



Meeting Minutes

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

Date of Meeting:	Sunday, October 21, 2012		
Time of Meeting:	8:00 – 10:15 AM		
Minutes Prepared by:	APLOA Office		
Meeting No:	2		
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor		
1. Purpose of Meeting			
<i>Review of Curriculum Enhancement Requests.</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
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Dr. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
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
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Dr. Hussain Al Qassem	CAS, member	husseink@qu.edu.qa	4403 4610
Dr. Rashid Alammari	CENG, member	ralammari@qu.edu.qa	4403 4209
Dr. AbdulAli Sadiq	CAS, member	a.sadiq@qu.edu.qa	4403 4687
2. Absent			
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Mrs. Wessam Almadhoun	Ass. Dean Student Aff., CAS, member	welmadhoun@qu.edu.qa	4403 4524
Dr. Ramzi Taha	Assoc. Dean Acad. Aff., CENG, member	ramzitaha@qu.edu.qa	4403 4118
Dr. Mohsen Guizani	Associate Vice President Graduate Programs	mguizani@qu.edu.qa	4403 4014
3. Invited			
Mrs. Amal Elatawneh	VPS -Section Head of Records and Archiving	a.atawnah@qu.edu.qa	4403 3772
3. Detailed Meeting Agenda			
<p>→ Follow up on previous committee meeting</p> <p>→ Discuss the following Curriculum Enhancement Proposals</p> <ul style="list-style-type: none"> - CAS, CHEM: Change of pre/co-requisites for Chemistry courses - CSIS, ISLA: Change in course title - CSIS, ISLA: Change in course prerequisites - CBE, All UG programs: Change in degree requirements of all UG programs - CBE, MBA: Change in degree requirements of MBA program - CBE, MBA & MAC: Change in admission requirements for MBA and Master of Accounting Programs - CENG, CSE: New elective Practical Training Course - LAW: New Moot Court course <p>→ Additional Topics</p>			

4. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on September 30, 2012

The Committee Meeting Calendar for the 2012-2013 academic year proposed in the last meeting held on September 30, 2012 was approved. Additional meetings may be scheduled as needed.

Committee members discussed the proposed revisions to the APR Master Calendar for the 2010-2015 academic program review cycle. Committee members approved the change in review date of the Bachelor of Arts in Social Work to be moved from Fall 2012 to Fall 2013. Committee members agreed that the Master program in pharmacy should not be reviewed in Fall 2013 as no students will be graduating from the program by Fall 2013. Committee members recommended changing the review semester of the Master and PharmD programs offered by the College of Pharmacy from Fall 2013 to Spring 2014. The College of pharmacy is to send formal communication to the APLOA Office indicating its decision on the proposed review date. In case of agreement, the Master Calendar will be updated accordingly and will be considered as adopted.

The new approved Master of Science in Material Sciences program proposal was updated by the program based on initial feedback sent by the APLOA office. The proposal is to be communicated to external reviewers for further review. The proposal for the approved Ph.D in Biological and Environmental Sciences was communicated to the office of the Associate Vice President for Graduate program for initial review before its communication to external reviewers.

Program Initiation

- **CSIS : New program proposals**

Two new program proposals were received by the VP&CAO from the College of Sharia and Islamic Studies. The College proposed to offer a new Bachelor program in Islamic Banking and Insurance and a new Master program from the department of Daawa and Mass Communication.

Following consultation with the Vice President for Institutional Planning and Development, the VP&CAO informed the College that no new programs are to be developed until the university receives feedback from SACS on the university submitted initial application for accreditation.

Curriculum Enhancement Request

- **CAS, Chemistry– Change pre-requisites**

The Department of Chemistry and Earth Sciences, CAS, requested in Nov. 27, 2011 to update the Prerequisites of the CHEM 102, CHEM 104, and CHEM 242 courses. The request was discussed by APR&CE committee and VP&CAO approval was sent on Jan. 9, 2012 to VPS for implementation. The approved changes are detailed below.

Course Code	Course Title	Current prerequisite	Approved changes	
			Prerequisite	Co-requisite
CHEM 102	General Chemistry II	CHEM 101	CHEM 101	CHEM 104
CHEM 104	Experimental General Chemistry II	CHEM 103 and CHEM 102	CHEM 103	CHEM 102
CHEM 242	Experimental Physical Chemistry I	CHEM 104 and CHEM 241 (Physical Chemistry I)	CHEM 102 and CHEM 104	CHEM 241

Following implementation of the above approved changes, a number of students, in particular students from CENG, are still not able to register in the CHEM 104 course and in some cases in CHEM 242 course. It appears that students who succeeded in CHEM 102 and failed in CHEM 104 are not able to register in CHEM 104 only as CHEM 102 is set as a co-requisite for the course. These students should be allowed to register and the department of Chemistry and Earth Sciences is requesting to change the pre-requisite and the co-requisites to ensure that students are able to register in these courses.

Committee Recommendation

Committee members **recommended to take action 1 and to reschedule the request for discussion** in a following meeting after additional feedback is received from the registration office on the exact rules implemented in Banner for prerequisites and co-requisites.

Committee members discussed the case of courses where theoretical topics are covered in a course and associated Laboratory topics are covered in a separate course and the two courses have different course Ids. The implemented prerequisite and co-requisites for these courses designed to ensure that student register in both courses at the same time (co-requisites) have proven to be problematic. Committee members suggested the following:

1. Revise all courses with Lab components and consider the possibility to merge the theoretical and lab courses into one course and increasing the number of credit hours.
2. Explore the grading issues in case the suggestion number 1 above is considered.
3. Review CCP offering as only the theoretical course CHEM 101 is offered within the CCP, students must take the associated Lab course CHEM 103 as well.
4. Impact on program accreditation status should be investigated if courses are to be merged.

Recommended Action1 : For each of the CHEM 102, CHEM 104, CHEM 101, CHEM 103, and CHEM 242 courses, The Office of VPS is to identify students who successfully completed one of these courses but failed in the co-requisite of the course. VPS will then implement in the system an override, for the Spring 2013 semester only, to allow these students register in the courses if they already completed the course co-requisite.

- ***CSIS, Islamic Studies – Change Course Title***

The Islamic Studies program requested to change the course title for the USUL 308 “Thematic Hadith” course as detailed in the following table:

Course Code	Current Course title	Proposed New Course Title
USUL 308	Thematic Hadith	Legislative Texts of Hadith
	الحديث الموضوعي	أحاديث الأحكام

The change in title is requested because another course in the degree requirement of the Islamic studies program has the same course title. This course is ISLA 210 course titled “Thematic Hadith”.

Committee Action/ Recommendation

- The committee agreed to **recommend approval** of the request.
- Committee members recommend also to use the adopted curriculum enhancement forms for any new request that is to be submitted to the APR&CE Committee.

- ***CSIS, Islamic Studies – Add prerequisite***

The Islamic Studies program submitted a request to delete the pre-requisites for ISLA 301 and ISLA 401 courses.

Committee Action/ Recommendation

The committee agreed **to decline** the request as the College representative in the committee indicated

that the submitted request was not discussed at the college level and did not receive approval from the college level committee. The request is to be sent back to the program for information.

• **CENG – Add Major Elective (internship) course in Computer Science Program as well as Computer Engineering program**

In January 1, 2011, the College of Engineering requested to introduce a summer practical training course as a major elective course for both the Computer Science and the Computer Engineering programs. Based on the APR&CE recommendation, the VP&CAO declined the request and provided feedback to the program on the reasons for the decline. The college revised its original request based on the received feedback and resubmitted, in June 2012, a revised version of the request.

The course descriptions for the proposed courses for both programs are:

Computer Science program	
Course ID	CMPS 399
Course Title (in English)	Internship
Course Title (in Arabic)	...
Credit (Contact) Hours	<3 CH> 8 Working Weeks
Course Designation	LC
Course Level	UG
Grade Mode	?
Prerequisites	None
Co-requisites	None
Sequence Offering	Summer Semester
Registration Restrictions	Departmental Approval
Course Description (Must be no less than 50 words and must not exceed 80 words)	Supervised eight week training period at an approved Information Technology or Computer Engineering concern (Business, industrial, government), intended to provide students with hands-on experience at the workplace. Evaluation is based on: Daily performance, supervisor’s input, student’s report, and a short presentation.

Computer Engineering program	
Course ID	CMPE 399
Course Title (in English)	Internship
Course Title (in Arabic)	...
Credit (Contact) Hours	<3 CH> 8 Working Weeks
Course Designation	LC
Course Level	UG
Grade Mode	?
Prerequisites	None
Co-requisites	None
Sequence Offering	Summer Semester
Registration Restrictions	Departmental Approval
Course Description (Must be no less than 50 words and must not exceed 80 words)	Supervised eight week training period at an approved IT concern (Business, industrial, government), intended to provide students with hands-on experience at the workplace. Evaluation is based on: Daily performance, supervisor’s input, student’s report, and a short presentation.

Committee Action/ Recommendation:

The Committee **recommends Conditional Approval** of the request with the following observations:

- Review the course description and change the statements “an approved Information Technology or Computer Engineering concern” and “an approved IT concern (Business, industrial,

government)” by “an institution”.

- It is not clear why there is a need for a textbook.
- Restate some of the learning outcomes in order not to start with the word “Understand” as it will be difficult to measure such outcomes.
- More details on the material to be submitted by students should be provided.
- The instructor visit represents 10 % of the Assessment Methods and Grading Policy. Details on the agenda for the instructor visit should be provided in addition to a rubric for the assessment.
- Revise the number of contact hours and make sure that it is consistent with the approved QU Credit Hours Policy.
- Change the Course designation from LC to IN.
- Specify the Grade Mode.
- Identify the criteria and describe the process used to select the companies to host students.

- **CLAW – Add elective course**

The College of Law requested to add a “Moot Court” course in the program Major Electives package. The moot court experience is one of the most challenging in law schools. The level of dedication and hard work that is needed is most often more than what is required for a three (3) credit course.

The Moot Court course will have schedule meetings and practices over the course of the year that will prepare students to compete in a moot advocacy competition in the spring semester. The course will provide students with the much needed LL.B. degree credit that they deserve for their hard work, participation, and performance in an international Moot Court competition.

Committee Action/ Recommendation

The committee agreed to **recommend to decline** the program request and to encourage the program to resubmit its proposal taking into consideration the following feedback and recommendations:

- While the Moot Court course offers a unique opportunity for student and would be an excellent addition to the program, a course should not be offered with the main purpose of preparing students for an international competition. Such activity may be considered as extra-curricular activity.
- Consider offering the Moot Court course as an elective course to all students and not only to select number of students. Best students may be selected to participate in events such as the international competition.
- Provide a detailed course syllabus using the university template.
- Provide details on the assessment methods and tools.
- Consider offering the course in Arabic language as well.
- Review the contact and credit hours assigned to the course based on the university adopted policy on credit hours.
- Add “departmental approval” as registration restriction instead of the proposed pre-requisite.

- **CBE – MBA program, Change admission requirements**

The College of Business and Economics requested to change the admission requirements for the MBA program as detailed in the following table:

Current Admission Requirements	New Proposed Admission Requirements
<p>All applicants to the Masters of Business Administration program who meet the following minimum criteria will be considered for admission to Qatar University:</p> <ol style="list-style-type: none"> 1. Completed a Bachelor's degree with a minimum Grade Point Average (GPA) of 2.85 on a 4.00 scale OR minimum GPA of 2.65 out of 4.00 with a Graduate Management Admission Test (GMAT) score of 450 from a university or college accredited by an international accrediting association or by the Ministry of Higher Education or equivalent authority in that country. 2. Achieved a minimum score of 520 on the paper-based TOEFL or equivalent test, taken within 2 years of the start of the intended semester of admission. 3. A minimum of two-years' work experience is required. Additional experience will be recognized and may help with admission to the program. 4. A satisfactory performance in the personal interview. 	<p>All applicants to the Masters of Business Administration program who meet the following minimum criteria will be considered for admission to Qatar University:</p> <ol style="list-style-type: none"> 1. Completed a Bachelor's degree from a university or college accredited by an international accrediting association or by the Ministry of Higher Education or equivalent authority in that country with a minimum Grade Point Average (GPA) of 2.85 on a 4.00 scale OR GPA (out of 4.00) * 200 + GMAT >= 950. GPA may be calculated based on the last 60 credit hours or the last 2 years of the undergraduate degree program. 2. Achieved a minimum score of 520 on the paper-based TOEFL or equivalent test taken within 2 years of the start of the intended semester of admission. taken within 2 years of the start of the intended semester of admission. 3. A minimum of two-years' work experience is required. Additional experience will be recognized and may help with admission to the program. 4. A satisfactory performance in the personal interview. 5. Writing a short essay during the personal interview

Committee Recommendation

The committee agreed to **postpone recommendation on the request** until additional details are received from the Associate Vice President for Graduate Programs.

Committee members provided the following feedback and recommendation:

- Essay writing is a good addition to the program admission requirements. A rubric should be developed to score the short essay.
- GPA admission requirements should be consistent for all graduate programs offered at the university.
- Admission requirements should ensure minimum quality standards for admitting students in the program.
- Suggested formula will allow for students graduating with a GPA of 2 to enroll in the program if they have a GMAT score of 550 which might not be desirable.
- Program should avoid using formula but rather clear specific requirements for admission, Feedback received from VPS suggests that such calculation should be done by the program and not by VPS as part of the admission process.
- Avoid using in the admission requirements sentences such as “may be calculated” but rather “must be calculated”.
- Using “60 CH in Junior and Senior level courses ” is more appropriate than “ last 60 credit hours or the last two years”.
- The TOEFL requirement should be maintained in order to ensure consistency with other graduate programs. The Office of the Associate VP for Graduate programs should address this issue at the university level.
- Proposed admission requirements particularly the proposed formula and the use of GPA in last 2 years or using GPA for only last 60 CH or similar approach should be Benchmarked with other accredited universities and evidence should be provided that this is a common acceptable practice for the concerned programs.

• **CBE – UG programs, Major Curriculum Changes**

The College of Business and Economics requested a major change in the curriculum of the phasing out Fall 2011 Catalog term version of the UG programs for which the language of instruction is English in order to align them with the recently approved Fall 2012 Catalog term of these programs where the language of instruction is Arabic. The core of the proposed changes is to reduce the CH allocated for the college requirements from 45 to 42 CH, to increase the CH allocated to the major from 21 to 24, to increase the CH allocated to the minor from 12 to 15, and to reduce the CH allocated to free electives from 8 to 5 CH. The proposed change will not increase the overall number of CH allocated to the Fall 2011 Catalog term version of the program. The requested changes only concerns the phasing out Fall 2011 Catalog term version of the UG programs and no changes are to be applied to the Fall 2012 version. The proposed changes are summarized in the following table.

Curriculum Component	Current Structure		Proposed New Structure	
	Number of Courses	Total Number of Credit Hours	Number of Courses	Total Number of Credit Hours
Core Curriculum Program Courses	11	33	11	33
College Requirements (<i>if applicable</i>)	15	45	14	42
College Supporting Requirements	2	6	2	6
Major				
Required Courses in Major	5	15	5	15
Elective Courses in Major	2	6	3	9
Concentration (<i>if applicable</i>)				
Required Courses in Concentration	NA		NA	
Elective Courses in Concentration	NA		NA	
Minor (<i>if applicable</i>)	4	12	5	15
Required Courses in Minor	4	12	4	12
Elective Courses in Minor	NA		1	3
Free Electives (<i>if applicable</i>)	3	8	2	5
Others: _____				
Total:	42	125	42	125

Committee Action / Recommendation

The committee agreed to **postpone recommendation on the request** to a following meeting until additional feedback and details are received from the College of Business and Economics.

Committee members requested the following additional details:

- A Study on the impact of the change on existing students. It appears that only 89 students joined the programs in Fall 2012 under the Fall 2011 Catalog Term. About 1200 students are currently enrolled under the Fall 2011 Catalog term and a detailed study on the impact of the proposed changes on these students is needed before reaching a decision.
- Provide the list of courses included in the Minor Electives package.
- Clarify whether there is a need for a new course as the impact sections indicates so while other sections in the submitted requests indicate that no new course is required.
- Provide details on the new course(s), if any.
- Provide as appendix to the request the current detailed degree requirements for the Fall 2011 Catalog term of the programs and the new proposed degree requirements with the requested changes.

The committee also recommends the following;

- Major curriculum changes such as the requested changes should not be applied on phasing out programs.

- **CBE – Restructuring of the MBA program**

The College of Business and Economics requested to restructure the MBA program by:

- Introducing two new concentration areas in the program: Concentration area in Entrepreneurship, and Concentration area in Business Analytics
- Changes in the Major required courses
- Adding new courses
- Deleting existing courses

The requested changes are based on feedback received from alumni, students, employers as well as assessment results and the outcome of the Academic Program review Process.

Committee Action / Recommendation

The committee chair highlighted the following;

- New concentration areas are to be approved by the VP&CAO, the University Executive Management Committee (EMC) and the University Board of Regents.
- Program restructuring requests are to be submitted using the VP&CAO approved program restructuring template which is different form the major curriculum change template submitted by the program.
- Program restructuring proposals are to be sent to external reviewers for review.

In light of the above, the committee agreed to **recommend to decline** the submitted proposal and to request that the program resubmits its program restructuring proposal using the proper program restructuring template.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
New review semester for the MSc. in Pharmaceutical Sciences & PharmD.	Dr. Sherief	<u>Wednesday Oct. 24, 2012</u>	New review semesters
Provide technical solution for implementation of course prerequisite and co-requisites	VPS - Registration office	<u>Wednesday Oct. 24, 2012</u>	Details of technical solution
Implement override for Chemistry courses	VPS	<u>Wednesday Oct. 24, 2012</u>	
Revise the new proposed courses CMPE 399 and CMPS 399	CENG	-	Additional requested details and updated Course Syllabus
Revise the new proposed course "Moot Court"	CLAW	-	Additional requested details, and Course Syllabus,
Revise CBE major curriculum change requests	CBE	-	Updated Proposals
Resubmit MBA program Restructuring Proposal using proper template	CBE	-	Program Restructuring Proposal

6. Next Meeting

Sunday November 25, 2012