removed from the CCP offering if the program request to add a prerequisite is approved.
3. Additional justification should be provided to support the request to change the prerequisites of the INTA 209 and INTA 302 courses. The request needs to be reviewed by the Program and College level committees and, in case of approval, be resubmitted to the APR&CE committee for review.

• **CENG, Chemical Engineering Program – Major Curriculum Changes**

The College representative presented the program proposal to committee members. The Chemical Engineering program requested the following:

- *Change course attributes for the courses listed below:*

| Course Id | Course Title                              | Current Pre-requisites | Current Co-requisites | New Proposed Co-requisites | New Proposed Pre-requisites                       |
|-----------|---|------------------------|-----------------------|----------------------------|---|
| CHME 324  | Chemical Engineering Laboratory I         | ENGL 203<br>CHME 231   | CHME311               | -                          | ENGL 203<br>CHME 231<br>CHME 311 with concurrency |
| CHME 423  | Process Control                           | MATH 217<br>CHME 311   | -                     | -                          | MATH 217 with concurrency<br>CHME 311             |
| CHME 431  | Petroleum Refining Process                | CHME 211               | -                     | -                          | CHME 211 with concurrency                         |
| CHME 433  | Petrochemical Technology                  | CHME 211               | -                     | -                          | CHME 211 with concurrency                         |
| CHME 435  | Polymer Engineering                       | CHME 211<br>CHME 213   | -                     | -                          | CHME 211 with concurrency<br>CHME 213             |
| CHME 451  | Introduction to Gas Engineering           | CHEM211<br>CHME312     | -                     | -                          | CHME312   |
| CHME 466  | Special Topics in Chemical Engineering I  | CHME 211<br>CHME 213   | -                     | -                          | CHME 213  |
| CHME 467  | Special Topics in Chemical Engineering II | CHME 211<br>CHME 213   | -                     | -                          | CHME 213  |

The rationale for the above changes is that new Prerequisite will have a better reflection of the nature of courses.

- *Change in course title for the courses listed below:*

| Course Id | Current Course Title | Current Course Type | New Proposed course title | New Proposed Course Type |
|-----------|----------------------|---------------------|---------------------------|--------------------------|
| CHME 421  | Plant Design I       | Lecture             | Capstone Design I         | Senior Project           |
| CHME 422  | Plant Design II      | Lecture             | Capstone Design II        | Senior Project           |

- Replace the ELEC 201 “Electric Circuits” by GENG 231 “ Materials Science” in the College Requirements Package.
- Add a new course CHME 415 “Computer Methods in Chemical Engineering” in the Major requirement package. This new course is to introduce simulation tools for analysis, planning and management of chemical processes.
- Delete the CHME 495 “Graduation Project I” and the CHME 496 “Graduation Project II” courses from the Major Requirements package with a total of 4 credit hours. Replace these courses by requiring students to complete a 1 credit hour new course CHME 415 “Computer Methods in Chemical Engineering” to be added to the same package as the deleted courses. For the remaining 3 credit hours students will be required to complete an additional elective course from the program existing list of elective courses. The CHME 495 and CHME 496 courses are research oriented courses not really capstone design courses. The capstone design experience is covered in the program by the CHME 421 and CHME 422 courses.
- Increasing the required number of credit hours for the Major electives package from 9CH to 12CH. Student will be required to complete 4 courses instead of 3 courses to accommodate the removal of the CHME 495 and CHME 496 courses.

### ***Committee Action/ Recommendation***

Committee members recommends **Resubmission of the request** with additional information to justify and support the requested changes including the following:

- The program should provide detailed rationale for the requested changes.
- The program should provide additional information and feedback on the impact of the proposed changes on students particularly for the requests to delete courses, add a new course, and change in the number of credit hours required in the major electives and major core requirement packages of the program.
- Review whether the title “capstone” wouldn’t be more appropriate than the proposed “capstone design” by comparing with titles adopted in similar programs.
- A study on the impact of the requested changes on the program level learning outcomes. A new curriculum map taking into account the proposed changes is to be developed to ensure that the proposed changes do not result in any curriculum gap.
- Provide evidence based on the program level learning outcomes assessment to justify the proposed changes particularly that the program submitted change request proposals indicate that the proposed changes are not related/based on assessment while the improvement actions recorded in the program submitted annual assessment reports for the 2010-2011 and the 2011-2012 academic year appear to be directly related to the requested changes.
- A stronger rationale should be provided for the removal of the ELEC 201 “Electrical Circuit” from the program requirements. Benchmarking with similar program should be conducted.
- The program should submit a single curriculum change proposal, using the university adopted template, including all requested changes instead of separate proposals for each type of change (add new, delete, update attributes).
- The curriculum structure as recorded in the proposal states that only 20 Credit hours are allocated to the CCP while the approved version of the program allocates 33 Credit hours to the CCP as published in the university undergraduate Catalog. The program is to review the curriculum structure included in the change request proposal document and correct it according to the approved version of the program.

#### **• *Honors Program – Program Restructuring***

The Honor’s Program Director, Dr. Majeda, presented the Honor’s program restructuring proposal during the APR&CE Committee meeting held on November 25, 2012. Following Committee’s recommendations and feedback, the program proposal was updated and submitted for review to the committee.

Committee members agreed to establish a taskforce to further review the program proposal and to work with the program to revise the proposal. Volunteers for the taskforce are cordially invited to communicate with the APLOA Office.

#### **• *CLAW, Two New Master Programs – Program Initiation***

The college of Law requested to initiate two new master programs. Additional information will be provided to committee members during the next meetings. A taskforce will be established to further review the program proposals.

#### **• *CEDU, Academic Program Review***

Three of the Diploma programs, the Master in Special Education, and the Master in Educational Leadership offered by the College of Education will be subject to Academic Program Review. The Self Review phase of the APR process was initiated and the Self Study Report (SSR) for each of the programs are almost done. In preparation of the Pre Peer Review phase of the APR process, a taskforce is to be established to review the SSR and recommend a course of action for the Peer Review phase. Volunteers for

the taskforce are cordially invited to communicate with the APLOA Office. Prof. Ali already volunteered to serve as a member of the taskforce.

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

The new approved PhD in Biological and Environmental Sciences program was sent to external reviewers and revised based on the external reviewer’s feedback. In addition, a taskforce was established by the committee to further review the program proposal. The proposal was further updated based on the taskforce recommendations. The program representatives, Dr. Samir and Dr. Ahmedna, offered a brief overview of the revised proposal.

**Committee Action/ Recommendation**

Committee members agreed to **recommend Conditional Approval** of the request. The program is to revise the proposal and submit the revised version to the APLOA office after taking into consideration the following:

- The program may want to consider revising the admission requirements by updating the minimum TOEFL score to 520 instead of 550.
- The minimum GRE score of 800 should be considered an “OR” requirement when the student does not meet the minimum GPA requirements.
- The program proposal refers to 10 different committees. The number of these committees should be reduced and the role of each of these committees should be clarified in the proposal.
- Since the program is offering four concentrations, the degree requirements for the program should be restructured by clearly specifying the list of courses to be taken by students in each of the offered concentrations.

**5. Tasks and Assignments Generated During the Meeting**

| <i>Action</i>   | <i>Assigned to</i>   | <i>Due Date</i>              | <i>Deliverables</i>              |
|---|----------------------|------------------------------|----------------------------------|
| Provide additional information from the international affairs program regarding the requested change in course prerequisites      | Dr. Steven           | <u>Sunday April 7, 2013</u>  | Requested Additional information |
| Update the major curriculum changes proposal for the Chemical Engineering program based on Committee recommendations and feedback | CENG representatives | <u>Sunday April 7, 2013</u>  | Revised proposal                 |
| Establish Taskforce to review the Honor’s program restructuring proposal  | Committee Chair      | <u>Sunday March 24, 2013</u> | Identify members of taskforce    |
| Establish Taskforce to review the SSR for the College of Education  | Committee Chair      | <u>Sunday March 31, 2013</u> | Identify members of taskforce    |
| Update the New PhD in Biological and Environmental Sciences Program   | CAS representatives  | <u>Sunday March 24, 2013</u> | Revised Proposal                 |

**6. Next Meeting**

Sunday April 14, 2013