



Meeting Minutes

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

Date of Meeting:	Sunday, December 26, 2010		
Time of Meeting:	11:00 – 13:15 AM		
Minutes Prepared by:	APLOA Office		
Meeting No:	11		
Meeting Location:	Administration Building,		
1. Purpose of Meeting			
<i>Discussing curriculum enhancement proposals.</i>			
2. Attendees			
Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	4403 5553
Dr. Abdelmajeed Hamouda	Ass. Dean Res.&Grad. Studies, 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. Dheen Saheb Merza	Ass. Dean, CSIS, member	mmdheen@qu.edu.qa	4403 4412
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
3. Apology/Absent			
Mrs. Suad Zaqlan Al-Shammari	SIS, member	suad@qu.edu.qa	4403 3728
Dr. Yaser Al Khalialeh	Ass. Prof, LAWC, member	khalialeh@qu.edu.qa	4403 5277
Dr. Batuol Khalifa	Ass. Prof, CEDU, member	batoul@qu.edu.qa	4403 5221
Dr. Lester Hardegree	Ass. Prof., CAS, member	l.hardegree@qu.edu.qa	4403 4783
4. Invited Guests			
Dr. Shaikha Jabor Al Thani	VPCAO	vpacademic@qu.edu.qa	4403 4004
5. Detailed Meeting Agenda			
<ul style="list-style-type: none"> → <i>Follow up on Previous Committee Meeting held on November 28, 2010</i> <ul style="list-style-type: none"> → <i>University wide committee's structure and ToR</i> → <i>PHAR: Follow up on committee's recommendation</i> → <i>CAS: History and Arabic program restructuring proposals</i> → <i>CBE: Master of Accounting</i> → <i>Curriculum Enhancement Proposals:</i> <ul style="list-style-type: none"> → <i>CCP: Registration Restrictions</i> → <i>CENG -CSE: Course Equivalencies</i> → <i>CBE all Programs: Curriculum change</i> → <i>Other Curriculum Enhancement proposals processed by VPCAO Office</i> → <i>Additional Topics</i> 			

6. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on November 28, 2010:

Member of the taskforce responsible for defining *Terms of Reference* for the curriculum committees at different levels in the adopted University Wide Organizational Structure for Curriculum Committees are continuing work on the draft document to be communicated to committee members once completed.

The committee recommendations on the *Pharmacy College request* discussed during the committee regular meeting held on October 24 were approved by the VPCAO and are to be submitted to the EMC for final decision.

Committee members sent their recommendation and feedback for the *Master of Accounting* updated proposal and the proposal is added to the agenda of the current meeting for further discussion and decision.

Following the Nov. 28 meeting and as agreed by committee members, an email was sent on Nov. 30 to the Arabic and History program representatives requesting additional documents identified by the committee during that meeting. In addition, the History program restructuring proposal was sent to additional external reviewers and additional questions focusing on the proposed concentration areas were sent to reviewers who already sent their review reports.

The *Arabic program* submitted the required additional information on Monday Dec. 20, 2010. Thus, the Arabic program taskforce meeting is to be schedule shortly.

The *History program* submitted an updated version of the program restructuring proposal on Dec. 22 based on the committee discussions held during the committee Nov. 28 meeting. The History program additional external reviewers submitted their review reports that were communicated to the program on Dec. 25, 2010. The History program taskforce meeting is to be schedule after the program completes its review of the proposal based on the additional review reports received from the external reviewers.

Curriculum Enhancement Proposals

- ***CBE – Master in Accounting (MAC):***

The MAC program response to the committee recommendations and the updated program proposal were sent to committee members on Nov. 30. Committee members were invited to send their recommendations and feedback by email. A total of nine (9) members sent their feedback, seven of whom recommended approving the updated proposal and two members highlighted a number of issues to be discussed during the current meeting.

Dr. Rajab presented the program response to the committee recommendations followed by a discussion with committee members on a number of issues as detailed below:

- ***AACSB Accreditation in Accounting:*** The program representative explained that the program is not considering the accounting accreditation standards and requirements at this stage since the program is not seeking the AACSB Accreditation in Accounting and is targeting the AACSB Business Accreditation. The program representative also added that the accreditation requirements are very demanding and the program will not be able to satisfy these requirements in its first few years. Committee members highlighted the need to develop a high quality program from its inception and to ensure that the program is in compliance with the accounting accreditation standards and requirements at least for curriculum and learning outcomes related requirements.
- ***Number of faculty FTE allocated to the program and faculty qualification:*** Committee members raised an issue about the number of faculty FTE allocated to the program that appears to fail in providing proper support to the program. In addition and based on comments received from external reviewers it appears that the number of Professional Qualified (PQ) faculty is also not adequate to support a graduate program in accounting. The program representative explained that the College is hiring new faculty for the next academic year. New hires will also be

supporting the program. He also explained that hiring highly qualified faculty is very difficult because the financial package offered to faculty is not attractive. Finally, he explained that since the program is not seeking Accreditation in Accounting then PQ faculty requirement is not relevant.

- **Other Issues:** Committee members discussed other issues including
 - Collaborative arrangement with financial institutions and local organizations,
 - Relation with other programs offered at the university including the MBA program
 - Covering taxation and auditing related topics in the curriculum.

Committee Action/Recommendation:

The committee agreed to **recommend approval** of the program and to **highlight the following issues** to be considered by the College team before the program implementation:

1. Compliance with curriculum related requirements including learning outcome requirements as defined by the AACSB Accreditation in Accounting.
2. Faculty FTE allocated to the program that appears to fail in providing adequate support for the program.
3. Identify collaboration opportunities with existing programs particularly the MBA program to improve program quality while ensuring a more efficient use of resources.
4. Consider collaborative arrangement with financial institutions to support the program, to improve its quality and to provide additional opportunities to faculty and students.
5. Consider adding an elective course in taxation.

• **CCP – Removal of Registration Restrictions:**

Remove registration restriction on 2 sections of the Post Foundation English Courses:

- English 202, CRN 23589, Group 119, and
- English 203, CRN 21546, Group 106.

The purpose for building the registration restriction was to limit registration in these 2 sections to International Affairs students. The justification for the restriction removal is based on the fact that the course syllabi of the 2 sections is similar to the syllabi of all other offered sections.

Restriction removal was already approved by:

- Head of the Department of English, Foundation Program, and
- Head of the Department of International Affairs, CAS,

Committee Action/Recommendation:

Committee members agreed that this request does not fall under the responsibility of the committee and should be directly forwarded to the scheduling department. Committee members invited the committee chair not to schedule in the committee meeting agenda such registration restrictions that are not at the course level but at the section level and do not require changes in the attributes of a course.

• **CENG, CSE – Course Equivalency:**

The College of Engineering requested to withdraw its request for course equivalencies originating from the Computer Science and Engineering Department for additional revision of the request by the College Curriculum Committee.

Committee Action/Recommendation:

Request withdrawn, no action required.

• **CBE – Curriculum change for all programs offered by the college:**

Dr. Rajab presented the College proposal for changes in the curriculum of all programs offered by the College. He explained that the main reason for the change is to satisfy the Core Curriculum Program (CCP) requirement of 33 credit hours, to adapt to the changes in the CCP structure and new packages, to resolve problems created because four of the courses offered by other departments within the university and that are included in the curriculum of all programs offered at the college are no longer being offered. Dr. Rajab also pointed out that no changes were implemented in the curriculum of all programs offered at the college during the College preparation for AACSB accreditation and that acting on assessment results and other curriculum related issues were delayed until accreditation status is achieved and the proposed change will help address and resolve these other issues.

Committee members discussed the College proposal and noted that **not all** proposed changes were listed and identified in the college request. The following curriculum changes are included in the new proposed curriculum for all programs but were not identified and addressed in the College request:

- Removal of the course MAGT 306 (International Business) from the College Requirements package and either removed from programs or in case of MAGT moved to MAGT major/minor requirements.
- Moving the LAWC 215 (Business Law) and MATH 119 (Business Mathematics I) courses from the University Requirement to the College Requirements
- Details of new proposed elective courses (FINA 406, MAKT 406, MIS 406, and ECON 475) including course attributes and description as well as course master syllabus
- Adding new courses such as ACCT 424 “International Accounting”,

Committee members also noted that important information needed to evaluate the program proposal is missing. Missing information include impact of the proposed change on

- AACSB accreditation status.
- Impact on students and plans to resolve identified issues.
- Impact on all minors offered by the college
- Impact on Faculty and FTE requirements

In addition, committee members discussed whether the presented rationale for the change justifies the scope of the proposed change. An alternative curriculum change proposal that resolves all issues related to the implementation of the new core curriculum program structure was presented. The alternative proposal minimizes the changes in the curriculum and fully addresses the reasons and issues identified by the College that lead to the proposed curriculum change.

Committee Action/Recommendation:

Following review and discussion of the curriculum change proposal submitted by the College of Business and Economics for programs offered by the College and due to the fact that:

- Not all proposed changes were identified and detailed in the request letter
- Rationale for the change was not clearly identified
- Impact of the change on students was not identified and appropriate plans to address identified issues are not developed
- Impact of the change on all minors offered by the college is not identified
- Current version of the program curriculum is not available and the college catalog published on the College website that was used as reference by committee members does not accurately

reflect the degree requirements for the college offered programs.

The committee agreed to *decline* the college proposal and to request that the college *resubmits its proposal* to the committee with additional information addressing the above listed issues for further review.

• **Other Curriculum Enhancement proposals currently being processed by APLOA Office**

Dr. Adel informed committee members of the curriculum enhancement proposals that are currently being processed by the Academic Programs and Learning Outcomes Assessment (APLOA) Office and that will be put forward to the committee for review and discussion in the near future. These proposals include:

- **New Program proposals:**

- 1- CENG: Ph.D in several areas: Under revision by College following APLOA feedback
- 2- CAS: MA in Gulf Studies: Sent to ER on Nov. 25; 2 review reports in, awaiting third one
- 3- CAS: MA in Arabic: Sent to ER on Nov. 25; 0 review reports in, awaiting three

- **New Minor proposals:**

- 1- CAS - DELL: Minor in Translation: Under review by APLOA, to be sent to ER.
- 2- CBE- CBE: Minor in Entrepreneurship: Under review by APLOA, to be sent to ER.

- **Program Restructuring Proposals:**

- 1- CAS - BA, Mass Communication: Sent to ER on Dec 22; Review reports expected by Jan. 10, 2011
- 2- CAS - BA, International Affairs : Under revision by College following APLOA feedback

7. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Prepare draft committee recommendation for the master of accounting and get committee member approval of final draft before communication to the VPCAO	Committee Chair	<u>By Thursday Dec. 30, 2010</u>	Final committee recommendations sent by email to VPCAO
Taskforce in charge of developing Terms of References for curriculum committees at all levels within the university to send the first ToR draft to committee members	Taskforce (Dr. Lester, Dr. Ali, Dr. Batoul, Dr. Dheen)	<u>By Thursday Dec. 30, 2010</u>	Draft Terms of references document for curriculum committees at all levels

8. Next Meeting

Sunday January 9, 2011