



Meeting Minutes

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

Date of Meeting:	Sunday, October 24, 2010
Time of Meeting:	11:00 – 13:30 AM
Minutes Prepared by:	APLOA Office
Meeting No:	9
Meeting Location:	Conference Room, Administration Building

1. Purpose of Meeting

Discussing curriculum enhancement proposals: The New Master of Accounting program and the curriculum changes in the PharmD degree program.

2. Attendees

Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Abdelmajeed Hamouda	Prof., CENG, member	hamouda@qu.edu.qa	4403 4303
Dr. Lester Hardegree	Ass. Prof., CAS, member	l.hardegree@qu.edu.qa	4403 4783
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Ms. Wessam Almadhoun	Ass. Dean Student. Aff., CAS, member	welmadhoun@qu.edu.qa	4403 4524
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	4403 5553
Dr. Rajab Al Esmail	Ass. Dean Student. Aff., CBE, member	ralesmail@qu.edu.qa	4403 5022
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707

3. Apology/Absent

Mrs. Suad Zaqlan Al-Shammari	SIS, member	suad@qu.edu.qa	4403 3728
Dr. Yaser Al Khaliiah	Ass. Prof, LAWC, member	khalaiiah@qu.edu.qa	4403 5277
Dr. Dheen Saheb Merza	Ass. Dean, CSIS, member	mmdheen@qu.edu.qa	4403 4412
Dr. Eiman Mustafawi	Ass. Dean Acad. Aff., CAS, member	eimanmust@qu.edu.qa	4403 4519

4. Detailed Meeting Agenda

- *Follow up on Previous Committee Meeting held on September 30, 2010*
- *Curriculum Enhancement Proposal:*
 - *New Master of Accounting Program*
 - *Curriculum changes in the PharmD degree Program*
- *Additional Topic*

5. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on September 30, 2010:

After the committee meeting held on September 30 and the discussions on the proposed M.Sc in Environmental Engineering and the M.Sc in Environmental Sciences new program proposals, additional comments received from committee members were compiled into a document approved by committee members and submitted to the VP&CAO as the committee's recommendations for both programs. The committee's final recommendation was to approve both programs and to invite both programs to address a number of issues before their implementation in Fall 2011, if approved. Following additional review by the VPCAO, the new program proposals were discussed by the University Executive Management Committee (EMC) that recommended further revision of the proposals to provide better opportunities for collaboration and integration as well as increased efficiency in the use of resources while improving the quality of the proposed programs. Both proposals were reviewed accordingly and

approved by the VP&CAO and the EMC and are pending final approval by the Board of Regents.

Member of the taskforce responsible for defining **Terms of Reference** for the curriculum committees at different levels in the University Wide Organizational Structure for **Curriculum Committees** initiated their work and a first meeting was held on October 12.

A dashboard presenting the status of requests submitted to the APR&CE committee was presented and committee members agreed to maintain such document.

Curriculum Enhancement Proposals

- **New Master of Accounting Program**

Dr. Rajab presented the revised version of the new Master of Accounting program's proposal to be offered by the College of Business & Economics and the changes made to the initial proposal to address the external reviewer's comments. Committee members discussed a number of issues summarized below:

- 1. The program learning outcomes**

The program learning outcomes should be defined at a higher level based on Bloom's taxonomy. They should be in compliance with the AACSB accounting standards.

- 2. Number of CH**

Program must ensure that the number of Credit Hours (CH) requirement as specified by the AACSB accreditation standards is satisfied. Masters in accounting programs should contain not less than 15 semester credit hours (or equivalent student engagement) in courses dealing with the development, measurement, analysis, validation and communication of financial and other information of which a minimum of 12 semester credit hours (or equivalent student engagement) must be in courses designed primarily for graduate students.

- 3. The degree qualification requirement**

The degree qualification requirement for admission in the program must be consistently identified throughout the document. Students with bachelor degree or student with bachelor degree in accounting or student with bachelor degree in business related discipline.

- 4. The admission requirements/criteria**

The admission requirements/criteria should be reviewed in order to clearly indicate which requirements are specific to all students and which ones are for students holding a bachelor degree in accounting. The admission requirements vs. criteria particularly for the written essay should be clarified. The committee recommends to explicitly add an essay in the admission requirements without requiring any particular score on the GMAT.

- 5. The graduation requirements**

The program might consider revisiting the following requirement: "If a student fails two or more courses, or fails the same course more than once, he/she will be dismissed from the program". This is stronger than the related requirement as defined in the University Graduate Handbook.

- 6. Foundation courses**

Clarification should be added whether graduate students will be enrolling in separate sections of the undergraduate courses selected as foundation courses for the program and whether the pre-requisite requirements of these courses will be waived for graduate students or not. The number of foundation courses and the number of associated Credit Hours (CH) in the curriculum structure tables and throughout the document should be corrected: 5 courses with 15 CH instead of 4 courses with 12 CH.

- 7. Course description**

ACCT 608 "Commercial Law": The course description is too general. The course description should be reviewed in order to ensure that advanced topics are included in the course.

ACCT 623 "Governmental and nonprofit accounting": The course description does not reflect the "juried" project requirement.

- 8. Addition of New courses**

- Based on the reviewer's survey of AACSB accredited programs and its selection and more detailed review of five similar programs, a **course on Auditing** may need to be included in the list of required courses. An alternative solution would be to cover topics on auditing in the ACCT 613 course since its textbook covers Auditing. The course description may need to be reviewed accordingly.
- A **course on Taxation** may be offered as an elective course.

9. Number of faculty

- Number of faculty as included in the proposal is not enough to support the program since it clearly does not satisfy the program faculty FTE requirements. The program should include already approved new faculty positions for CBE with a clear indication of the FTE the new recruits will be allocating to the new proposed program.
- A faculty position is planned for the fifth year of the program without a rationale, such position should be planned for from the start of the program.
- It appears that faculty members are either "Academically Qualified (AQ)" or "Professionally Qualified (PQ)", thus a clear distinction and additional information should be included to identify the qualifications of each faculty.
- It appears that the current number of faculty members with professional qualifications is very limited (1 or 2). The program must ensure that either new faculty with required Professional Qualifications are hired and/or that current faculty will acquire the necessary PQ qualifications.

10. Collaboration with local organizations

The program should provide evidence of collaboration and agreement with local organizations to ensure the Professional Qualification (PQ) of faculty in accordance with AACSB requirements for a graduate program in accounting.

11. Collaboration with the MBA program

Provide a list of MBA program' courses that could be accepted as electives in the MAC.

12. General feedback

- Please ensure that the program title is consistently referred to throughout the proposal. Master of Accounting and Master of Accountancy are used in different locations in the document.
- The same course number "ACCT 623" is allocated to two different courses "Governmental and non-profit Accounting" and "Advanced Cost/Managerial Accounting".
- The curriculum mapping provided in the proposal should also include the mapping of elective courses to learning outcomes.
- Program improvement plans must not be limited to accreditation review and reports, a continuous improvement process and plan based on learning outcome assessment should be in place. May also consider Academic Program Review process.
- The mission statement needs to be revised. The statement related to faculty contribution should be reviewed.
- Specific library resources for the program need to be identified.
- The cost figures as included in the proposal are not realistic particularly personnel costs and need to be reviewed.

Committee Action/Recommendation:

The CBE team is to update the new program proposal based on the issues discussed during the meeting and on the committee member's recommendations. The updated version is to be reviewed by the committee before its submission to the VPCAO for decision.

- ***PharmD Degree Program***

Dr. Peter offered a brief description of the PharmD degree program: The program was initiated in September 2006. The design of the PharmD Curriculum was developed in 2006/2007, before the first

intake of BSc (Pharm) students. The PharmD study plan was developed in parallel with the BSc (Pharm) plan in late 2006. This proposal was approved by the QU Board of Regents in July 2007. The study plan was approved by the VP&CAO on September 17, 2009.

Curriculum Enhancement Request

Dr. Peter presented the PharmD curriculum change proposal. Details of the Committee members' discussion on the proposed curriculum change requests is given below:

1. **PHAR 600 & PHAR 601 (Advanced Professional Practice Internship):** Divide each course into 4 different courses each with 4CH. This change will not impact the total number of CH for the program. These internships courses are similar (with high learning expectations) to the 4-week clinical rotations the students complete in the BSc (Pharm) program. The rotations BSc (Pharm) program are assigned 4 credit-hours each. Details of the proposed change are summarized in the following table:

Existing					Changes Required				
Course Code	Course Name	CH	Contact Hr		Course Code	Course Name	CH	Contact Hr	
			T	P				T	P
PHAR 600	Advanced Professional Practice Internship I	16	0	640	PHARM 630	Advanced Professional Practice Internship I	4	0	160
					PHARM 631	Advanced Professional Practice Internship II	4	0	160
					PHARM 632	Advanced Professional Practice Internship III	4	0	160
					PHARM 633	Advanced Professional Practice Internship IV	4	0	160
PHAR 601	Advanced Professional Practice Internship II	16	0	640	PHARM 634	Advanced Professional Practice Internship V	4	0	160
					PHARM 635	Advanced Professional Practice Internship VI	4	0	160
					PHARM 636	Advanced Professional Practice Internship VII	4	0	160
					PHARM 637	Advanced Professional Practice Internship VIII	4	0	160

Committee Action/Recommendation:

The committee recommends **Conditional Approval**. QU policy allows graduate students to enroll in a maximum of 15 CH per semester. Based on the proposed study plan, students must complete four courses each semester for a total of 16 CH per semester. Such exception to the maximum number of CH students can register in at each semester must be granted before approving the change request.

2. Change Course codes:

Change the course codes PHAR 610 and PHAR 611 to PHAR 605 and PHAR 606 to reflect the extension of an existing course series (PHAR305-406) in the BSc (Pharm) program .

Existing					Changes Required				
Course Code	Course Name	CH	Contact Hr		Course Code	Course Name	CH	Contact Hr	
			T	P				T	P
PHAR 610	Advanced Pharmacy Research, Evaluation and Presentation Skills I	1	0	30	PHAR 605	Advanced Pharmacy Research, Evaluation and Presentation Skills I	1	0	30
PHAR 611	Advanced Pharmacy Research, Evaluation and Presentation Skills II	1	0	30	PHAR 606	Advanced Pharmacy Research, Evaluation and Presentation Skills II	1	0	30

Committee Action/Recommendation:

Approved as submitted

3. Add new courses

Add two new courses to the PharmaD study plan :

- **PHAR 645** : PharmaD Research Project I (1 CH)
- **PHAR 646**: PharmaD Research Project II (1 CH)

With the addition of PHAR 645 and PHAR 646, the total number of credit-hours for the full-time PharmD program will be 36 CrH (currently 34 CrH). These new courses will strengthen the research component of the program in line with the university mission.

Committee Recommendation:

The committee recommends **Conditional Approval** of the request.

In agreement with the program representatives and the Dean of the College, Dr. Peter, the committee recommends not to add two new courses as proposed but to rather embed the contents of the two proposed new courses in the already existing PHAR 605 and PHAR 606 courses and to increase the number of credit hours in each of these two courses from 1 to 2 CH.

This change will result in an increase in the total number of credit hours of the program originally approved by the Board of Regents. Thus, such curriculum change represents a substantive change that requires the EMC approval.

In light of the above, the program is requested to submit new course syllabi for both PHAR 605 and PHAR 606 courses.

7. Tasks and Assignments Generated During the Meeting

Action	Assigned to	Due Date	Deliverables
Update the proposal of the New Master of Accounting considering APR&CE committee's recommendations	CBE team in collaboration with the APLOA office		Updated proposal
Taskforce to work on Terms of References for curriculum committees at all levels defined in the proposed structure	Taskforce (Dr. Lester, Dr. Ali, Dr. Batoul, Dr. Dheen)	<u>By Sunday November 14, 2010</u>	Draft Terms of references document for curriculum committees at all levels in the proposed structure
New Courses syllabi for PHAR 605 and PHAR 606	CPH representatives		Detailed courses description

8. Next Meeting

Sunday November 28, 2010