



Meeting Minutes

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

Date of Meeting:	Sunday, April 21, 2013		
Time of Meeting:	8:00 – 10:00 AM		
Minutes Prepared by:	APLOA Office		
Meeting No:	8		
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor		
1. Purpose of Meeting			
<i>Discuss Curriculum Enhancement Requests.</i>			
2. Attendees			
Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
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	housseink@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. Yousuf Flamerzi	Assoc. Dean Acad. Aff., CSIS, member	sidekey@qu.edu.qa	4403 4466
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. Excused			
Dr. Sherief Khalifa	Dean, Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Aiman Erbad	Assistant Professor, CENG	aerbad@qu.edu.qa	4403-4278
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
3. Invited			
Dr. Mohammad Mostafa	CAS, Coordinator of Arabic language program	m_mostafa@qu.edu.qa	4403-4843
Dr. Ali Ahmed A Alkubaisi	CAS, Head of Dept. of Arabic Language	aliakbc@qu.edu.qa	4403-4823
Dr. Ramazan Kahraman	Head Of Department of Chem. Engineering	ramazank@qu.edu.qa	4403-4124
4. Detailed Meeting Agenda			
<ul style="list-style-type: none"> - Welcoming New Committee Member: Dr. Yousuf Flamerzi (CSIS) - Following up Curriculum Enhancement Requests Discussed in previous meeting <ul style="list-style-type: none"> - CENG, CHEM: Change in course attributes - CENG, CHEM: Replacing courses - CENG, CHEM: Add New Course - Curriculum Enhancement Requests <ul style="list-style-type: none"> - CAS, BA_Arabic: Request for Update in Course Equivalency - CLAW: Add 1 contact Hour to four (4) Courses - CLAW: Add Registration restriction at Section Level for LAW 101 and LAW 222 - CLAW: Add New Course - CCP: Add Registration restriction to ENGL 110, ENGL 111, ENGL 250, and MATH 103 - CCP: Add Pre-requisites to all courses listed in CCP Mathematics/Natural Science Package - CCP: Update CCP policies to accommodate the requested addition of prerequisites - Program Restructuring Proposal <ul style="list-style-type: none"> - QU Honors program - Academic Program Review <ul style="list-style-type: none"> - CEDU: Planning for Pre-Peer Review Phase of Selected Programs Offered at CEDU - ENVS: Planning for Peer Review Phase - Additional Topics 			

5. Meeting Notes, Decisions, Issues

The Committee Chair introduced Dr. Youssef Flamerzi, Associate Dean for Academic Affairs at the College of Sharia and Islamic Studies (CSIS) who joined the committee as a new member representing CSIS in replacement of Dr. Dheen. The committee chair took this opportunity to acknowledge the contribution of Dr. Dheen to the committee work during his service as a member of the committee.

Curriculum Enhancement Proposals

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

During the previous APR&CE Committee meeting held on March 17, 2013, committee members discussed curriculum changes submitted by the Chemical Engineering program. Committee members made a number of recommendations and requested additional details from the program in order to best evaluate the program proposed changes (please refer to minutes of previous meeting for details). The program reviewed and updated its requests based on Committee recommendations. Dr. Ramazan, Head of the Chemical Engineering Department at the College of Engineering was invited in order to present the revised version of the request.

Committee Action/ Recommendation

Committee members recommend **approval of the revised request** with the following observations:

- The curriculum structure as recorded in the previous and updated proposal stated 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 update the curriculum structure included in the change request proposal document and correct it according to the approved version of the program.
- Restate the course learning outcomes of the newly proposed CHME 415 course. For example, in PLO2, the verb “familiarize” should be avoided as it is difficult to measure.

- **CAS, Arabic Linguistics and Literature Program – Course Equivalencies**

The Arabic Linguistics and Literature program was restructured in 2011. Course equivalencies between the 2004 and 2011 versions of the program curriculum was approved and sent to the Office of the Vice President for Student Affairs for implementation in April 2011.

In June 2012, the program requested a revision of the approved course equivalencies that were discussed with the APLOA office Director who agreed on these changes. However, the request was not reviewed during the previous APR&CE Committee meetings and was not communicated to the VP&CAO for decision. It is to be noted that the academic records of a number of students who should be graduating by the end of this academic year show that these students are not expected to graduate because of a lack of decision on the course equivalencies requested by the program in June 2012.

The following course equivalencies are requested by the program:

Courses in 2004 Version of Curriculum	Equivalent Course in 2011 Version of Curriculum
ARAB 245 Early Islam & Omyd Era Literature	ARAB 224 Classical Arabic Prose
ARAB 345 Char of Lingual Phrases	ARAB 392 Arabic Syntax

Committee Action/ Recommendation

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

In addition, committee members raised concern about the course equivalency policy. Current QU policy for course equivalency requires at least 90% equivalency in course contents between the two courses. These policies may need to be reviewed in order to reduce the equivalency in course contents to about 80 or 85 % to allow more flexibility.

• **CLAW, Law program – Add one lab hour to four (4) courses**

The college of Law requested to add one lab contact hour for four courses as detailed in the table below. Specialized Teaching Assistants with required qualifications will be in charge of teaching the 4 requested extra lab contact hours. The additional one lab contact hour per course will provide additional time to students to discuss case studies, practical examples and legal writing assignments with qualified instructors.

Current Version				Requested Changes		
List of courses	CH	Theory	Practice	CH	Theory	Practice
LAWC 101 Introduction to Law	3	3	0	3	3	1
LAWC 222 Constitutional Law	3	3	0	3	3	1
LAWC 323 Criminal Law 1	3	3	0	3	3	1
LAWC 217 Commercial Law	3	3	0	3	3	1

The rationale for the request is that adding lab hours will help students better comprehend the theoretical material covered in the courses. This additional lab time is a common practice and is widely used in many Law schools including those in France, UK, Egypt, and Tunisia and has proven to be effective. In addition, students admitted recently to the Law program, following the SEC decree, have been assessed by instructors teaching these courses as being academically not well prepared and lacking strong work ethics. Moreover, there is a high percentage of failure in these courses.

Committee Action/ Recommendation

Committee members agreed to **recommend Approval** of the request. The program is to submit the revised course details file to the APLOA office for implementation. Adding a lab contact hour should be reflected in the course description and the course designation should be changed from LC to LL.

It is to be noted that out of the eleven (11) committee voting members present in the meeting, nine (9) members voted in favor of approving the request as submitted and two (2) members voted in favor of approving the request for only 2 courses and to study the impact of these changes before approving the change for the other two courses as the two members argued that the additional contact hours will not be fair to students who will be earning 3 CH for 4 contact hours (3 contact hours of Theory and one contact hour of Lab) in four (4) courses substantially increasing the number of contact hours for the program.

• **CLAW, Law program – Adding new course**

The college raised concern about the weak academic performance of its students in conducting research and in writing short legal research papers. Therefore, the program requested to add a new course titled “Principles of Legal Research” to the list of Elective Law Courses Taught in Arabic.

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:

- Review the course learning outcomes (consider reducing their number and restate some of them).
- Critical thinking skills and research skills should both be reflected in the course learning outcomes.
- The course is recommended to be a 300 level course.
- Indicate in the Syllabus that students taking the course are to be encouraged to submit an UREP

proposal.

- Review similar Research Methods courses offered as part of the CCP by the College of Education and the College of Sharia and Islamic Studies to ensure minimum redundancy and overlapping between the courses.

The CCP Director, Prof. Ali kindly proposed to send the detailed syllabus of similar research methods courses offered in the CCP to the representative of the College of Law, Dr. Mohammed, in order to help in reviewing and eventually revising the contents of the new proposed course. In addition, committee members recommended that the program considers offering this course as a required course in the future.

- **CLAW, Law program – Offering separate sections for Law students and others QU students**

The LAWC 101 course titled “Introduction of Law” and the LAWC 222 course titled “Constitutional Law” are introductory subject courses also offered in the CCP. Having QU Law freshmen students register in these courses with junior and senior students from other majors has been a huge challenge for both instructors and Law students. The program requested to have separate sections: sections reserved for Law students only and other sections for other QU students.

Committee Action/ Recommendation

The Committee agreed to **recommend declining the request as submitted**. The committee **agreed to recommend the following**:

- Add registration restriction for LAWC 101 and LAWC 222 courses as detailed in the table below.

Course ID	Course title	Current Registration Restriction	New Approved Registration Restriction
LAWC 101	Introduction to Law	Must be enrolled in one of the following Levels: Undergraduate Foundation	Must be enrolled in one of the following Levels: Undergraduate Foundation May not be enrolled in one of the following Levels: Junior Level 1 (60 CH and above) AND Senior Level (90 CH and above)
LAWC 222	Constitutional Law	Must be enrolled in one of the following Levels: Undergraduate Foundation	Must be enrolled in one of the following Levels: Undergraduate Foundation May not be enrolled in one of the following Levels: Junior Level 1 (60 CH and above) AND Senior Level (90 CH and above)

- **CCP, Adding pre-requisites to all courses listed in CCP Mathematics/Natural Sciences package and update the CCP policies to accommodate the proposed change**

Since Fall 2012, the language of instruction of a number of programs offered at the Colleges of Business and Economics, Law, Arts and Sciences, and Education changed from English to Arabic. Students enrolled in these programs are required to take one course from the list of courses in the CCP Natural Science/Mathematics package where the language of instruction for all of these courses is English. Students registering in these courses experienced difficulties understanding the subject matter because of their limited English Language skills. As student enrolled in these programs are also required to take a series of four English Language courses ENGL 110, ENGL 111, ENGL 250 and ENGL 251, the CCP, in consultation and in agreement with concerned colleges and the VP&CAO, is requesting to add ENGL 250

as a prerequisite to all courses listed in the Mathematics and Natural Science Package of the CCP. In addition and to accommodate Students enrolling in the Islamic Studies, Dawa and Mass Communication and Arabic Language and Literature programs, the course ENGL 201 is also to be added as a prerequisite to all courses listed in the Mathematics and Natural Science Package of the CCP.

A Summary of the CCP request for adding prerequisites is summarized in the table below:

Course ID	Course title	Current Prerequisites	New Proposed Prerequisites
BIOL 101	Biology I	-	ENGL 250 <u>OR</u> ENGL 201
BIOL 110	Human Biology	-	ENGL 250 <u>OR</u> ENGL 201
CHEM 101	General Chemistry I	-	ENGL 250 <u>OR</u> ENGL 201
GEOL 101	Principles of Geology	-	ENGL 250 <u>OR</u> ENGL 201
MATH 101	Calculus I	MATH 004 <u>OR</u> MATH P100 <u>OR</u> Scholastic Aptitude Test-SAT 550 <u>OR</u> American College Testing-ACT 24 <u>OR</u> (Elementary Algebra 082 <u>AND</u> College Level Math 095)	MATH 004 <u>OR</u> MATH P100 <u>OR</u> Scholastic Aptitude Test-SAT 550 <u>OR</u> American College Testing-ACT 24 <u>OR</u> (Elementary Algebra 082 <u>AND</u> College Level Math 095) <u>OR</u> ENGL 250 <u>OR</u> ENGL 201
MATH 103	Intermediate Algebra	-	ENGL 250 <u>OR</u> ENGL 201
MATH 104	Basic Geometry and Measures	-	ENGL 250 <u>OR</u> ENGL 201
PHYS 101	General Physics I	MATH 101	MATH 101 <u>AND</u> (ENGL 250 <u>OR</u> ENGL 201)
PHYS 183	Introduction to General Physics	-	ENGL 250 <u>OR</u> ENGL 201
STAT 101	Statistics I	-	ENGL 250 <u>OR</u> ENGL 201

If the above change of prerequisites is approved, there is a need to change the CCP policy to allow for the offering of courses with prerequisites as part of the Core Curriculum Program. The requested change in the CCP policy is summarized in the table below.

Current Policy Statement	New Proposed Policy Statement
With the exception of the sequential language courses in the Common Package, no courses in the Core Curriculum may have prerequisites	With the exception of the sequential language courses in the Common Package, the College/Program Supplemental Package and the Natural Sciences and Mathematics Package, no courses in the Core Curriculum may have prerequisites.

Committee Action/ Recommendation

The Committee agreed to recommend approval of the request and to change the CCP Policy related to the criteria applied to the selection of Core Curriculum courses as proposed by the CCP.

In addition, Committee members recommended that the College of Sharia and Islamic Studies considers either changing the number of contact hours for the ENGL 200 and ENGL 201 courses from 3 to 5 contact hours or preferably to require students enrolled in the undergraduate programs offered by the college to complete the series of four English courses required by other programs where the language of instruction is Arabic. This recommendation should be communicated and discussed with the Dean of the College of Sharia and Islamic Studies.

- **CCP, Adding registration restriction to ENGL 110, ENGL 111, ENGL 250, and MATH 103 courses**

To prevent students enrolled in programs where the admission requirements include a minimum English competency requirement from registering in the Embedded English courses designed for students enrolled in programs where such requirements does not exist, the CCP program recommended to add appropriate registration restriction for ENGL 110, ENGL 111, ENGL 250 and ENGL 251 courses as detailed in the table below.

Course IDs	Course title(s)	Current Registration Restriction	New Proposed Registration Restriction
ENGL 110	English Language I	Must be enrolled in one of the following Levels:	Must be enrolled in one of the following Levels:
ENGL 111	English Language II	Undergraduate	Undergraduate
ENGL 250	English for Communication I	May not be enrolled in one of the following Colleges: Pharmacy Engineering	May not be enrolled in one of the following Colleges: Pharmacy Engineering
ENGL 251	English for Communication I	May not be enrolled in one of the following Majors: Biology-Biomedical Sciences Biomedical Sciences Biology Chemistry Environmental Sciences Human Nutrition General Science Sport Science Statistics	May not be enrolled in one of the following Majors: Biology-Biomedical Sciences Biomedical Sciences Biology Chemistry Environmental Sciences Human Nutrition General Science Sport Science Statistics

In addition to the above registration restriction, the CCP program also requested, for a reason similar to the above but related to the Mathematics competency admission requirements, to add registration restriction for the MATH 103 course titled “Intermediate Algebra” as detailed in the table below.

Course ID	Course title	Current Registration Restriction	New Proposed Registration Restriction
MATH 103	Intermediate Algebra	May not be enrolled in one of the following Colleges: Engineering Pharmacy May not be enrolled in one of the following Majors: Biology-Biomedical Sciences Biology-Chemistry Biomedical Sciences Chemistry-Biology Chemistry Chemistry-Geology Environmental Sciences Human Nutrition Food Sci & Nutr-Nutrition Mathematics-Computer Science Mathematics-Statistics Physics-Chemistry Statistics Statistics-Computer Science Statistics-Mathematics	May not be enrolled in one of the following Colleges: Engineering Pharmacy May not be enrolled in one of the following Majors: Biology-Biomedical Sciences Biology-Chemistry Biomedical Sciences Chemistry-Biology Chemistry Chemistry-Geology Environmental Sciences Human Nutrition Food Sci & Nutr-Nutrition Mathematics-Computer Science Mathematics-Statistics Physics-Chemistry Statistics Statistics-Computer Science Statistics-Mathematics

Committee Action/ Recommendation

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

It is to be noted that the above registration restrictions requested for the English courses were already in effect starting from the Fall 2012 semester as they were directly approved by the VP&CAO and officially communicated to VPS on May 12, 2012.

For the MATH 103 course, similar registration restrictions were also in effect in Fall 2012. The restriction in effect in Fall 2012 also included in addition to the above listed programs a restriction preventing students enrolled in the Sport Sciences program and programs offered at CBE from registering in the course. The registration restriction for the course was then updated effective from Spring 2013 to allow students in CBE programs and in the Sport Science program to register in the

course. The new updated registration restriction was officially communicated to VPS on November 2012 and is identical to the CCP requested restrictions.

- **Honors Program – Program Restructuring**

Following Committee’s recommendations and feedback, the program proposal was updated and submitted for review to a taskforce and to all colleges. The taskforce’s recommendations and feedback received from colleges will be sent to the Honor’s program director who could not attend today’s meeting. A meeting will be scheduled next week with the program Director to discuss the received feedback. College representatives, members of the APR&CE committee, who communicated concerns with the program restructuring proposal will be invited to the meeting to discuss their concerns and proposed revisions with the Program Director.

- **MBA Program – Program Restructuring**

The program restructuring proposal was reviewed by external evaluators and received review reports were sent to the program. A revised version of the program proposal based on the external reviewer’s feedback was received from the College and will be communicated back to a program review taskforce chaired by the Associate VP for Graduate Programs for additional review and feedback before its communication to committee members for final review and recommendation.

- **CEDU – APR**

The Pre Peer Review phase of the APR process was initiated for the College of Education and a taskforce is to be established to review the submitted SSRs and recommend a course of action for the Peer Review phase.

- **ENVS – APR**

The Peer Review phase of the APR process for the Environmental Science UG Program offered at CAS was initiated and Program Evaluators are being selected. Committee members are invited to propose, from QU faculty outside the College of Arts and Sciences, qualified program evaluators for the program.

5. Tasks and Assignments Generated During the Meeting

Action	Assigned to	Due Date	Deliverables
Send the course syllabus of EDUC 201 and DAWA 204 to Dr. Mohamed	Representative, CCP, Prof. Ali	Thursday April 25, 2013	Email communication
Provide the updated course details file for LAWC 101, 222, 323 and 217 courses	Representative, College of Law, Dr. Mohamed	Tuesday April 30, 2013	Updated course details
Revise the course syllabus of the new course titled “Principles of Legal Research” and assigning a new course ID taking into consideration Committee recommendations	Representative, College of Law, Dr. Mohamed	Tuesday April 30, 2013	Updated course syllabi
Revise the course syllabus of the new CHME 415 course taking into consideration Committee recommendations	Representative, College of Engineering, Dr. Ramzi	Tuesday April 30, 2013	Updated course syllabi
Propose Program Evaluators, from QU outside CAS, to serve in the Program Review Team for APR Peer Review phase	All College Representatives	Tuesday April 30, 2013	Faculty nominations
Communicate to the VP&CAO the committee recommendation to review course equivalency rules	Committee chair, Dr. Adel	Tuesday April 30, 2013	Email communication
Discuss with the Dean of CSIS the issue of Embedded English courses	Representative, CCP, CSIS, Dr. Yousuf and Prof. Ali	Sunday May 5, 2013	Meeting minutes

6. Next Meeting

Sunday May 19, 2013