



## Meeting Minutes

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

|                             |  |
|-----------------------------|--|
| <b>Date of Meeting:</b>     | Sunday, December 23, 2012  |
| <b>Time of Meeting:</b>     | 8:00 – 09:40 AM  |
| <b>Minutes Prepared by:</b> | APLOA Office   |
| <b>Meeting No:</b>          | 4  |
| <b>Meeting Location:</b>    | Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor |

#### 1. Purpose of Meeting

*Discuss Curriculum Enhancement Requests.*

#### 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     | Dean, Pharmacy, member                     | sherief@qu.edu.qa        | 4403 5561    |
| 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., LAWC, member   | m.a.alkhulaifi@qu.edu.qa | 4403 5296    |
| Dr. Hussain Al Qassem   | CAS, member                                | husseink@qu.edu.qa       | 4403 4610    |
| Dr. AbdulAli Sadiq      | CAS, member                                | a.sadiq@qu.edu.qa        | 4403 4687    |
| Mrs. Wessam Almadhoun   | Ass. Dean Student Aff., CAS, member        | welmadhoun@qu.edu.qa     | 4403 4524    |
| Dr. 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. Mohsen Guizani      | Associate Vice President Graduate Programs | mguizani@qu.edu.qa       | 4403 4014    |

#### 2. Absent

|                     |  |                        |           |
|---------------------|--|------------------------|-----------|
| Mr. Sean Dollman    | Admission & Registration, member       | sean.dollman@qu.edu.qa | 4403 3707 |
| Dr. Rashid Alammari | Dean, CENG, member                     | ralammari@qu.edu.qa    | 4403 4209 |
| Dr. Steven Wright   | Assoc. Dean Planning & QA, CAS, member | swright@qu.edu.qa      | 4403 6520 |
| Dr. Dheen Mohamed   | Assoc. Dean Acad. Aff., CSIS, member   | mmdheen@qu.edu.qa      | 4403 4412 |

#### 3. Invited

|   |   |   |   |
|---|---|---|---|
| - | - | - | - |
|---|---|---|---|

#### 4. Detailed Meeting Agenda

- *Follow up on previous committee meeting*
  - *CBE: Discuss additional documents submitted by College for the requested change in degree requirements of English version of all UG programs (Discussed during committee's Oct. 21<sup>st</sup> meeting)*
- *Discuss the following Curriculum Enhancement Proposals*
  - *CENG, CSE: Computer Eng. Program - Change in program offering - to open to male students*
  - *CENG, DAUP: Architecture Program - Change in program offering - to open to male students*
  - *CAS, ARAB: Recently approved Master in Arabic, change course titles to correct errors in translated titles*
  - *CEDU, Primary Education: Replace a course in the program degree requirements*
- *Academic Program Review:*
  - *CAS, ENVS: SSR was submitted – need to decide on course of action for peer review phase*
- *Additional Topics*
  - *CAS, STAT: Change of course Designation for the STAT 101 course*

## 5. Meeting Notes, Decisions, Issues

### *Follow up on previous committee meetings*

- ***CBE – English Version of UG programs, Major Curriculum Change***

The College of Business and Economics submitted all information requested by the committee following its review in its regular meeting scheduled on Oct.21<sup>st</sup>, 2012 of the college request for major curriculum change in the Fall 2011 version (English version) of the curriculum of UG programs offered by the College. The requested and provided information include:

- A study on the impact of the proposed changes on students currently enrolled under the Fall 2011 version of the curriculum
- Complete list of all courses to be included in the electives package

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

Based on the provided information and on the committee discussion, The Committee agreed to **recommend approval of the request as submitted.**

### *Curriculum Enhancement Requests*

- ***CENG, Computer Engineering Program – Extending the Program offering to Male Students***

The College representative presented the program proposal to committee members. The Computer Engineering program is currently offered only to Female students. The program is requesting extending the offering of the program to Male students. The following issues were discussed by committee members:

- Demand and Need for the new program offering
- Required additional resources to support the new program offering
- Enrollment projections
- Impact of the new program on similar programs currently offered by the college to Male students particularly the Computer Science program.

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

Committee members welcomed the proposal and agreed to **recommend approval of the requested new offering.** In addition, committee members recommended minor revisions to the submitted proposal by addressing the following:

- Correct the number of CCP courses in the Curriculum Structure table included in the Summary page from 13 to 11.
- Correct the number of current faculty in year 4 of the table included in the Summary page from 10 to 8.
- Review the number of Teaching Assistants required by the new offering to ensure consistency throughout the document as well as with the financial requirements

- ***CENG, Architecture Program – Extending the Program offering to Male Students***

The College representative presented the program proposal to committee members. The Architecture program is currently offered only to Female students. The program is requesting extending the offering of the program to Male students. The following issues were discussed by committee members:

- Demand and Need for the new program offering
- Required additional resources to support the new program offering
- Enrollment projections

- Program delivery mode
- The Program Educational Objectives and program level Student Learning Outcomes
- The impact of the new program offering on the program preparation for accreditation.
- Program administration and organization

***Committee Action/ Recommendation***

Committee members welcomed the proposal and agreed to **recommend approval of the requested new offering**. In addition, committee members recommended minor revisions to the submitted proposal by addressing the following:

- Revise the proposal to ensure that the mission statement is consistent throughout the document.
- Review the program request for a program coordinator as the offering of a program to both Male and Female students would not usually justify such position. Such position is usually considered when two or more degree programs are housed in the same department with a program coordinator assigned to one or to each of the offered programs.
- The program should identify in the male section of the university campus the facilities needed to support the program new offering. Formal commitment and approval from the college should be secured before the VP&CAO's approval of the new program offering.
- The table recording the estimated one time non recurrent costs should be updated to reflect the new facilities and equipment required in the male section of the campus to support the new program offering.
- The program should consult with the accreditation agency to ensure that the new offering will not impact the program plans for accreditation.
- Revise the section related to the program delivery mode to include other type of learning experiences such as field work, projects, internships, etc.
- Revise the program level student learning outcome statements to focus on skills and abilities, relevant to the architecture program avoiding generic outcomes that may apply to any program. In particular the Learning Outcome *AUP-SLO(a)* reads as follows: "Ability to read, write, speak and listen effectively". This outcome should be revised to be specific to the architecture program.
- Revise the Program Educational Objectives as critical thinking and problem solving skills are not usually defined under the psychomotor skills but rather under the cognitive objectives.
- The table including the program FTE calculations while very useful is somehow difficult to read, the table should be reformatted and eventually merged with the earlier table used for the program implementation plan. The program is invited to refer to the proposal submitted by the CSE program for a similar table.
- The program may consider reviewing its enrollment projection and may increase it to 20 students per academic year instead of the current projection of 15 students.

- ***CEDU, Primary Education Program – Replacing a course in the Arabic Studies concentration area of the program***

The College representative presented the program request for replacing in the Arabic Studies Concentration Requirements of the ***Fall 2011 version (Catalog Term)*** of the program degree requirements, the course ARAB 109 by the course ARAB 218 as detailed in the table below. The college representative explained that the course ARAB 218 is one of the prerequisites of the course ARAB 319 titled "Grammar II" which is included in the degree requirements of the Arabic Studies Concentration Area of the program. In addition, the ARAB 109 course is similar in contents to the courses ARAB 100 and ARAB 200. Students enrolled in the Arabic Studies concentration area of the Primary Education program must

complete these two courses (ARAB 100 & ARAB 200) to satisfy the Core Curriculum program requirements.

| Course to be Deleted |                 |   | Course to be Added as Replacement |              |   |
|----------------------|-----------------|---|-----------------------------------|--------------|---|
| Course Id            | Course Title    | Curriculum Component (Package)            | Course Id                         | Course Title | Curriculum Component (Package)            |
| ARAB 109             | Language Skills | Arabic Studies Concentration Requirements | ARAB 218                          | Morphology   | Arabic Studies Concentration Requirements |

***Committee Action/ Recommendation***

Committee members agreed to recommend approval of the request.

- **CAS, ARAB: Recently approved Master in Arabic, change course titles to correct errors in translated titles**

The College representative presented the program request to update the course titles of a number of courses offered in the recently approved new Master of Arts in Arabic Language and Literature program as detailed in the table below. The current English version of the course titles as recorded in Banner do not reflect the approved Arabic version of the titles.

| Course Id | Current Title                             | New Approved Title                             |
|-----------|---|--|
| ARAB 501  | Theory and Research Methodologies         | Theory and Research Methodologies - Literature |
| ARAB 505  | Linguistic Thought Among Arabs            | Arabs Linguistic Thought                       |
| ARAB 506  | Critical and Rhetoric Thought Among Arabs | Arabs Critical and Rhetoric Thought            |
| ARAB 507  | Phonetics                                 | Phonetics and Phonology                        |
| ARAB 509  | Linguistic and Lexical Terms              | Lexicography and Terminology                   |
| ARAB 511  | Issues of Arab Poetry                     | Issues in Arabic Poetry                        |
| ARAB 512  | Metaphorical Theory                       | Theory of Metaphor                             |
| ARAB 513  | Literary Discourse                        | Paleography                                    |
| ARAB 515  | Philosophy and Critical Thinking          | Philosophy and Critical Thought                |
| ARAB 518  | Social Linguistics                        | Sociolinguistics                               |
| ARAB 520  | The Study of Arabic Dialects              | Arabic Dialectology                            |
| ARAB 521  | Text Analysis and Discourses              | Discourse Analysis                             |
| ARAB 522  | Narrative of Modern Arabic Literature     | Modern Arabic Narrative Genres                 |
| ARAB 523  | Literature of the Arab Gulf               | Studies in Gulf Literature                     |
| ARAB 527  | Global Literary Comparison                | Global Comparative Literatures                 |

***Committee Action/ Recommendation***

Committee members agreed to recommend approval of the request.

- **CAS, STAT: Change of course Designation for the STAT 101 course**

The College representative presented the program request for changing the course designation of the STAT 101 course titled “Statistics I” as detailed in the table below to allow for more flexibility in scheduling the lab sections of the course.

| Course Id | Course title | Current Course Designation | New Approved Course Designation |
|-----------|--------------|----------------------------|---------------------------------|
| STAT 101  | Statistics I | LL                         | LC + LB                         |

***Committee Action/ Recommendation***

Committee members agreed to recommend approval of the request.

### **Academic Program Review (APR): The Environmental Science undergraduate program**

The Pre-Peer Review phase of the APR process is to be initiated for The Environmental Science undergraduate program following the recent submission of the program of its Self Study Report (SSR). Dr. Ramzi Taha and Dr. Eman Zaki, were designated during the Sept. 30<sup>th</sup>, 2012 APR&CE regular committee meeting as members of the Pre-Peer Review Committee (PPRC). The role of the committee members is to:

- 1- Review the submitted SSR for completeness and clarity and suggest improvements as needed
- 2- Suggest the best course of action for the following Peer-Review Phase (Comprehensive External/Internal, Fast Track Internal/External)
- 3- Identify, in collaboration with the program, qualified faculty who might be able to act as Program Evaluators.

Following this meeting, The APLOA office is to communicate the SSR submitted by the program to the PPRC committee members in order to initiate the pre-peer review phase.

### **Additional Items: Arabic Version of Course Titles and Descriptions**

Committee members discussed the development of an Arabic version of course titles and descriptions for all courses offered at the university and in particular courses offered in programs where the language of instruction is Arabic. The Arabic version of the course titles and descriptions should be published in Banner and in the Webpages of concerned programs.

### **Committee Action/ Recommendation**

Committee members agreed to Communicate a formal recommendation to the VP&CAO to develop and publish an Arabic version of course titles and descriptions to be published in Banner and in the Webpages of concerned programs.

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

| <b>Action</b>   | <b>Assigned to</b>               | <b>Due Date</b>                 | <b>Deliverables</b>   |
|---|----------------------------------|---------------------------------|---|
| Update the Computer Engineering program new offering proposal   | Dr. Ramzi Taha                   | <u>Sunday<br/>Jan. 6, 2013</u>  | Revised proposal  |
| Update the Architecture program new offering proposal   | Dr. Ramzi Taha                   | <u>Sunday<br/>Jan. 6, 2013</u>  | Revised proposal  |
| Recommend to the VP&CAO the development of an Arabic version of the course description for all courses offered at the university and in particular courses offered in those programs where the language of instruction is Arabic. | Dr. Adel Cherif                  | <u>Sunday<br/>Jan. 6, 2013</u>  | Formal recommendation note to the VP&CAO  |
| Pre-Peer Review Phase of APR Process  | Dr. Ramzi Taha and Dr. Eman Zaki | <u>Sunday<br/>Jan. 13, 2013</u> | Recommended course of action for Peer-Review Phase and list of Program Evaluators to be presented during next committee meeting |

## **6. Next Meeting**

Sunday January 13, 2012