



Meeting Minutes

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

Date of Meeting:	Sunday, April 24, 2011
Time of Meeting:	11:00 – 13:30 AM
Minutes Prepared by:	APLOA Office
Meeting No:	15
Meeting Location:	Conference Room, Administration Building

1. Purpose of Meeting

Discussing curriculum enhancement proposals.

2. Attendees

Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APRLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	4403 5553
Dr. Dheen Saheb Merza	AssDean, CSIS, member	mmdheen@qu.edu.qa	4403 4412
Dr. Abdelmajeed Hamouda	Prof., CENG, member	hamouda@qu.edu.qa	4403 4303
Dr. Rajab Al Esmail	Ass. Dean Student. Aff., CBE, member	ralesmail@qu.edu.qa	4403 5022
Dr. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Mohamed Al Naimi	Director of OAE, , member	aeo@qu.edu.qa	4403 3696
Dr. Eiman Mustafawi	Ass. Dean Acad. Aff., CAS, member	eimanmust@qu.edu.qa	4403 4519
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
Ms. Suad Zaqlan Al-Shammari	SIS, member	suad@qu.edu.qa	4403 3728

4. Invited Guests

Dr. Shaikha Jabor Al Thani	VPCAO	vpacademic@qu.edu.qa	4403 4004
Dr. Ruben Tobias Goebel	Sports Science Program	ruben.goebel@qu.edu.qa	4403 5248
Dr. Nada Adeeb Omar ElTaiba	Head Of Department of Social Sciences	nada.eltaiba@qu.edu.qa	4403 4753
Dr. Lacey Marie Sloan	Coordinator of Social Work Program	sloanlaceym@qu.edu.qa	4403 4756
Dr. Mohieddine Ben Ammar	Head Of Department of Electrical Engineering	mabenammar@qu.edu.qa	4403 4203
Dr. Ahmed Ibrahim	Director, Honors Program	a.alhamar@qu.edu.qa	4403-3810
Dr. Moneera Al Ghadeer	Head Of Department of English Literature and Linguistics	malghadeer@qu.edu.qa	4403 4903
Dr. Sabry Hafez	Department of English Literature and Linguistics	s.hafez@qu.edu.qa	4403 4901

4. Detailed Meeting Agenda

- **Follow up on Previous Committee Meeting held on March 13, 2011**
- **Discussion and Evaluation of submitted Curriculum Enhancement Proposals:**
 1. **CAS – ENGL: New Academic Minor in Translation.**
 2. **CENG – EE Program: Curriculum change (add new courses, delete/update courses).**
 3. **CENG – CSE Programs: Course Equivalencies and Changes in Course Pre-requisites.**
 4. **CENG – ME Programs: Course Changes - contents, titles -**
 5. **Honors Program: Add new course**
 6. **CAS – Social Work Program: Delete ECON 112 from major requirements**
 7. **CAS – Sports Science Program: Changes is contact hours, in Course Pre-requisites, replace a course.**
- **Additional Topics**

5. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on March 13, 2011:

The Arabic Program restructuring proposal initially discussed by this committee in its regular meeting held on Nov. 28, 2010 was approved by the EMC in its meeting held on March 29, 2011.

The Core Curriculum Program restructuring proposal initially discussed by this committee in its regular meeting held on Feb. 13, 2011 was approved by the EMC in its meeting held on March 29, 2011.

The **History program**, the **Mass Communication program** and the **International Affairs program** initially discussed during this committee regular meeting held on March 13, 2011 were submitted to the VPCAO for review with a committee recommendation for approval. Following additional review by the VPCAO, these programs are to be submitted to the EMC for final decision.

Curriculum Enhancement Proposals

- ***CAS - New Academic Minor in Translation***

Dr. Moneera presented the proposal for a new Academic Minor in Translation to be offered by the department of English Literature & linguistics at the College of Arts & Sciences :

- The Minor in Translation is designed to develop translation skills for students.
- The Minor in Translation addresses a rising market need for qualified students.
- The Minor in Translation will offer hands-on experience in the translation of texts in a variety of types from English to Arabic and vice versa.
- TOEFL of 500 or equivalent and an entrance exam in Arabic Language will be necessary as an admission requirements.
- The estimated number of students for one complete cycle are 60 for the first year and 120 for the second year.
- The study plan is divided into 15 CH of compulsory courses and 9 CH of electives courses.
- A brief description of the student learning outcomes, the performance measures, the external reviewers was presented.

Committee members discussed the proposal details and the following main issues were raised and discussed during the meeting:

1. Student Enrollment Projections

Committee members raised concerns about the large number of students to be enrolled in the program and recommended to reduce the number of students to be admitted into the program to 30 or 40 students.

2. Demands and needs for the new Minor in Translation

Committee members discussed the demands and needs for the new minor in Translation and the program noted that a survey was conducted for the minor stakeholders.

3. Admission Requirements

The placement test developed by the Arabic Program should be adopted and reviewed in order to ensure that student enrolled in the minor have the required proficiency in Arabic.

4. Student Learning Outcomes (SLO)

SLOs should be revisited since those defined at the program level are similar to the ones defined at the course level.

5. FTE Requirements

Committee members recommend to review the FTE calculation based on the student enrollment and the number of sections planned. The FTE calculation should also clearly indicate the part of FTE to be covered by existing faculty and the FTE that needs to be covered by new faculty.

The department should clearly indicate the number of new faculty required by taking into account the FTE calculation as well as faculty qualifications (specialization area).

6. Course description

An English course description for all courses should be provided as required for Banner implementation.

7. Study Plan

- There is a clear progression of courses in the proposed minor and topics feed into one another. However, committee members recommended to start with 200 levels courses.
- Committee member recommended to use standard format for course syllabi.
- As recommended by the external reviewer, the program should review/differentiate between the content of TRAN 101 & TRAN 102 and between MEDIA 1 & MEDIA 2.

8. Banner Code

Committee members recommended to maintain the proposed subject code for the minor.

9. Assessment

- Specific assessment tools should be mapped to defined the program level Student Learning Outcomes.
- Student Portfolio should be used as a program (minor) level assessment tool. Committee members suggested to add a sample of translated material and student reflection paper to the Student Portfolio to better evaluate the student progress and their required translation skills.

Committee Action/ Recommendation:

The committee recommends that the CAS team working on the minor in Translation reviews/updates the new minor proposal based on the issues discussed during the meeting and on the committee recommendations.

The program should provide additional information requested by the Committee including FTE calculation and new faculty needs and results of the contact survey. The updated version of the new minor with the additional information is to be reviewed by the committee designated taskforce before its submission to the VPCAO for decision.

- **CAS, Social Work – Delete course from study plan**

Remove **ECON 112** “Macroeconomics” from the list of required courses in the Social Work program.

Committee Action/ Recommendation:

Committee members *recommend to decline* the program request since no plans are provided by the program for allocating the 3CH to be freed if the ECON 112 course is to be removed from the program list of required courses.

In light of the committee recommendations for a similar request submitted by the program during last academic year, the Committee recommends that the program reconsiders the new course titled “Society & Economics” proposed in Fall 2010 by the program as replacement for the ECON 112 course.

The program should ensure that removal of the ECON 112 course will not result in non-compliance with the accreditation requirements. The program is encouraged to consult with the Dr. Villa (external reviewer) who reviewed the proposal submitted by the program during the previous academic year.

- **CENG, EE – Curriculum changes**

The program representative presented the program request and highlighted the new proposed focus area on Biomedical Engineering to be offered by the program in addition to the three currently offered focus areas: Power Systems, Communication Engineering -Wireless-, Industrial Electronics & Control.

The proposed new focus area is in-line with the stakeholder recommendations, will satisfy the market needs and will allow the program to keep with the new trends.

The program proposes to offer new major required courses consisting of an improvement over existing ones:

New core courses
ELEC 366 Embedded Systems
ELEC 367 Embedded Systems Lab
ELEC 371 Sensors and Instrumentation
ELEC 375 Biomedical Engineering

The program also proposes to offer eight (8) new electives courses to support the new focus area and to maintain the program current and up-to-date such as ELEC481 “Power Electronics and Renewable Energy”

New Major technical electives courses
ELEC 481 Power Electronics and Renewable Energy
ELEC 482 Selected Topics in Power Electronics
ELEC 483 Electric Drives
ELEC 484 Industrial Control
ELEC 485 Introduction to Robotics
ELEC 486 Advanced Biomedical Systems Engineering
ELEC 487 Selected Topics in Biomedical Engineering
ELEC 488 Medical Imaging Systems

General feedback

The Electrical Engineering program offers a large number of electives courses. As a result, the program may not be in compliance with the University Policy requiring that each elective course is offered at least once every two years.

In addition to the above point, the Committee discussed the following issues:

- Possibility of offering a concentration area instead of focus areas.
- The program is offering different focus areas however neither the program description nor the curriculum structure mention the existence of such areas.
- As the program is already offering three different focus areas, adding another one may put additional strain on the program and may require additional resources.
- The program should consider highlighting the different concentration/focus areas in the program description and/or in the Curriculum structure.
- Consider the additional load and conduct a study on new FTE/ Faculty requirements resulting from the proposed change and the addition of a new focus area with its related courses.
- The program should consider collaboration and course sharing with other program such as with the Biomedical Sciences program and the Computer Engineering program.

Committee Action/ Recommendation:

The Committee recommends that the CENG team review the proposal based on the issues discussed during the meeting and on the committee recommendations. A meeting with related programs should be scheduled in order to discuss the possibility of collaboration and course sharing between concerned programs. The updated version of the request with the additional information is to be reviewed by a committee designated taskforce before its submission to the VPCAO for decision.

- **CENG, ME– Curriculum Change:**

Following recommendations received from ABET Program Evaluators and further evaluation by the program Faculty of the distribution of Mathematics and Basic Science topics in the ME program courses, the MIE Quality Assurance and Curriculum Committee proposes the following changes:

1. **Course Substitution**

Current Course	Proposed New replacement course
MECH 241 Thermodynamics I	MECH 241 Thermofluids

Replace **MECH 241 Thermodynamics I** by a new course **MECH 241 Thermofluids** with greater focus on the Mathematics and Basic Science contents.

2. **Minor Adjustments**

As a result of mathematics and basic science contents being packaged in the new MECH 241 Thermofluids, the program proposed changes in the course description of MECH 343 “Fluid Mechanics”.

3. **Change Title**

Current title	Proposed New title
MECH 342 Thermodynamics II	MECH 342 Thermodynamics

As there would be only one course in Thermodynamics (after the changes mentioned in point 1), renaming of MECH 342 Thermodynamics II to MECH 342 Thermodynamics is proposed.

Committee Action/ Recommendation:

The committee agreed to recommend approval of the program proposal.

- **CAS, Sport Sciences Program – Curriculum changes:**

Based on the faculty evaluation of the program proposed curriculum and following review of similar programs offered at other universities, the program requests the following curriculum changes:

- Change the Practice/Theory contact hours for a number of courses
- Update the course pre-requisites for a number of courses
- Remove "ACCT 110: Financial Accounting" and replace it with "ACCT101: Principle of Accounting I"

Committee Action/ Recommendation:

The committee agreed to recommend approval of the proposed changes except for the replacement of the ACCT 110 course since the ACCT 101 course was deactivated .

- **Honors Program – Add course**

The Honors program requests adding the course HONS 100 “Honors Freshman Seminar” to the General Skills package of the Core Curriculum Program.

General feedback

Committee members discussed with the program Director, the program proposal and agreed on adding the course as part of CCP requirements. However, the course should be assigned to a different CCP package since in

the new approved structure of the CCP not all programs require their students to complete a number of CH from the general skills package.

Committee Action/ Recommendation:

Committee decided to establish a taskforce to work on the proposal of the Honors program and to make recommendations to the VP&CAO on behalf of the committee.

- **CENG, CSE – Change Prerequisites:**

Courses	New Prerequisites
CMPS 323 Design and Analysis of Algorithms	CMPS 205 Discrete Structures for Computing
CMPS 393 Modeling and Simulation	GENG 200 Probability and Statistics for Engineers
CMPE 498 Design Project I	CMPE 370 Computer Engineering Practicum
CMPE 370 Computer Engineering Practicum	ELEC 231 Fundamentals of Electronics

Committee Action/ Recommendation:

Approved as submitted

- **CENG, CSE – Course Equivalency:**

CSE Course Equivalency List		
Old Curriculum		New Curriculum
Programming Concepts (CMPS 221)	<u>Equivalent</u>	Programming Concepts (CMPS 151)
Advanced Programming (CMPS 251)	<u>Equivalent</u>	Object-Oriented Programming (CMPS 251)
Object Oriented Programming Design (CMPE 265)	<u>Equivalent</u>	Object-Oriented Programming (CMPS 251)
Computer Organization (CMPS 322)	<u>Equivalent</u>	Computer Architecture and Organization I (CMPE 263)
Computer Networks (CMPS 455)	<u>Equivalent</u>	Data Communication and Computer Networks I (CMPE 455)
Artificial Intelligence (CMPS 403)	<u>Equivalent</u>	Artificial Intelligence (CMPE 475)
Data Communication Networks (CMPE 461)	<u>Equivalent</u>	Data Communication and Computer Networks I (CMPE 455)
Computer Networks (CMPE 466)	<u>Equivalent</u>	Data Communication and Computer Networks II (CMPE 457)

Committee Action/ Recommendation:

Committee recommends Conditional Approval for the proposal. Prior to approval, the program is to seek additional feedback from the Banner team. A committee designated taskforce is to review the proposal based on the additional information once provided and to communicate its recommendations to the VP&CAO on behalf of the committee.

7. Tasks and Assignments Generated During the Meeting			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Send additional information requested by the Committee on the Minor in Translation proposal	Minor in Translation team	<u>Sunday May 8, 2011</u>	Updated proposal including the requested additional information
EE program is to conduct meeting with other related programs to identify areas of collaboration and to ensure efficient implementation of the proposed changes	Electrical Engineering Team	<u>Sunday May 1, 2011</u>	Meeting minutes and recommendations
Review the Electrical Engineering Program proposal based on Committee recommendation's.	Electrical Engineering Team	<u>Sunday May 8, 2011</u>	Updated proposal following committee recommendations and outcome of meeting with related programs
Additional details on the course to be used as replacement to the ECON 112	Social Work Team	<u>Sunday May 1, 2011</u>	Updated proposal
Taskforce to work on the request of the Honors Program	Taskforce	<u>Sunday May 1, 2011</u>	Recommendation to VP&CAO
CSE, Banner team Feedback	Sean Dollman	<u>Sunday May 1, 2011</u>	Recommendation from Banner Team including a list of identified issues if any.
8. Next Meeting			
Sunday May 15, 2011			