



Meeting Minutes

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

Date of Meeting:	Tuesday, October 18, 2011		
Time of Meeting:	13:00 – 14:00 PM		
Minutes Prepared by:	APLOA Office		
Meeting No:	18		
Meeting Location:	VPIPD Meeting Room, Administration Building, 3 rd Floor		
1. Purpose of Meeting			
<i>Jumpstart the committee work for the 2011-2012 Academic Year.</i>			
2. Attendees			
<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. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
Mrs. Wessam Almadhoun	Ass. Dean Student Aff., CAS, member	welmadhoun@qu.edu.qa	4403 4524
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Dr. Dheen Mohamed	Assoc. Dean Acad. Aff., CSIS, member	mmdheen@qu.edu.qa	4403 4412
Dr. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Mahmoud Abdulwahed	Assist. Prof., CENG, member	m.abdulwahed@qu.edu.qa	4403
Dr. Clayton Edward Keller	Coord. Master In Spec. Ed. CEDU, member	Clay.keller@qu.edu.qa	4403 5228
Dr. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, member	fadlalla@qu.edu.qa	4403 5070
Dr. Francis Botchway	Assoc. Dean for Research, LAWC, member	fbotchway@qu.edu.qa	4403 5293
Dr. Robert Meeds	CAS, member	robert.meeds@qu.edu.qa	4403
2. Absent			
Dr. Farid Touati	Assoc. Prof., CENG, member	touatif@qu.edu.qa	4403 4221
Dr. Mohamed Ahmedna	Assoc. Dean for Research, CAS, member	ahmedna@qu.edu.qa	4403 4848
3. Detailed Meeting Agenda			
<ul style="list-style-type: none"> → <i>Welcoming New Committee Members</i> → <i>Introducing Roles and Responsibilities of Committee Members</i> → <i>APR&CE Committee Meeting Calendar for the 2011-2012 Academic Year</i> → <i>Update on Academic Program Review Calendar</i> → <i>Update on Recently Approved Curriculum Enhancement proposals</i> → <i>Preparation for next meeting</i> → <i>Additional Topics</i> 			

4. Meeting Notes, Decisions, Issues

Dr. Adel welcomed all committee members to the new academic year and welcomed particularly new committee members who joined the APR&CE Committee for the 2011-2012 academic year. These new members are:

- Dr. Mahmoud Abdulwahed, CENG
- Dr. Clayton Edward Keller, CEDU
- Dr. Adam Fadlalla, CBE
- Dr. Mohamed Ahmedna, CAS
- Dr. Robert Meeds, CAS
- Farid Touati, CENG
- Francis Botchway, LAWC

Dr. Adel briefly 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 ensure close collaboration, communication, and coordination among colleges and programs.

Committee Meeting Calendar for the Academic Year 2011-2012:

The Committee Meeting Calendar schedule for the 2011-2012 academic year already proposed in the committee meeting held on June 22, 2011 was presented and discussed. Present committee members approved the following meeting calendar for the current academic year. It is to be noted that all meeting are to be scheduled from 11:00 to 13:00 for the Fall semester and from 12:00 to 14:00 for the Spring semester. Additional meetings may be scheduled as needed.

APR&CE Regularly Scheduled Committee Meetings for the 2011-2012 Academic Year

Meeting Num.	APR&CE Meeting Dates	Meeting Num.	APR&CE Meeting Dates	Meeting Num.	APR&CE Meeting Dates
# 1	Thursday, Oct. 18, 2011	# 2	Sunday, Oct. 23, 2011	# 3	Sunday, Nov. 27, 2011
# 4	Sunday, Dec. 25, 2010	# 5	Sunday, Jan. 22, 2012	# 6	Sunday, Feb. 19, 2012
# 7	Sunday, Mar. 18, 2012	# 8	Sunday, Apr. 22, 2012	# 9	Sunday, May 20, 2012
# 10	Sunday, Jun. 24, 2012				

Deadlines for Program Initiation, Program Restructuring and Curriculum Enhancement:

The committee members decided on and approved the following important dates for the submission of program initiation, program restructuring, and curriculum enhancement proposals:

- Sunday October 30, 2011:

- Submission deadline for curriculum restructuring proposals to be implemented in the 2012-2013 Academic Year and inclusion in the 2012-2013 University Catalog.
- Submission deadline for new academic program proposals to be implemented in the 2012-2013

Academic Year and inclusion in the 2012-2013 University Catalog.

- **Sunday February 12, 2012:** Submission deadline for curriculum change requests to be implemented in Fall 2012 and for their inclusion in the 2012-2013 University Catalog.

The above dates approved by the APR&CE Committee should be respected by all programs and colleges in order to avoid problems in student registration. Committee members are invited to communicate with all programs to emphasize the need to enforce these deadlines.

Careful attention should be given to the impact that curriculum changes might have on students enrolled in the program and on students enrolled in other programs. It is the responsibility of the program submitting a change request to consult with others programs that might be impacted by the proposal and to resolve any issues prior to submitting the proposal to the APR&CE committee.

Committee members were reminded that all material related to submitted requests / proposals should be sent by the programs representatives to APR&CE Committee **one week** before the date of the APR&CE meeting.

Master Calendar for Academic Program Review – Cycle 2010-2015:

The APR & CE Committee established a five year master calendar which identifies the semester of review for each academic program during the 2010-2015 review cycle. The master calendar was developed in close collaboration with academic programs and was defined based on many variables including programs accreditation schedule and timeline..

Present committee members approved the APR Master Calendar for the 2010-2015 program review cycle.

The APLOA office has finalized the Academic Program Review Self Study Report Template (SSR). The SSR will be used by all programs effective from this Academic year 2011-2012. Details of the Academic Program Review Policy and Procedures adopted by Qatar University can be retrieved from 2010 version of the University Faculty Handbook.

It is important to note that Academic Program Review in addition to other assessment activities are to be linked to the program budget requirements. It is important that the financial needs of the program be tied with the outcome of the APR and assessment processes.

Preparation for next meeting

1. Banner Catalogue–Missing course description

Mr. Sean reported that a large number of courses in the Banner Catalogue have no course description or have an Arabic version of the course description. In order to ensure completeness of the university catalogs, it was agreed that committee members communicate with all programs offering these courses to provide for the missing course description (English version required). Programs should also indicate if the course was deactivated and is not to be offered anymore.

An excel file including the list of courses with missing course description will be sent by the APLOA Office by October 18, 2011. Programs should include the data and sent the completed excel file no later than Monday October 24, 2011.

2. Core Curriculum Program–Equivalency table

Following the restructuring of the Core Curriculum program, an equivalency table should be provided at least at the end of October 2011 to allow students under the old plan to register in the equivalent courses.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Course equivalency table of the Core Curriculum program	Prof. Ali , CCP Director	<u>Monday October 31, 2011</u>	Course equivalency table
List of courses per college with a missing course description in Banner to be communicate to program representatives	Dr. Adel , APLOA	<u>Thursday October 18, 2011</u>	A file per college including a list of courses with missing course description
List of courses are to be communicated to academic programs for feedback and input	All programs/ Colleges representatives	<u>Monday October 24, 2011</u>	The updated missing course description file initially sent by APLOA. The updated file should indicate courses that are deactivated and the missing course description for active courses.

6. Next Meeting

Sunday October 23, 2011