



Meeting Minutes

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

Date of Meeting:	Sunday, May 26, 2013
Time of Meeting:	8:00 – 10:30 AM
Minutes Prepared by:	APLOA Office
Meeting No:	9
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
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
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., LAW, member	m.a.alkhulaifi@qu.edu.qa	4403 5296
Dr. Hussain Al Qassem	CAS, member	husseink@qu.edu.qa	4403 4610
Dr. AbdulAli Sadiq	CAS, member	a.sadiq@qu.edu.qa	4403 4687
Prof. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Ramzi Taha	Assoc. Dean Acad. Aff., CENG, member	ramzitaha@qu.edu.qa	4403 4118
Dr. Yousuf Flamerzi	Assoc. Dean Acad. Aff., CSIS, member	sidekey@qu.edu.qa	4403 4466
Dr. Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
Dr. Sherief Khalifa	Dean, Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Aiman Erbad	Assistant Professor, CENG	aerbad@qu.edu.qa	4403-4278
Dr. Mohsen Guizani	Associate Vice President Graduate Programs	mguizani@qu.edu.qa	4403 4014

3. Invited

Dr. Mazen Hasna	VP and CAO	hasna@qu.edu.qa	4403-4003
Dr. Lizmol Mathew	CENG, Architecture program	lizmol.mathew@qu.edu.qa	4403-4349
Dr. Hassan Okour	CLAW, Dean	hokour@qu.edu.qa	4403-5251

4. Detailed Meeting Agenda

- *Message from the VP&CAO*
- *Curriculum Enhancement Requests:*
 - *CEDU: Change in course designation and contact hours for a number of courses in Primary Ed. Program*
 - *CEDU: Add a new Course EDUC 110 titled Study Skills*
 - *CEDU: Change in Course prerequisites and Registration restriction for CEDU 316*
 - *CEDU: Change in Course prerequisites and offering semester for a number of courses in Secondary Ed. Program*
 - *CENG, ARCT: Change in course registration restrictions*
 - *CCP & CAS: Remove Course PHYS 101 from CCP offering*
 - *CAS, INTA: Add prerequisites to the INTA 401 (offered in CCP), INTA 411 and INTA 302 courses*
 - *CAS, ENGL: Add prerequisites to the ENGL 157 and the ENGL 401 courses*
 - *CAS, HIST: Change Course Description for HIST 121, HIST 204 and HIST 212*
 - *CAS, GEOG: Change Credit Hours for GEOG 441*
 - *CENG, ARCT: Change in course registration restrictions*
 - *CLAW: Major changes including Adding New Courses, Change in course titles, Updating existing courses*
- *Additional Topics*

5. Meeting Notes, Decisions, Issues

The Committee Chair welcomed Dr. Mazen Hasna, Vice President and Chief Academic Officer.

Dr. Mazen thanked committee members for their efforts throughout the year and highlighted the important and critical role of the Academic Program Review and Curriculum Enhancement Committee (APR&CE) in contributing to ensuring the quality of academic programs and in documenting all curriculum related changes. He reminded committee members that based on the approved university policy for curriculum enhancement, the committee is responsible for reviewing all curriculum enhancement proposals and to make recommendations to the Vice President and Chief Academic Officer.

Dr. Mazen then invited committee members to provide their feedback on the committee work indicating that the university curriculum enhancement policy may be reviewed in the future and committee members input will be instrumental in further improving the current policy.

Committee members highlighted the following:

- The committee should establish clear academic standards to be followed by all programs and colleges.
- Repeated and frequent changes in the curriculum of academic programs are to be discouraged.
- Committee should identify redundant course offering and initiate discussion with concerned programs and colleges to eliminate redundant offering when possible.
- The committee should enforce deadlines for the submission of curriculum change requests.

Dr. Mazen welcomed committee members feedback and expressed his agreement with the voiced comments. He also invited committee members to send any additional feedback either directly to himself and/or to the committee chair. He thanked again committee members for their hard work and for their contribution and then excused himself from the meeting.

Curriculum Enhancement Proposals

- **CEDU, Primary Education Program – Change in course designation and contact hours**

The Primary Education program requested to change the course designation and the number of contact hours for the following courses:

List of courses	Current Version				Requested Changes			
	CH	Theor.	Lab.	Course Designation	CH	Theor.	Lab.	Course Designation
EDPR 410 Read. & Write. in all Discip	3	2	1	LL	3	3	0	LC
EDPR 446 Teaching Primary Level Arabic	3	2	1	LL	3	3	0	LC
EDPR 447 Teaching Primary Level Islamic	3	2	1	LL	3	3	0	LC
EDPR 451 Teaching Primary Level Math	3	2	1	LL	3	3	0	LC
EDPR 452 Methods in Inquiry & Research	2	1	1	LL	2	2	0	LC
EDPR 450 Teaching Primary Level Science	3	2	1	LL	3	3	0	LC
EDPR 448 Teaching Prim. level Social St	3	2	1	LL	3	3	0	LC
EDUC 313 Developing Literacy in Child	3	2	1	LL	3	3	0	LC
EDUC 318 Integrating Visual Arts	3	2	1	LL	3	3	0	LC
EDEC 454 Inter. Social Studies to Young	3	2	1	LL	3	3	0	LC
EDEC 452 Teach. Read. & Writing to Young Children	3	2	1	LL	3	3	0	LC
EDEC 453 Teach. Arabic Langu. to Young Children	3	2	1	LL	3	3	0	LC
EDEC 410 Play & the Theory of Movement	2	1	1	LL	2	2	0	LC
EDEC 456 ESL and Young Children	3	2	1	LL	3	3	0	LC
EDEC 413 Int. math & Sci. for young children	3	2	1	LL	3	3	0	LC

The rationale for the above requested changes is that these courses are theory based and focus on theoretical knowledge, skills and attitudes related to the CEDU Conceptual Framework in Teaching, Scholarship and Leadership. In addition, these courses use practical during the classroom and not during the lab in accordance with the learning outcomes of the courses.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation ***effective from the Fall 2013 semester.***

- ***CEDU, Primary Education/Secondary Education Programs – Add new course***

The College of Education requested to add a new course titled “University Study Skills” which details are provided in the table below as an elective course in both the Primary Education and Secondary Education programs. The course was offered before by the College and was deactivated. The college reviewed and updated the course in order to better meet student needs.

The CCP director, Prof. Ali, recommended adding the course to the General Skills package of the CCP. Committee members discussed if this course may be used to satisfy the degree requirements of academic programs or should be used as a support course for students who may be advised to take the course to improve their academic performance. Mr. Sean informed committee members that advising office received recommendation from one of the university consultants to offer such course and provided feedback on the recent experience of the college of Law in offering a similar course to its students.

Course ID	EDUC 110
Original course title (in English)	University study skills
Original course title (in Arabic)	مهارات الدراسة الجامعية
Credit (Contact) Hours	<3 CH> <(3 Theory ,0 Lab)>
Course Designation*	LC
Course Level*	UG
Grade Mode	Letter Grade (A – F)
Prerequisites	None
Co-requisites	None
Sequence Offering	Fall & Spring
Course Description (Must be no less than 50 words and must not exceed 80 words)	This course is designed to develop effective study skills for university students in order to improve their performance and ensure academic success throughout their college years. It focuses on learning strategies, self-organization, listening skills, , time management strategies, note taking , preparation for exams, and literature searches to achieve their educational goals.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation ***effective from the Fall 2013 semester.*** Committee members recommended adding the course in the electives packages of the Primary Education and the Secondary Education programs in addition to the General Skills package of the CCP.

Out of the 13 committee voting members, eleven (11) members voted in favor of approving the request as submitted and two (2) members recommended not to add the course as part of the degree requirements but as a supporting course to be offered to students based on recommendation for the student advisors. The course can be a non-credit course with a pass/fail grade mode.

The representative of the College of Business and Economics (CBE) in the committee expressed his strong opposition to offering this course in the General Skills package of the CCP as this CCP package is not part of the degree requirements of any of the programs offered at CBE while CBE students may benefit from this course. The committee chair argued that CBE students may still take this course as part of the free elective requirements included in the degree requirements of all UG programs offered at CBE.

- **CEDU, Primary Education/Secondary Education/Sport Sciences Programs – Change registration restriction and prerequisites for EDUC 316.**

The College of Education, in collaboration with the Sport Sciences program requested to update the registration restriction and the course prerequisites for EDUC 316 course titled “Classroom Management” as detailed in the table below:

Crse ID	Course title	Current Course prerequisites	Current Registration Restriction	New Proposed Course Prerequisites	New Proposed Registration Restriction
EDUC 316	Classroom Management	EDUC 312 AND EDUC 315	Include: General Education Primary Education Sport Sciences	EDUC 312 AND (EDUC 315 OR EDUC 320 OR SPSC 349)	Include: General Education Primary Education Sport Sciences Secondary Education

The rationale for this request is that the EDUC 316 is a required course in the Primary Education, the Secondary Education, and the Sport Sciences programs.

The current prerequisites will not allow students enrolled in the Secondary Education and the Sport Sciences programs to register in the course unless they complete the EDUC 315 course which is not part of their degree requirements. Thus, the college requested a change in prerequisites as detailed in the table above. In addition, since the course is also offered in the Secondary Education program, the registration restriction needs to be updated accordingly.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation ***effective from the Fall 2013 semester.***

- **CAS/CEDU, SPSC Program – Change registration restriction & offering semester for SPSC 349.**

Following the request to update the prerequisite of the EDUC 316 course (detailed above), the Sport Sciences program in collaboration with CEDU, requested to add a registration restriction for SPSC 349 in order not to allow CEDU students to take this courses in order not to use it to satisfy the prerequisite requirements for the EDUC 316 course. In addition, the Sport Sciences program requested to update their study plan by moving the SPSC 349 to the Fall semester and the EDUC 316 to the Spring semester as originally these two courses were to be taken in the same semester which is not possible anymore after the change in course prerequisites of the EDUC 316 course.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation ***effective from the Fall 2013 semester.***

Committee members recommend that the new study plan be provided to the APLOA office before implementation.

- **CEDU, Secondary Education Program – Change course prerequisites for a number of courses**

The Secondary Education program requested to update the course prerequisites as detailed in the table below.

Course ID	Course Title	Current Course Prerequisites	Suggested Course Prerequisites
EDSE 340	Methods I:Instructional Strategies for Arabic	EDUC 312	EDSE 331 and EDSE 332
EDSE 347	Methods I:Instructional Strategies for Biology	EDUC 312	EDSE 331 and EDSE 332
EDSE 346	Methods I:Instructional Strategies for Chemistry	EDUC 312	EDSE 331 and EDSE 332
EDSE 341	Methods I:Instructional Strategies for English	EDUC 312	EDSE 331 and EDSE 332
EDSE 342	Methods I:Instructional Strategies for Islamic Studies	EDUC 312	EDSE 331 and EDSE 332
EDSE 344	Methods I:Instructional Strategies for Math	EDUC 312	EDSE 331 and EDSE 332
EDSE 345	Methods I:Instructional Strategies for Physics	EDUC 312	EDSE 331 and EDSE 332
EDSE 343	Methods I: Instructional Strategies for Social Studies	EDUC 312	EDSE 331 and EDSE 332

EDSE 331 is a reading course with multidisciplinary nature and it is important that students know how to use reading across the curriculum in their teaching. This is in alignment with the SEC standards for teachers and the COE standards. EDSE 332 is a course that bridges the gap between the use of foreign language as a language of instruction and the subject matter courses in schools. Teachers in the Secondary stage should be able to use English language as a mean of instruction for such subjects that require English terminology or expressions. This course is necessary as base for teachers' awareness before they are taking teaching or methodology courses.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation ***effective from the Fall 2013 semester***. Committee members recommend that a new updated study plan is to be provided to the APLOA office before implementation.

• ***CEDU, Secondary Education Program – Changing offering semesters for a number of courses***

The Secondary Education program requested to change the offering semester for a number of courses as detailed in the table below.

Course ID	Course Title	Current Offering Semester	New Offering Semester
EDSE 340	Methods I:Instructional Strategies for Arabic	Fall & Spring	Spring
EDSE 460	Methods II: Inquiry and ICT for Arabic	Fall & Spring	Fall
EDSE 347	Methods I:Instructional Strategies for Biology	Fall & Spring	Spring
EDSE 467	Methods II: Inquiry and ICT for Biology	Fall & Spring	Fall
EDSE 346	Methods I:Instructional Strategies for Chemistry	Fall & Spring	Spring
EDSE 466	Methods II: Inquiry and ICT for Chemistry	Fall & Spring	Fall
EDSE 341	Methods I:Instructional Strategies for English	Fall & Spring	Spring
EDSE 461	Methods II: Inquiry and ICT for English	Fall & Spring	Fall
EDSE 342	Methods I:Instructional Strategies for Islamic Studies	Fall & Spring	Spring
EDSE 462	Methods II: Inquiry and ICT for Islamic Studies	Fall & Spring	Fall
EDSE 344	Methods I:Instructional Strategies for Math	Fall & Spring	Spring
EDSE 464	Methods II: Inquiry and ICT for Math	Fall & Spring	Fall
EDSE 345	Methods I:Instructional Strategies for Physics	Fall & Spring	Spring
EDSE 465	Methods II: Instructional Strategies for Physics	Fall & Spring	Fall
EDSE 343	Methods I:Instructional Strategies for Social Studies	Fall & Spring	Spring
EDSE 463	Methods II: Inquiry and ICT for Social Studies	Fall & Spring	Fall

The Justification for taking Methods I before Methods II is that the first one is more on the theory of teaching approaches and lesson planning while the second is More on Micro teaching and classroom Strategies and assessment.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2013 semester.**

• **CENG – Architecture Program, Major Curriculum Changes**

The Architecture program offered at the College of Engineering submitted the following three types of request for a number of courses offered in the program. Dr. Lizmol from the Architecture program presented the program request and explained the reasons for the requested changes.

1- Change in registration restriction for a number of courses:

Course Id.	Current Course Title	Current Registration restrictions submitted in March 2012	New Proposed Registration Restriction
ARCT 451	Computer Applications in Architecture (advanced)	include, minimum third year standing, minimum 60 credits required for enrollment, department approval	Include: (major) Architecture Minimum 60 CH
ARCT 452	Contemporary Architecture in the Arab World	include, minimum third year standing, minimum 60 credits required for enrollment , department approval	Include: (major) Architecture Minimum 60 CH
ARCT 453	Criticism in Architecture	include, minimum third year standing, minimum 60 credits required for enrollment , department approval	Include: (major) Architecture Minimum 60 CH
ARCT 550	Computer Applications in Urban Planning and G.I.S	include, minimum third year standing, minimum 60 credits required for enrollment , department approval	Include: (major) Architecture Minimum 60 CH
ARCT 551	Historic Preservation and Conservation	include, minimum third year standing, minimum 60 credits required for enrollment , department approval	Include: (major) Architecture Minimum 60 CH
ARCT 120	Introduction to Architecture and Allied Arts	Include, A major in Architecture or department approval	Include: (major) Architecture
ARCT 110	Graphic Communication (1)	Include, A major in Architecture or department approval	Include: (major) Architecture
ARCT 350	Arts in Architecture	include, minimum third year standing, minimum 60 credits required for enrollment , department approval	Include: (major) Architecture
ARCT 351	Creativity and Innovation	include, minimum third year standing, minimum 60 credits required for enrollment , department approval	Include: (major) Architecture Minimum 60 CH
ARCT 450	Interior Design Workshop	include, minimum third year standing, minimum 60 credits required for enrollment , department approval	Include: (major) Architecture Minimum 60 CH

The program requests to remove department approval from the registration restriction of the above courses as the minimum number of credit hours required for registration in these courses will be sufficient to control registration in the courses.

- Change the course designation of ARCT 331 and ARCT 332 courses :

Current Version					Requested Changes			
List of courses	CH	Theor.	Lab.	Course Designation	CH	Theor.	Lab.	Course Designation
ARCT 331 Environmental Control Systems (1) (Acoustics and Lighting)	3	2	2	LC + LB	3	2	2	LL
ARCT 332 Environmental Control Systems (2) (Sanitary and HVAC)	3	2	2	LC + LB	3	2	2	LL

The program requests to change the course designation to better control enrollment in classes and to ensure that the same group of students registered in the theoretical component of the course are also registered in the lab component and that students are registered at once in both components of the course.

- Add registration restriction for a number of courses:

Course Id.	Current Course Title	Current Registration Restrictions	New Proposed Registration Restriction
ARCT 420	Environment-Behavior Studies	-	Include: (major) Architecture Minimum 60 CH
ARCT 421	Introduction to Urban Design and Planning	-	Include: (major) Architecture Minimum 60 CH
ARCT 430	Contract Documents	-	Include: (major) Architecture Minimum 60 CH
ARCT 431	Cost Estimation, Valuation, and Quantification	-	Include: (major) Architecture Minimum 60 CH
ARCT 520	Landscape Architecture	-	Include: (major) Architecture Minimum 60 CH

The program requests to add a registration restriction to the above listed courses to ensure that only junior level students and above are allowed to register in these courses. The program believes that freshman and sophomore students will face difficulties mastering the subject matters covered in these courses.

Committee Action/ Recommendation

Committee members recommend **approval of the three requests** for implementation **effective from the Fall 2013 semester.**

Committee members recommend that before implementation of the requested registration restriction, the program makes sure that there is no impact on student currently enrolled in the program. Committee members highlighted again the need for the university to develop a policy for course numbering.

- ***CAS, International Affairs Program – Add prerequisite for INTA 401***

The International Affairs program at the College of Arts and Sciences requested to add INTA 103 “Introduction to International Relations” as prerequisite to INTA 401 “International Relations Theory”. The INTA 401 is a specialized course that requires INTA 103 as prerequisite.

If the proposed addition of a prerequisite is approved, the course is to be removed from the CCP offering in compliance with the CCP’s policy. Prior consultation with the CCP program was done and removal of the course from the CCP offering in case a prerequisite is added was approved by the CCP Director.

Course ID	Course title	Current Prerequisites	New Proposed Prerequisites
INTA 401	International Relations Theory	-	INTA 103

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2014 semester.**

- ***CAS, International Affairs Program – Update prerequisites for INTA 302***

The International Affairs program at the College of Arts and Sciences requested to update the course prerequisites for the INTA 302 “Politics of Oil” course as detailed in the table below as the program believes that the current prerequisites were implemented based on the approved program restructuring proposal document which did not clearly indicate the course prerequisites.

Course ID	Course title	Current Prerequisites	New Proposed Prerequisites
INTA 302	Politics of Oil	INTA 102 AND INTA 103	INTA 102 OR INTA 103

Committee Action/ Recommendation

Committee members recommend to **decline the request** and to invite the program to provide justification based on program faculty feedback. Committee members noted that the courses INTA 102 and INTA 103 have different contents and learning outcomes. Based on the INTA 302 course description and learning outcomes, it appears that both courses are to be required prerequisites for the INTA 302 course. Thus, the program is invited to reconsider its request and to resubmit it to the committee with additional justifications in case the program faculty believe that both courses are not required as prerequisites.

- **CAS, International Affairs Program – Update prerequisites for INTA 411**

The International Affairs program at the College of Arts and Sciences requested to update the course prerequisites for INTA 411 “Capstone” as detailed below:

Course ID	Course title	Current Prerequisites	New Proposed Prerequisites
INTA 411	Capstone	None	EDUC 201

Currently the INTA 411 has no prerequisites and only a registration restriction to ensure that only students who earned a minimum number of 90 CH may register in the course. Students enrolled in INTA 411 need to have better knowledge and mastery of research methodologies which are covered in the EDUC 201 course.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2014 semester**.

- **CCP Program – Remove the PHYS 101 course from the CCP**

Following the Core Curriculum Program’s policy, the CCP requested to remove the course PHYS 101 course titled “General Physics I” from the Natural Science/Mathematics package of the CCP. Based on the CCP approved policies, the course PHYS 101 cannot be part of the CCP as it has a prerequisite.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2013 semester**.

- **CAS, History Program – Update course description for HIST 204 and HIST 212**

The humanities department requested to update the course description for HIST 204 “Historiography” and HIST 212 “History of the Muslim World II (1187 - 1516)”.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2013 semester**.

The committee chair indicated that requests for changing course descriptions where changes in the description is limited to revision of the English language without changes in the course learning outcomes, objectives, or course topics should not go through the APR&CE Committee and may be processed directly by the APLOA office.

• **CAS, History Program – Update course description for HIST 121**

The humanities department requested to update the course description for HIST 121 “History of Qatar” as it will allow the development and expansion of its course scope to pre-17th century Qatari history.

Committee Action/ Recommendation

Committee members recommend **declining the request** for the following reasons:

- Course syllabus should be reviewed and corrected as some statements in Arabic language need to be corrected.
- Course topics only cover post-oil era which should be updated to read-post-oil and gas era.
- The Course description and learning outcomes indicate that the course is to cover modern and contemporary issues but proposed topics appears to cover only up to 1971.

• **CAS, Humanities department – Increase the number of credit hours for GEOG 441**

The Humanities department requested to update the number of credit hours for GEOG 441 “Geography of Qatar” from 2 to 3 CH.

Current Version				Requested Changes		
Course	CH	Theor.	Lab.	CH	Theor.	Lab.
GEOG 441 Geography of Qatar	2	2	0	3	3	0

The GEOG 441 is part of the Core Curriculum Program, the Environmental Sciences and the Secondary Education programs. The course should be a 3 CH course and not a 2 CH. The course was revised during the development of the recently approved Secondary Education program to ensure that the course topics and the work required from students justify the allocation of 3 credit hours to the course. While the course contents were revised, it appears that the number of credit hours was not updated.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2013 semester.**

• **CAS, English Linguistics and Literature department – Update the prerequisites for ENGL 157**

The English Linguistics and Literature department requested to update the course prerequisites for ENGL 157 “Introduction to Linguistics” as detailed below:

Course ID	Course title	Current Prerequisites	New Proposed Prerequisites
ENGL 157	Introduction to Linguistics	None	ENGL 155

Over the past two years, some students have taken the introductory level course ENGL 155 prior to the ENGL 157 course. This had resulted in having students in class with different levels. Based on this experience, faculty members highly recommended to add ENGL 155 as prerequisite to ENGL 157.

If the proposed addition of a prerequisite is approved for the ENGL 157 course, the course is to be removed from the CCP offering in compliance with the CCP’s policy. Prior consultation with the CCP program was done and removal of the course from the CCP offering in case a prerequisite is added was approved by the CCP Director.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2014 semester.** The ENGL 157 course is also to be removed from the CCP offering effective from the Fall 2014 semester.

• **CAS, English Linguistics and Literature department – Update the prerequisites for ENGL 401**

The English Linguistics and Literature department requested to update the course prerequisites for the ENGL 401 “Speech Sciences” course as detailed below:

Course ID	Course title	Current Prerequisites	New Approved Prerequisites
ENGL 401	Speech Sciences	ENGL 203	ENGL 216

The current prerequisite was added by error as during the 2010 program restructuring the original course ID proposed for the current ENGL 216 course was ENGL 203. At implementation time the course was allocated the current ID of ENGL 216 instead of the ENGL 203 ID since this course ID was already allocated to another course. Following this change in course IDs, the program failed to update the course ID of the ENGL 401 course prerequisite which was left as ENGL 203.

Committee Action/ Recommendation

Committee members recommend **approval of the request** for implementation **effective from the Fall 2013 semester**.

• **CLAW, Law program – Major Curriculum changes**

The College of Law has conducted a comprehensive assessment of the Bachelor of Law program. All faculty members have participated in this assessment which covered the following areas:

1. Adequacy of the structure of the curriculum and the offered courses
2. Adequacy of course titles
3. Adequacy of course descriptions
4. Adequacy of course syllabus and the textbooks used
5. Adequacy of forms of assessment used for courses

Following this review, the college of Law requested major curriculum changes including the following:

- Change the course title for a number of courses.
- Redesign some courses into two courses.
- Add some elective courses.
- Move some courses from the required package to the elective package.

Committee Action/ Recommendation

The committee agreed to recommend **partial conditional approval on part of the request** related to the change in course title and to **postpone recommendation on the remaining parts of the request** to a following meeting until additional feedback and details are received from the College of Law.

The partial conditional approval was recommended for some of the proposed change in course titles where there is a mismatch between the English/Arabic versions of the course title or where the terminology used is not consistent with terminology used in the discipline. The program should consult with the APLOA office to identify the course for which changes in course title is justified based on the committee recommendation.

For the remaining proposed changes, committee members requested the following additional details:

- Submission of a major curriculum change proposal using the university adopted template and completing all sections of the proposal document including details on the rationale for the change and analysis of the needs and demand that may justify the proposed change.
- Provide justification for the change based on the outcome of the Academic Program Review conducted during the spring 2011 semester and the annual program level learning outcomes assessment results.
- Evaluate the impact of the change on the program level learning outcomes.

- Provide an updated curriculum map and assessment plan.
- A study on the impact of the proposed change on existing students.
- A study on the impact of the proposed change on faculty load and the eventual need of additional faculty to cover the new courses.
- Evaluation of the proposed changes on the coherence and cohesiveness of the program.
- Feasibility of offering all elective courses within 3 years in compliance with the university policy requiring that every course is offered at least once every three years.
- Provide details on the new proposed course(s) with detailed course syllabi for each.
- Provide the current detailed degree requirements for the Fall 2012 Catalog term of the program and the new proposed degree requirements with the requested changes.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Updated study plan for the sport sciences program	Dr. Ruben/ Dr. Steven		Updated study plan
Updated study plan for the secondary education program	Dr. Rubai/ Dr. Eman		Updated study plan
Review and correct the course syllabus for HIST 121	Dr. Mahjoub/ Dr. Steven		Reviewed course syllabus
Resubmit Law program major curriculum changes Proposal using proper template	Dr. Mohammed		major curriculum changes Proposal
Revise course titles for the law program	Dr. Mohammed and Dr. Adel		Table including the new proposed course titles for approval by the VP&CAO

6. Next Meeting

2013-2014 Academic Year