



Meeting Minutes

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

Date of Meeting:	Monday, May 17, 2010		
Time of Meeting:	11:00 - 12:30 AM		
Minutes Prepared by:	VPCAO Office		
Meeting No:	4		
Meeting Location:	Executive Meeting Room, Administration Building		
1. Purpose of Meeting			
<i>Report on EMC approved policies and procedures for Academic Program Review, Curriculum Enhancement and Program Initiation, Discuss committee's contribution to the development of the University Catalog, and evaluate curriculum enhancement proposals submitted to the committee.</i>			
2. Attendees			
Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	403 4007
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	403 5553
Dr. Dheen Saheb Merza	AssDean, CSIS, member	mmdheen@qu.edu.qa	403 4412
Dr. Abdelmajeed Hamouda	Prof., CENG, member	hamouda@qu.edu.qa	403 4303
Dr. Lester Hardegree	AssProf., CAS, member	l.hardegree@qu.edu.qa	403 4783
Dr. Batoul Khalifa	AssProf, CEDU, member	batoul@qu.edu.qa	403 5221
Dr. Zain Mohamed	Professor, CBE, member	mzain@qu.edu.qa	403 5036
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	403 4043
Mrs. Rula Momani	Academic Program Coord. , member	rmomani@qu.edu.qa	403 5448
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	403 3707
Mrs. Suad Zaqlan Al-Shammari	SIS, member	suad@qu.edu.qa	403 3728
3. Apology/Absent			
Dr. Mohamed Al Naimi	Director of OAE, , member	aeo@qu.edu.qa	403 3696
Dr. Yaser Al Khalialeh	AssProf, LAWC, member	khalialeh@qu.edu.qa	403 5277
Dr. Mohsen Mubasher	AssProf., CAS, member	mohsenmm@qu.edu.qa	403 4759
4. Invited			
Dr. Khaled Daoud	VPCAO Consultant	Khaled.daoud@qu.edu.qa	403 4008

5. Detailed Meeting Agenda

- **Brief Presentation of the EMC approved versions of the Policy and Procedures for:**
 - + **Academic Program Review**
 - + **Curriculum Enhancement**
 - + **New Program Initiation**
- **Request forms to be used for curriculum enhancement requests**
- **Draft version of the Academic Program Review Master Calendar**
- **University Catalog**
- **Recent program restructuring requests**
- **Evaluate Curriculum Enhancement proposals:**
 - + **Request from CSE Dept. for adding two courses to the Core Curriculum Program (CCP)**
 - + **Request from CEDU College for deleting the course ARTE 110 from CCP**
 - + **Curriculum Structure for English Literature and Linguistics Program at CAS**
 - + **Change of Pre-requisites for 11 course from the International Affairs Program**
- **Additional Topics**

6. Meeting Notes, Decisions, Issues

Dr. Adel started the meeting by welcoming all members and introducing Mrs. Rula Momani from the Foundation Program who was recently assigned the Role of Academic Program Coordinator at the VPCAO Office and will be helping in all issues and matters related to academic programs. Mrs. Rula is as of today a full member of the APR&CE Committee.

Report on EMC Approved Policies and Procedures

Dr. Adel informed committee members that the draft version of the policies and procedures discussed during the APR&CE Committee meeting held on March 3rd were submitted for evaluation to the University Executive Management Committee (EMC) in its meeting held on April 4th, 2010. The EMC made a number of recommendations to improve the proposed policies and decided to send the policies to an external reviewer for feedback before their approval. Following reception of the reviewer's report, the Policies were updated and resubmitted to the EMC and were approved during the EMC meeting held on May 3rd, 2010.

Major changes in the approved version of the policies when compared to the versions discussed during the previous APR&CE committee meeting consist of the following:

- Removal from the policy document of the procedural details that could be included in a separate handbook
- Consider only two types of curriculum changes: minor changes to be approved by VPCAO after review by APR&CE committee and Structural changes that require the final approval of the Board of Regents in compliance with the university bylaws.
- Preliminary proposal for the initiation of new programs does not have to be reviewed by curriculum committees at different levels in order to speed up the process.

Dr. Ali recommended that the new policies be distributed and communicated to the head of academic units and faculty as soon as possible to start their effective implementation. Dr. Adel pointed out that handbooks, forms and templates required to support the new policy and procedures are currently under development. Once completed, workshops will be organized in collaboration with the OFID to communicate and introduce these policies to Faculty.

Dr. Lester expressed his concern and objection to the following policy statement in the approved Program Initiation Policy and Procedures: "Approved new programs must be included in the version of the university catalog

associated with their year of implementation". Dr. Lester commented that such statement implies that a new program should be approved before the publication of the university Catalog and may result in delaying the implementation of the approved program. Committee members discussed this issue and recommended the development and publication of a detailed timeline for the program initiation process with clear deadlines to ensure that new program proposals are submitted and approved in time for their inclusion in the University Catalog and implementation in the following academic year.

Committee members also recommended the development of an Arabic version of the adopted policies and procedures for distribution to the Heads of Academic Units and Faculty.

Curriculum Enhancement Forms

Mrs. Rula presented the "Add a Course", "Update Course Details", and "Delete a Course" Curriculum Enhancement Forms developed by the Academic Programs and Learning Outcomes Assessment office (APLOA).

The forms were discussed by the committee members and a number of recommendations were made. The forms are to be reviewed based on the committee member's comments and feedback received from the office of the VP for Student Affairs. The updated version will be sent to the APR&CE committee members and the office of the VP for student Affairs for final approval.

Master Calendar for Academic Program Review

Mrs. Rula presented a tentative draft proposal of a master calendar for the review of academic programs. Dr. Adel invited all College/Program representatives to study the proposed calendar and to discuss it with all programs offered at the academic unit they are representing in order to either confirm the proposed program review date as included in the Master Calendar or propose alternative dates.

University Catalog

The role of the APR&CE Committee is to ensure that course details currently recorded in the Banner system are up to date. A Banner report was created by the Banner team, in collaboration with APR&CE committee members, to facilitate the retrieval of course details from the system and to generate reports. In addition to the Banner report, Mrs. Rula presented the "Banner Update Course Details Form" developed by the APLOA Office.

To ensure that course details in Banner are up to date, a package is to be sent to all program heads including the following:

- Current Banner Course Details Report (extracted from Banner System)
- Banner Course Details Update Form (a form for each program - grouped by Course Subject Code -)
- Updated Course Details File (to record, in case of inconsistencies, the up to date version of course details)

Committee members agreed on the following:

- The APLOA office should be responsible for preparing the packages.
- The developed packages should be communicated to all programs requesting feedback and update when needed. Committee members should help and facilitate the process. Collected packages will then be communicated to the Banner Team for updating the Banner records.

Recent Program Restructuring Requests

Dr. Adel informed committee members of the recent program restructuring and curriculum enhancement requests that were processed by the VPCAO office. These requests reached the office before the adoption of the new policies and procedures and thus were not submitted to the committee for review prior to their approval.

- **Major Restructuring of Statistics Program at CAS:**
 - Program reviewed by internal reviewers.
 - Submitted to external reviewers (Feedback expected by May 30th)
 - Final Proposal to be reviewed by APR&CE by end of semester
- **Major Restructuring of Human Nutrition Program at CAS:**
 - Reviewed by internal reviewers
 - Reviewed version to be sent to external reviewers once received by VPCAO Office
 - Expect submission to APR&CE by end of semester.
- **Major Restructuring of English Program at CAS:**
 - Program reviewed by External reviewers.
 - Program to propose two concentration areas:
 - Literature
 - Linguistics
 - Proposal approved by EMC
- **Major Restructuring of Social Work Program at CAS:**
 - Reviewed by external reviewers
 - To be submitted to APR&CE for information and feedback by end of May, 2010.
- **Major Restructuring of Law Program at LAWC**
 - Reviewed by Internal Reviewers
 - To be submitted to APR&CE for information and feedback by end of semester.

Recently approved course changes at Pharmacy program:

- **Delete Course** from Pharmacy Study Plan:
 - PHYS 101: Lecture (3CH) (offered by CAS)
 - PHYS 111: Lab (1 CH) (offered by CAS)
 - PHAR 315: Lecture (2 CH) (only Pharmacy students)
- **Add Course:**
 - Physical Chemistry (CHEM xxxx – 4 CH, Lect+Lab) to be offered by Dept. of Chemistry and Earth Science
 - PHAR 316: Lecture 1 CH (only Pharmacy students)
 - PHAR 317: Lecture 1 CH (only Pharmacy students)

Curriculum Enhancement Requests submitted to the Committee for review and evaluation:

Dr. Adel presented to committee members requests received by the VPCAO office after the adoption of the new policies and procedures. These requests with accompanying documents were sent to committee members on Wednesday May 12th for review prior to the committee meeting. During the meeting, committee members discussed the requests and reached agreement on the recommendation to be communicated to the VP&CAO for final decision. Details of the reviewed requests and the committee recommendations for each request follows:

Delete Course from CCP Packages :

- **ARTE 110: Basics of Drawing** (2CH) offered by CEDU
 - Course currently part of CCP under General Knowledge Package
 - Course was part of two programs that were deactivated.
 - **Committee recommendation: Conditional Approval** – request should be approved and course should be deleted from the CCP offering in compliance with the CCP rules since it is not currently part of the study plan of any approved academic program. However, prior to approval, the CCP Director should provide an equivalency table showing which course currently offered in the same CCP package is to be used as substitute to the deleted course. This is required to resolve impact issues on students who already completed the ARTE 110 course. The ARTE 110 course should not be offered and deleted from the CCP packages starting from Fall 2010 Semester.

Add Courses to CCP:

- **CMPS 241: Computers and Society** (3 CH) offered by CSE Dept. at College of Engineering (CENG)
 - **Committee recommendation: Reject** – Course should not be added since it is not in the study plan of any approved program and thus is not in compliance with CCP requirements
- **CMPS 101: Introduction to Computer Science** (3 CH) offered by CSE Dept. at CENG
 - **Committee recommendation: Reject** – Course should not be added since it is not in the study plan of any of the programs offered at the College of Engineering and thus is not in compliance with CCP requirements.

Change Course Pre-requisites: International Affairs Program

- **INTA 301- Islamic Political Thought (3 CH)**
 - **New Pre-requisite:** INTA 101 - Social and Political Thought
- **INTA 302- Politics of Oil (3 CH)**
 - **New Pre-requisite:** INTA 103 - Introduction to International Relations) or INTA 102 (Introduction to Political Science)
- **INTA 308- Political Economy of Oil and Natural Resources (3 CH)**
 - **New Pre-requisite:** INTA 103 - Introduction to International Relations) or INTA 102 (Introduction to Political Science)
- **INTA 309- Islam and the West (3 CH)**
 - **New Pre-requisite:** INTA 103 Introduction to International Relations
- **INTA 313- Culture and Politics (3 CH)**
 - **New Pre-requisite:** INTA 100 - Freshman Seminar
- **INTA 401- Theories of International Relations (3 CH)**
 - **New Pre-requisite:** INTA 103 - Introduction to International Relations
- **INTA 403- Security Studies (3 CH)**
 - **New Pre-requisite:** INTA 103 - Introduction to International Relations
- **INTA 411- Senior Seminar (3 CH)**
 - **Change Pre-requisite:** prerequisite of “80 credits” instead of “senior-level” prerequisite

- **INTA 440- Politics of Development (3 CH)**
 - *New Pre-requisite:* INTA 103 (Introduction to International Relations) or INTA 102 (Introduction to Political Science)
- **INTA 450- Ethics and International Relations (3 CH)**
 - *New Pre-requisite:* INTA 103 (Introduction to International Relations) or INTA 102 (Introduction to Political Science)
- **INTA 498- Theories of International Relations (3 CH)**
 - *Change Pre-requisite:* INTA 411 (Senior Seminar)

Committee recommendation: Reject all above Pre-requisite change requests – These changes will have a substantial impact on students and should not be implemented starting from the Fall 2010 semester as requested. Moreover, the proposed change of prerequisites affects a large number of courses in the same program. As a result, a more detailed proposal with more substantial justification and study is required before considering such a major change. Such change will actually be classified as a major restructuring proposal of the program and thus a program restructuring proposal report should be developed by the program and submitted to the committee for review.

7. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Develop a timeline and deadlines for the Program initiation process	APLOA	<u>By end of Spring 2010 Semester</u>	Process timeline and specific deadlines
Develop Forms, templates and Handbooks to support implementation of approved policies and procedures	APLOA	<u>By June 10 2010</u>	Forms, Templates, and Handbooks
Arabic version of approved Policies and Procedures	APLOA in collaboration with EMC	<u>By June 10, 2010</u>	Arabic version of Policies
Communicate approved policies to all concerned units within the university and faculty	APLOA in collaboration with OFID and Heads of Academic Units	<u>By end of Spring 2010 Semester</u>	Send policies and procedure documents to concerned units and Conduct Workshops
Prepare Banner Course Details Packages in relation with University Catalog issue	APLOA	<u>By Thursday May 27, 2010</u>	Banner Course Details Packages
Distribute Banner Course Details Packages and collect completed forms and Updated Course Details files	All APR&CE Academic Unit representative	<u>By Thursday June 10, 2010</u>	Completed Banner Course Details Update Forms and Updated Course Details Files
Review Master Calendar for Academic Program Review	All APR&CE Academic Unit representative	<u>By Thursday June 17, 2010</u>	Proposed Program Review dates for all programs
Communicate Course Details packages to Banner team and monitor implementation of updates on Banner	Mr. Sean and Mrs. Suad	<u>By Thursday June 24, 2010</u>	Banner system updated with approved course details.

8. Next Meeting

Will be decided at a later date