



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:	3
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor

1. Purpose of Meeting

Discuss Curriculum Enhancement Requests.

2. Attendees

Name	Department/Division/Role	E-mail	Phone
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. 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
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	hussain@qu.edu.qa	4403 4610
Dr. Rashid Alammari	Dean, CENG, member	ralammari@qu.edu.qa	4403 4209
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. 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. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Dheen Mohamed	Assoc. Dean Acad. Aff., CSIS, member	mmdheen@qu.edu.qa	4403 4412

3. Invited

Dr. Majeda Khraisheh	Director Honors program	m.khraisheh@qu.edu.qa	4403 4990
Dr. Modassir Ali	Assoc. Dean Student Aff., CSIS	muhammad.modassir@qu.edu.qa	4403 4482

3. Detailed Meeting Agenda

- **Follow up on previous committee meeting**
- **Discuss the following Curriculum Enhancement Proposals**
 - CBE, MBA & MAC: Change in admission requirements for MBA and Master of Accounting Programs
 - CENG, CSE: New elective Practical Training Course
 - CAS, CHEM: Change of pre/co-requisites for Chemistry courses
- **Discuss the following Curriculum Enhancement Proposals**
 - CENG, CSE: Change in course prerequisites
 - VPCAO, Honors Program: Change in degree requirements - restructuring
- **Change Review date in APR Master Calendar: CENG, Architecture program (UG)**
- **APR: On Developing the Program Enhancement Plans**
 - LAWC: Law Program
 - CAS: Sociology Program
- **APR & Curriculum Enhancement WebPages**
- **Additional Topics**

4. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on October 21, 2012

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

The College of Business and Economics requested to change the admission requirements for the MBA program. During the last meeting, committee members agreed to postpone recommendation on the request until additional details are received from the Associate Vice President for Graduate Programs and the Graduate Studies Committee.

The Graduate Studies Committee reviewed the request and agreed on the following:

- Remove from the admission requirements the following statement:
“GPA may be calculated based on the last 60 credit hours or the last 2 years of the undergraduate degree program”.
- Keep the following statement:
“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 GPA of 2.85 on a 4.00 scale OR GPA (out of 4.00) * 200 + GMAT >= 950.”

Committee Recommendation

The Committee agreed to **recommend declining the request as submitted**. The committee also agreed to recommend the following:

- The university should ensure consistency in the admission requirements of Master programs.
- The MBA program may consider requiring a minimum GMAT score of 550 in addition to a strong record of professional experience as an admission criteria if the university adopts a policy allowing Master programs to admit students without a specific minimum GPA requirement.
- A minimum GPA and/or GMAT score should be defined instead of using a formula.
- The MBA program should highlight the fact that the language of instruction for the MBA program is English (useful information for new students graduating from QU programs where the language of instruction is Arabic).

- ***CBE –Master of Accounting , Change admission requirements***

The College of Business and Economics requested to change the admission requirements for the Master of Accounting. The requested change includes, in addition to the changes proposed for the MBA program as detailed above, a request to remove the following statement: “A minimum of 2 years work experience”.

Committee Action/ Recommendation

The committee agreed to **recommend partial approval** of the request. The committee agreed on removing the statement requiring a minimum of 2 years of work experience but to decline other changes for the same reasons as indicated above for the MBA program.

In addition, committee members recommended that the program admission committee maintains work experience as an important criteria to consider when evaluating the candidate applications particularly when the applicant’s GPA is low.

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

The College of Engineering requested during the last APR&CE meeting to introduce a summer practical training course as a major elective course for both the Computer Science and the Computer Engineering programs. Additional details requested by the committee and an updated Course Syllabus were provided by the program.

Committee Action/ Recommendation

The committee agreed to recommend approval of the request.

Committee members also agreed to recommend that the proposed courses and internship experience be further improved based on the following suggestions to be considered by both programs:

- Review the statements of the Learning outcomes.
- An analytic rubric should be developed and used by instructors in evaluating students during the instructor visits.
- The program may consider adapting the rubric developed by college of pharmacy for a similar purpose and that proved to be effective.

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

The Department of Chemistry and Earth Sciences, CAS, requested in an earlier meeting to update the Prerequisites of the CHEM 102, CHEM 104, and CHEM 242 courses as 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

The above request was approved by the VP&CAO in January 2012 and implemented in Banner effective from Fall 2012. Following implementation of the approved request, students faced problems registering in these courses and the program requested to yet update prerequisites to ensure that students who completed CHEM 102 for example be able to register in CHEM 104.

Committee Action/ Recommendation

After feedback received from the registration office on the exact definition and implementation rules in Banner for prerequisite, prerequisite with concurrency, and co-requisites, Committee members agreed to update the request as detailed in the table below and to use “Prerequisite with concurrency” instead of “Co-requisite”.

Course Id	Course Title	Current prerequisite (approved in January 9, 2012)		New Approved changes	
		Prerequisite	Co-requisite	Prerequisite	Prerequisite with concurrency
CHEM 102	General Chemistry II	CHEM 101	CHEM 104	CHEM 101	CHEM 104
CHEM 104	Experimental General Chemistry II	CHEM 103	CHEM 102	CHEM 103	CHEM 102
CHEM 241	Physical Chemistry I	CHEM 102	-	CHEM 102	CHEM 242
CHEM 242	Experimental Physical Chemistry I	CHEM 102 and CHEM 104	CHEM 241	CHEM 102 and CHEM 104	CHEM 241

The committee agreed to ***recommend approval*** of the updated version of request as detailed above. In addition, Committee members recommended to send an official communication to all Curriculum Committees at QU in order to:

1. Identify all theoretical courses that have an associated lab component course and evaluate the possibility of merging the theoretical and lab courses into one single course with a number of credit hours equivalent to the number of credit hours allocated to both courses.
2. Explore the grading issues in case the above suggestion of merging these courses is retained.
3. Study the impact on students.
4. Impact on program accreditation status should be investigated if courses are to be merged.

If this recommendation is endorsed by the VP&CAO, Dr. Steven will be responsible for following-up with the different College level Curriculum Committees and to enforce strict deadlines for colleges and programs to complete the required tasks.

Curriculum Enhancement Request

- **Honors Program – Program Restructuring**

The Honor’s Program Director, Dr. Majeda, presented the Honor’s program restructuring proposal. The main objectives of the program restructuring are to:

- Clearly define the degree requirement of the Honors Program (HP).
- Review the program learning outcomes and map them to the required Honors courses.
- Identify, develop and re-assess courses that are selected for the Honors students in line of the current changes to the Core Curriculum Program (CCP) course offerings and the change in the language of instruction.

The main proposed changes in the HP curriculum structure are detailed in the table below:

Current HP curriculum structure		New proposed HP curriculum structure	
3	Freshman Seminar	3	Freshman Seminar (Honors Core 1)
9	Three University Core Curriculum Courses from different core packages	6	Two University Curriculum Courses from differed packages (Honors Core 2, Honors Core 3)
9	Three Major-based Honors Courses at the 300/400 level	9	Four Major-Based Honors courses at the 300-400 level
3	Honors Senior Thesis 499 (Senior Project, Senior Seminar, Capstone, etc.)	6	Honors Senior Thesis 499 (Senior Project, Senior Seminar, Capstone, etc.)

Committee members discussed a number of issues summarized below:

- The content of ARAB 201 course should be reviewed, since this course is offered for Non-native speakers and may not qualify as Honors course.
- Make more advertisement for the Honors program at QU.
- Update the Honors program webpage.
- The number of credit hours required for the thesis courses package and the feasibility of such requirements for all programs offered at QU.
- Develop detailed degree requirements for all UG programs highlighting how the Honor’s program courses are integrated in the program requirements to ensure that the proposed new Honor’s program structure and requirements are applicable to all programs..
- Consider changing the word “thesis” to “research”.
- Revise the learning outcomes and the admission requirements for review and discussion in the next APR&CE meeting.

Committee Action/ Recommendation

While committee members welcomed the proposal, they agreed to **recommend postponing recommendation on the proposal** until the Honor's program team completes the following:

- Ensure that the proposed restructuring is applicable to all current UG programs offered at QU by developing specific degree requirements for each of the undergraduate programs currently offered at QU.
- Updated the program proposal based on the issues discussed and suggestions offered during the meeting. The updated version including the degree requirements for all programs is to be reviewed by the committee before its submission to the VPCAO for decision.

- ***Change Review date in APR Master Calendar: CENG, Architecture program (UG)***

The College representative explained that the architecture program request was not about changing the program scheduled review date but rather on using the accreditation visit and outcome in place of the APR process.

Committee Action/ Recommendation

The Committee agreed **decline** the request as the university policy requires that all program, including those which receive accreditation, implement the APR process.

- ***Program Enhancement Plan***

The APLOA office developed a Program Enhancement Plan template to be used by programs during the last phase of the APR process in order to capture the program plans for improvement.

The following programs were scheduled for review during the 2011-2012 academic year and are in the process of developing their program enhancement plans: The Law program; The Sociology program; All UG programs at the College of Business and Economics; The MBA program

College representatives are encouraged to follow-up with the above listed programs to ensure that the plans are submitted in time.

APLOA Webpage

The APLOA webpage was introduced to committee members. The Webpage is still under development and may be accessed through the URL: <http://www.qu.edu.qa/offices/vpcao/aploa/index.php> or by clicking on the APLOA Office name in the VP&CAO Office's organization chart accessible under the VP&CAO's office homepage. Committee members were invited to view the different pages and to make suggestions before launching the site.

Committee members recommended to have access restriction on same pages in order to limit access to some information and documents to only QU faculty and staff. The APLOA office is to work on identifying which pages are to be made public and which pages will require controlled access.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Update the proposal of the Honors program considering APR&CE committee's recommendations.	Dr. Majeda	<u>Sunday Dec. 16, 2012</u>	Updated proposal
List of all courses with separate course for Lab component and possibility of merging these courses	Dr. Steven & all college representatives	<u>Sunday Jan. 6, 2013</u>	List of all courses with Lab components and detailed proposal for merging courses
Student Rubric evaluation	Dr. Sherief	<u>Thursday Dec. 6, 2012</u>	Rubric sent to CENG

6. Next Meeting

Sunday December 23, 2012