



## Meeting Minutes

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

<b>Date of Meeting:</b>	Thursday, June 24, 2010		
<b>Time of Meeting:</b>	9:00 - 11:30 AM		
<b>Minutes Prepared by:</b>	VPCAO Office		
<b>Meeting No:</b>	5		
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building		
<b>1. Purpose of Meeting</b>			
<i>Finalizing the committee meeting calendar for the AY 2010-2011 and the Academic Program Review Master Calendar, discussing curriculum enhancement proposals submitted by academic programs and deciding on committee recommendations to the VPCAO.</i>			
<b>2. Attendees</b>			
<b>Name</b>	<b>Department/Division/Role</b>	<b>E-mail</b>	<b>Phone</b>
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	403 4007
Dr. Mohamed Al Naimi	Director of OAE, , member	aeo@qu.edu.qa	403 3696
Dr. Dheen Saheb Merza	AssDean, CSIS, member	mmdheen@qu.edu.qa	403 4412
Dr. Abdelmajeed Hamouda	Prof., CENG, member	hamouda@qu.edu.qa	403 4303
Dr. Lester Hardegree	AssProf., CAS, member	l.hardegree@qu.edu.qa	403 4783
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	403 4043
Mrs. Suad Zaqlan Al-Shammari	SIS, member	<a href="mailto:suad@qu.edu.qa">suad@qu.edu.qa</a>	403 3728
<b>3. Apology/Absent</b>			
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	403 5553
Dr. Yaser Al Khalialeh	AssProf, LAWC, member	khalialeh@qu.edu.qa	403 5277
Dr. Batuol Khalifa	AssProf, CEDU, member	batoul@qu.edu.qa	403 5221
Dr. Zain Mohamed	Professor, CBE, member	mzain@qu.edu.qa	403 5036
Mrs. Rula Momani	Academic Program Coord. , member	rmomani@qu.edu.qa	403 5448
Mr. Sean Dollman	Admission & Registration, member	<a href="mailto:sean.dollman@qu.edu.qa">sean.dollman@qu.edu.qa</a>	403 3707
Dr. Mohsen Mubasher	AssProf., CAS, member	mohsenmm@qu.edu.qa	403 4759
<b>4. Invited</b>			
Dr. Khaled Daoud	VPCAO Consultant	<a href="mailto:Khaled.daoud@qu.edu.qa">Khaled.daoud@qu.edu.qa</a>	403 4008
Dr. Malcolm Potts	CAS, Biology Program	<a href="mailto:Malcolm.p@qu.edu.qa">Malcolm.p@qu.edu.qa</a>	403 4535
Dr. Moneera Al Ghadeer	CAS, Dept. of Foreign Languages	<a href="mailto:malghadeer@qu.edu.qa">malghadeer@qu.edu.qa</a>	403 4903
Dr. Mazhar Al Zoby	CAS, International Affairs Program	<a href="mailto:malzoby@qu.edu.qa">malzoby@qu.edu.qa</a>	403 4947
Dr. Lacey Sloan	CAS, Social Work Program	<a href="mailto:sloanlaceym@qu.edu.qa">sloanlaceym@qu.edu.qa</a>	403 4756
Dr. Abdelhamid Kerkadi	CAS, Human Nutrition Program	<a href="mailto:abdel.hamid@qu.edu.qa">abdel.hamid@qu.edu.qa</a>	403 4806
Dr. Abdelmonem Hassan	CAS, Human Nutrition Program	<a href="mailto:ahassan@qu.edu.qa">ahassan@qu.edu.qa</a>	403 4805
Dr. Adil El Tayeb	CAS, Statistics Program	<a href="mailto:aeyousif@qu.edu.qa">aeyousif@qu.edu.qa</a>	403 4627
Dr. Eiman Mustafawi	CAS, Associate Dean Acad. Affairs	<a href="mailto:eimanmust@qu.edu.qa">eimanmust@qu.edu.qa</a>	403 4519

## 5. Detailed Meeting Agenda

- *Follow up on Previous Committee Meeting*
- *Updates on Academic Program Review Calendar*
- *APR&CE Committee Meeting Calendar for the 2010-2011 Academic Year*
- *Final Versions of Curriculum Enhancement Forms*
- *Evaluate Curriculum Restructuring Proposals:*
  - 1- *Statistics Program, Dept. of Mathematics, Statistics and Physics, CAS.*
  - 2- *Human Nutrition Program, CAS*
- *Evaluate Curriculum Change Proposals:*
  - 1- *Biological & Env. Sc. Dept. from CAS: Opening Minor in Biology to all QU Students*
  - 2- *Engl. Lit. & Ling. Dept at CAS: Opening Minor in English to all QU Students*
  - 3- *Engl. Lit.&Ling. Dept., CAS: Curriculum Structure, English Program with two Concentration Areas*
  - 4- *Islamic Studies at SIS: Curriculum Structure of ISLA Program with two Concentration Areas*
  - 5- *Int. Affairs Dept. from CAS: Adding Course MAGT 101 to the INTA study plan*
  - 6- *Social Work Program at CAS: Course Changes in the Program Study Plan*
  - 7- *CCP: Course Equivalency Proposal for ARTE 110 Course (Follow up on previous meeting)*
  - 8- *INTA Dept. at CAS: Replace STAT 154 by "STAT 154 or STAT 153" in study plan*
  - 9- *CENG Civil Eng. Dept. at CENG: Reassigning a course to a different package*
- *Other Proposals received and under review by the VP&CAO's Office (For Information):*
  - + *New Program proposals: CBE: MS in Accounting, CAS: MS in Environmental Science*
  - + *Program Restructuring Proposals: ARAB, HIST.*
- *Additional Topics*

## 6. Meeting Notes, Decisions, Issues

All committee recommendations on curriculum enhancement proposals reviewed by the committee in its last meeting were approved by the VPCAO and communicated to the concerned parties for information and/or implementation.

All college/program representatives, members of the APR&CE committee, should follow up with the Office of the VP for Student Affairs to ensure proper and timely implementation of the approved curriculum enhancement proposals submitted by the college/program they are representing.

Since many members were not able to attend the current meeting, discussion on both the APR Master Calendar and the Committee meeting calendar for the next academic year is postponed to the next committee meeting to be held at the beginning of the Academic Year 2010-2011.

The final version of the curriculum enhancement forms were presented and approved by the committee. Dr. Ali highlighted the need to design similar forms for the Core Curriculum Program.

### ***Program Restructuring proposals submitted by the Statistics Program and the Human Nutrition Program:***

Due to the late submission of the program restructuring proposals and the limited time available to the committee members to review the proposals submitted by the Statistics and the Human Nutrition programs, the committee decided to establish a taskforce for each of the two programs to review and make recommendation to the VP&CAO on behalf of the committee.

Members of the taskforce in charge of reviewing the Statistics program are Dr. Hamouda and Dr. Cherif members of the APR&CE committee and Dr. Ayman from the Statistics program.

Members of the taskforce in charge of reviewing the Human Nutrition program are Dr. Lester, Dr. Peter, and Dr. Cherif members of the APR&CE committee and Dr. Abdelmonem from the Human Nutrition program.

***Curriculum Change Proposals:***

***Delete Course from study plan :***

• **Request from Social Work Program at CAS**

1. Remove ENGL 150 from study plan and allocate the freed 3 CH to the package titled: "Internal Electives"
2. Remove ECON 112 and SOCI 200 from the program study plan.

- ***Committee Recommendation:***

1. **Approve removal of ENGL 150** course from the program study plan and allocation of the 3CH to the designated package "Internal Electives".
2. **Reject the removal of ECON 111 and SOCI 200** from the program study plan since the program curriculum was approved recently (last year) and no substantial changes are recommended until the program defines the student learning outcomes, map these outcomes to the offered curriculum to identify curriculum gaps and assesses its student learning outcomes to evaluate the effectiveness of the curriculum in supporting the learning outcomes.

In addition the committee made the following recommendations:

- Before initiating any changes in its curriculum, the program should study the standards set by the IASSW accreditation agency.
- The program should review the pre-requisite structure of the offered courses. Pre-requisites for a single course should not exceed three courses.

***Add Courses to study plan:***

• **Request from International Affairs Program at CAS:**

1. Adding Course MAGT 101 to the INTA study plan to allow students satisfy the package requirements without completing the MAGT 306 course.

***Committee Recommendation:***

**Reject** the proposal because there is no clear and sound justification for the change. Course MAGT 101 is not equivalent to MAGT 306. Change cannot be based on scheduling issues, if such issues exit better collaboration with CBE should take place to resolve these issues.

***Add a new course package in study plan:***

• **Request from Civil Engineering Program at CENG**

Add a new course package as part of the major titled "Additional Science Electives" to include the following three courses:

- BIOL 101 Biology 1 (3 CH)
- GEOL 101 Principal of General Geology (3 CH)
- MARS 101 Introduction to Marine Science (3 CH)

Students are required to complete a total of 3 credit hours from this new package.

And reduce the number of credit hours in the course package titled "Technical Electives" from 15 to 12 CH to accommodate for the 3 CH allocated to the new package

***Committee Recommendation:***

**Approve as proposed**

**Course Equivalency:**

• **Request from Core Curriculum Program: Course Equivalency Proposal for ARTE 110 Course (2CH)**

Following up on the committee's recommendation made during its last meeting, the program is proposing to have the course FIQH 101 "Introduction to Islamic Fiqh" (2 CH) or any other 3 CH course in the General Knowledge Package of the CCP program be equivalent to the ARTE 110 course.

**Committee Recommendation:**

**Approve as proposed**

• **Request from International Affairs Program: Course Equivalency Proposal for STAT154 Course (3CH)**

Following up on the VPCAO's communication on May 20<sup>th</sup>, 2010 about the deactivation of the STAT 154 course "Statistics- Non- Science" (3CH) effective from spring 2011 and to the introduction of the STAT 153 course "Introduction to Statistics" (3 CH) as a required course in the program study plan instead of STAT 154 and in order to minimize the impact of this change on students, the program is proposing to have the course STAT 154 be made equivalent to the STAT 153 course.

**Committee Recommendation:**

**Approve as proposed**

**Opening Minors to all QU Students:**

Dr. Naeimi pointed to the need to develop a policy at the university level to regulate the offering of minors. The present committee members agreed on such need and decided to forward such recommendation to the VPCAO.

• **Request from Biology Program, Biological and Env. Sc. Department at CAS**

To implement and open the new 24CH approved minor in Biology to all QU students.

**Committee Recommendation:**

**Conditional Approval:** Prior to approval, the program should address the points listed below and submit an updated proposal with required documents to the VP&CAO office for further review and final approval.

- Indicate maximum number of students allowed to enroll in the Minor,
- Provide an analysis on the impact of the implementation of the approved 24CH minor on students currently enrolled in the minor in Biology.
- Remove BIOL 444 from the list of electives
- Submit request to correct Banner system to show that BIOL 343 is a 3Ch course and not a 4 CH as recorded on Banner

• **Request from English Program, English Lit. & Ling. Department at CAS**

To implement and open the new 24CH approved minor in English to all QU students.

**Committee Recommendation:**

**Conditional Approval:** Prior to approval, the program should address the points listed below and submit an updated proposal with required documents to the VP&CAO office for further review and final approval.

- Change Course pre-requisite for ENGL 153 course to ENGL 150 or ENGL 203 with the following registration restriction on the ENGL 203 course: Students enrolled in the English program are not allowed to register to ENGL 203 course.
- Update the minor admission requirements to ensure that enrolling students have a TOEFL score of 500 or higher.

- Include phasing out plan for students enrolled in the current version of the minor in English
- To minimize impact on students, provide equivalency table for the minor

**Implementation of curriculum structures for approved program restructuring proposals:**

- **Curriculum Structure Forms for The English Program, English Lit. & Ling. Department at CAS**  
The English Program is to include two concentration areas one in literature and another one in linguistics.

**Committee Recommendation:**

**Conditional Approval:** Prior to approval, the program should address the following point and submit an updated proposal to the VP&CAO office for further review and final approval.

- In the structure forms of both concentration areas, and in line with the required update for the minor in English, the course pre-requisite for the ENGL 153 course should be changed to ENGL 150 or ENGL 203 with the following registration restriction on the ENGL 203 course: Students enrolled in the English program are not allowed to register to ENGL 203 course.

- **Curriculum Structure Forms for the Islamic Studies Program, College of Sharia and Islamic Studies**  
The Islamic Studies Program is to include two concentration areas one in Sharia and another one in Usuluddin.

**Committee Recommendation:**

**Conditional Approval:** Prior to approval, the program should address the following points and submit an updated proposal to the VP&CAO office for further review and final approval.

- Needs to revise and ensure correctness of course numbers included in the forms.
- List of Pre-requisite courses for the ISLA 302 course should be revisited and limited to no more than 3 courses.
- The Graduation Project should be scheduled in the fourth year and the assigned course number should be 4xx not 3xx

**7. Tasks and Assignments Generated During the Meeting**

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Recommend to the VPCAO the development of a policy on minors	APR&CE Committee Chair	<b><u>By end of Spring 2010 Semester</u></b>	Recommendation communicated to the VPCAO
Communicate committee's recommendations to the VPCAO for final decision	APR&CE Committee Chair	<b><u>By Monday June 28, 2010</u></b>	Committee's recommendations
Taskforces to review program restructuring proposals and submit recommendation to the VPCAO on behalf of the committee	Members of the Taskforces for Statistics and Human Nutrition Programs	<b><u>By Thursday July 1, 2010</u></b>	Recommendations to the VPCAO
Coordinate with all programs to review / finalize proposals based on the committee' recommendations	Committee members in collaboration with the APLOA office	<b><u>By Thursday July 1, 2010</u></b>	Updated proposals and additional documents, if needed.

**8. Next Meeting**

*Will be decided at a later date*