



## Meeting Minutes

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

<b>Date of Meeting:</b>	Wednesday, September 17, 2014		
<b>Time of Meeting:</b>	8:00 to 10:00		
<b>Minutes Prepared by:</b>	APLOA Office		
<b>Meeting No:</b>	1 (First Meeting for AY 2014-2015)		
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor		
<b>1. Purpose of Meeting</b>			
<i>Reporting on Committee Activities in Previous Academic Year            Jumpstart the committee work for the 2014-2015 Academic Year            Review Full Proposal for the Establishment of the College of Medicine</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	4403 4007
Dr. Hassan Abdel-Aziz	Assoc. Dean Acad. Aff., CAS, member	hassan.aziz@qu.edu.qa	4403 4783
Dr Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
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. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, member	fadlalla@qu.edu.qa	4403 5070
<b>3. Absent / Apologies</b>			
Dr. Adel Gastli	Assoc. Dean for Acad. Aff., CENG, member	adel.gastli@qu.edu.qa	4403 4232
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. Yaser Khalailah	Assoc. Dean for Acad. Aff., CLAW, member	khalailah@qu.edu.qa	4403 5277
Dr. Yussuf Flamerzi	Assoc. Dean Acad. Aff., CSIS, member	sidekey@qu.edu.qa	4403 4466
<b>4. Invited</b>			
Dr. Wael Shafer M Yousef	Assistant Professor, CCP	wyousef@qu.edu.qa	4403 4049
Dr. Faisal Abdelfattah	Associate Professor, CEDU	fabdelfattah@qu.edu.qa	4403 5232
Dr. Yousef Haik	Acting Associate VP for Graduate Programs	yhaik@qu.edu.qa	4403 4366
<b>5. Detailed Meeting Agenda</b>			
<ul style="list-style-type: none"> <li>→ <b>Welcoming committee members to the new Academic Year</b></li> <li>→ <b>Introducing committee mandate, role and responsibilities</b></li> <li>→ <b>Closing the Loop on committee activities for last Academic Year</b></li> <li>→ <b>Agreeing on Committee Meeting Calendar for the 2014-2015 Academic Year</b></li> <li>→ <b>Planning for the Academic Program Reviews to be scheduled this academic year</b></li> <li>→ <b>Review and discussion of the proposal for the establishment of the New College of Medicine</b></li> <li>→ <b>Additional Topics</b></li> </ul>			

## 6. 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 2014-2015 academic year.

### **Committee Role and Responsibilities**

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 maintain and reinforce close collaboration, communication, and coordination between all colleges and programs.

In order to improve the efficiency of the Committee in reviewing requests, the committee chair suggested that the APLOA office be charged with reviewing the requests/proposals before their communication to the APR&CE Committee in order to check completeness of the requests and their adherence to the process (prior consultation with concerned programs). Committee members agreed that all material related to submitted requests / proposals should be sent by the programs representatives to APR&CE Committee at least two weeks before the date of the APR&CE meeting.

### **Pending Requests from the 2013-2014 AY:**

The following requests were discussed during the 2013-2014 AY and are pending material/feedback:

- ✓ CAS: Changes in the degree requirements of the Biological Sciences program.
- ✓ CAS: Offering the Marine Sciences and the Biotechnology concentration areas of the Environmental Sciences program to both Female and Male students
- ✓ CLAW: Addition of new elective courses and moving courses to different curriculum components (packages).
- ✓ CENG: Major curriculum changes for the Civil Engineering program.
- ✓ CBE: Restructuring of the Management Information System program: The program proposal was sent to two external reviewers. Only one reviewer submitted its report. The program expect to receive the second report by the end of next week.

The committee chair invited representatives of the concerned colleges to follow up with the programs on the status of these requests.

### **Requests not yet discussed by the committee as they were submitted towards the end of the 2013-2014 AY:**

The following requests were submitted by programs towards the end of the 2013-2014 AY and were not discussed by the committee:

- ✓ CAS: Substitution PUBH 202 with PUBH 200 in the CCP program
- ✓ CAS: Update prerequisites for MATS 540
- ✓ CAS: Add INTA 306 to the CCP program

These requests will be submitted for discussion in the committee next meeting.

### **Committee Meeting Calendar for the Academic Year 2014-2015:**

A tentative meeting calendar for the 2014-2015 academic year was presented and discussed. Present committee members agreed to schedule meetings on Thursdays from 08:00 to 10:00. The agreed dates and time for the committee meetings for the 2014-2015 academic year and the important dates for submission of the different type of requests are detailed in the table below.

Meeting Num.	APR&CE Meeting Dates (from 8:00 to 10:00)	Submission Deadline for Curriculum Change requests	Submission Deadline for New Programs & Structural Curriculum Change requests	Notes
# 1	Wednesday, Sep. 17, 2014 (from 8:00 to 9:30)			Oct. 5 <sup>th</sup> – 9 <sup>th</sup> , Eid Holiday
# 2	Thursday, Oct. 30, 2014 (from 11:00 to 10:00)			
			<b>Thursday Oct. 30, 2014</b>	
# 3	Thursday, Nov. 27, 2014 (from 8:00 to 10:00)			Dec. 14, Start of Early Registration for (Spring 2015)
# 4	Thursday, Dec. 25, 2014 (from 8:00 to 10:00)			Jan. 1, Last day of classes (Fall 2014)
# 5	Thursday, Jan. 22, 2015 (from 8:00 to 10:00)			Jan. 15, End of Final Exams (Fall 2014)
<b>Mid Academic Year Break (Sun, Jan. 25 – Thu, Feb. 5)</b>				
# 6	Thursday, Feb. 26, 2015 (from 8:00 to 10:00)			Feb. 08, Start of Spring 2015 semester
		<b>Thursday Feb. 26, 2015</b>		
# 7	Thursday, Mar. 26, 2015 (from 8:00 to 10:00)			April 12, Start of Mid Spring Vacation
# 8	Thursday, Apr. 30, 2015 (from 8:00 to 10:00)			May 17, Start of Early Registration for (Summer 14 & Fall 15)
# 9	Thursday, May 28, 2015 (from 8:00 to 10:00)			June 4, Last day of classes-Spring 2015
# 10	Thursday, Jun. 18, 2015 (from 8:00 to 10:00)			June 28, Start of Summer Vacation

**Deadlines for Program Initiation, Program Restructuring and Curriculum Enhancement:**

Committee members agreed on the important dates for the submission of program initiation, program restructuring, and curriculum enhancement proposals as follows:

✓ **Thursday October 30:**

- Deadline for submission of structural curriculum change full proposals to be implemented in the 2015-2016 Academic Year and inclusion in the 2015-2016 University Catalog.
- Deadline for initial submission of new academic program full proposals to be implemented in the 2015-2016 Academic Year and inclusion in the 2015-2016 University Catalog.

✓ **Thursday February 26:**

- Deadline to submit curriculum change requests to be implemented in Fall 2015 and for their inclusion in the 2015-2016 University Catalog.

The committee chair highlighted that the above deadlines should be respected by all programs and colleges and committee members agreed to communicate with **all programs** to inform them and to enforce these deadlines.

Committee chair also highlighted the importance for evaluating the impact of the requested curriculum changes on students enrolled in the program and on students enrolled in other programs noting that it is the responsibility of the program submitting a request to consult with others programs that might be impacted by the proposal and to resolve any issues prior to submitting the request/proposal to the APR&CE committee.

***Other important topics discussed / highlighted 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 two weeks 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 VP&CAO approved requests in Banner.
  - Follow up on requests submitted to the committee.
- ✓ Requests approved in AY 13-14 and not yet communicated to VPS or implemented in Banner should be identified by end of Oct. 2014.
- ✓ 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 results or other evidence.
- ✓ Colleges/programs must ensure that requests are well documented.

***Academic Program Review – Cycle 2010-2015:***

The university adopted a five year Master Calendar which identifies the semester of review for each academic program during the 2010-2015 program review cycle. The Master Calendar was initially developed in close collaboration with academic programs and the schedule was defined while taking into account program plans for accreditation. The calendar is reviewed annually based on feedback from colleges and programs. Mrs. Rana Malhas, the Academic Program Review and Accreditation Coordinator, who recently joined the APLOA Office, presented the updated version of the Master Calendar and identified the programs scheduled for review during the 2014-2015 academic year as summarized below:

***Fall 2014:***

- ✓ Master in Environmental Sciences
- ✓ Master in Gulf Studies
- ✓ Master of Accounting (Postponed to Fall 2016)
- ✓ Master in Computing
- ✓ Master in Pharmacy
- ✓ Master in Environmental Engineering (Postponed to Spring 2015)

***Spring 2015:***

- ✓ Sport Science
- ✓ Honors
- ✓ Chemistry
- ✓ Master in Engineering Management
- ✓ Primary Education
- ✓ Architecture
- ✓ Master in Urban Planning
- ✓ PharmD

The Master of Accounting (MAC) requested postponing its review to the Fall 2016 semester for the following reasons:

- ✓ The MAC program will be 5 years old in 2016 and will have enough data to complete the Self Study Report.
- ✓ The program did complete only one assessment cycle.
- ✓ During Fall 2014, AACSB visiting team will be on campus. The college will be extremely busy with the visit and the documentation needed for the peer-review team.

The Environmental Engineering master program requested postponing its review to the Spring 2015 Semester for the following reasons:

- ✓ The program newly dedicated a fixed group of 3 faculty members who are committed to teach all core courses. Their feedback after the end of this semester will surely enhance the assessment process.
- ✓ In Fall 2014 semester, 16 new students registered in the program which is a drastic increase over the previous three years. The outcomes of the assessment will be more reliable.

The Master of Accounting (MAC) and The Environmental Engineering Master programs' requests for postponing their review is under consideration by the VP&CAO.

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

The following programs were scheduled for review in Fall 2013:

- ✓ The Bachelor program in Pharmacy,
- ✓ The non-degree Arabic for Non Native Speaker program (ANNS),
- ✓ The Bachelor program in Social Work.

The ANNS program did complete its scheduled review and submitted the program enhancement plan to the VP&CAO, in addition to the proposal of creation of a new center which was approved by the university.

The Social Work program submitted its Self Study Report on February 2014. The program SSR is yet to complete the internal review of the report as the APLOA office team identified a number of issues with data included in the report and provided by the VPIPD office. During the Spring of 2014, the APLOA team worked in close collaboration with the VPIPD team to resolve these issues and to finalize revision of the Cognos reports used to extract APR related data.

The Bachelor in pharmacy program submitted its Self Study Report in July 2014 and the submitted report is schedule for internal review by the APLOA office team.

The following programs were scheduled for review in Spring 2014:

- ✓ English Literature and Linguistics
- ✓ Biomedical Sciences
- ✓ Statistics
- ✓ Human Nutrition
- ✓ Pharmacy
- ✓ Islamic Studies
- ✓ Dawa and Mass Communication

The above listed programs, except the Islamic Studies and the Dawaa and Mass Communication programs, submitted their Self Study report towards the end of the previous academic year and the submitted SSRs are being currently reviewed by the APLOA office for completeness and consistency.

### **Proposal for the Establishment of the College of Medicine**

The preliminary proposal for the initiation of the College of medicine was approved by the EMC in July 2014. The full proposal was submitted in September 2014 to the VP&CAO and then communicated in Sept. 10, 2014 to members of the APR&CE Committee for review and feedback. The proposal is being also reviewed by the Academic Council and Faculty Senate. The committee chairperson presented the details of the new college proposal using a presentation file provided by Dr. Christiane Muck, member the college proposal development team.

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

The committee agreed to approve the proposal. Committee members highlighted the following:

- ✓ Collaboration between the College of Medicine and other departments/programs at QU is not well defined. Detailed information on communication/collaboration mechanisms should be developed particularly between the VP&CAO office and the office of the new proposed VP.
- ✓ While members of the committee acknowledge that the academic program details for the degree will be detailed in the new program proposal that will be subject to the review and approval process guided by the university policy for the initiation of new academic programs and thus program details may not be of critical importance in the proposal for the establishment of the college, committee members recommend to clarify which model is to be adopted for the degree as it appears that the European model is adopted in parallel with plans for preparing students to the United States Medical Licensing Exam which may be contradictory. The College should adopt either the European Model or the American Model.
- ✓ It is mentioned in the proposal that after completing Basic Sciences Foundation, unsuccessful students will be offered a pathway into other health-related or scientific programs within the university. It is also stated that the college aims to adopt **problem- and case-based learning** as the main instructional style. Careful consideration should be given to ensure equivalency of courses with existing programs to allow for a smooth transfer of students. The process of transferring students from the new College to other programs in QU should be clearly defined and not to negatively impact other programs.
- ✓ Further justification should be provided on the need to establish a VP level position for managing the program and the College and the imbalance it may result in the university structure when compared to other colleges.

### **6. Tasks and Assignments Generated During the Meeting**

<b>Action</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Deliverables</b>
Inform programs of the approved deadlines for submission of requests/proposals to be implemented in AY 5-16	All College Representatives	<u>Thursday, October 2, 2014</u>	
Consult with the concerned programs for pending requests	CAS, CLAW, CENG representatives	<u>Tuesday, October 14, 2014</u>	
Consult with the concerned programs for submitted requests that were not discussed last year and consult with CCP Director for changes in courses offered in the CCP.	Dr. Hassan and Dr. Steven	<u>Tuesday, October 14, 2014</u>	

### **7. Next Meeting**

*Tuesday October 28, 2014*