



Meeting Minutes

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

Date of Meeting:	Sunday, September 26, 2010
Time of Meeting:	11:00 – 12:00
Minutes Prepared by:	APLOA Office
Meeting No:	7
Meeting Location:	Executive Meeting Room, Administration Building

1. Purpose of Meeting

Finalizing the APR Master Calendar for the cycle 2010-2015, discussing organizational structure for Curriculum Committees and curriculum enhancement proposals submitted by academic programs.

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
Dr. Yaser Al Khalialeh	Ass. Prof, LAWC, member	khalialeh@qu.edu.qa	403 5277
Dr. Rajab Al Esmail	Ass. Dean Student Aff., CBE, member	ralesmail@qu.edu.qa	44035022
Dr. Eiman Mustafawi	Ass. Dean Acad. Aff., CAS, member	eimanmust@qu.edu.qa	4403 4519
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	403 5553
Dr. Dheen Saheb Merza	AssDean, CSIS, member	mmdheen@qu.edu.qa	4403 4412
Dr. Batoul Khalifa	Ass. Prof., CEDU, member	batoul@qu.edu.qa	44035221

3. Apology/Absent

Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Mrs. Suad Zaqlan Al-Shammari	SIS, member	suad@qu.edu.qa	4403 3728

4. Invited

Dr. Shaikha Jabor Al Thani	VPCAO	vpacademic@qu.edu.qa	4403 4004
Dr. Malcolm Potts	CAS, Biology Program	Malcolm.p@qu.edu.qa	4403 4535
Dr. Hamda Al-Naemi	Head of Dept. of Biological & Env. Sc.	halnaemi@qu.edu.qa	4403 4533
Dr. Majeda Khraisheh	Assoc. Prof. of Chemical Engineering	m.khraisheh@qu.edu.qa	4403 4138

5. Detailed Meeting Agenda

- *Introducing new Committee member*
- *Follow up on Previous Committee Meeting held on September 5, 2010*
- *The Master Calendar for Academic Program Review*
- *Organizational structure for curriculum committees*
- *Curriculum Enhancement Proposals:*
 - 1- *New Master of Science in Environmental Engineering*
 - 2- *New Master of Science in Environmental Science*
 - 3- *New Master of Accounting*
- *Additional Topics*

6. Meeting Notes, Decisions, Issues

Dr. Adel introduced Ms Wesam, Associate Dean for Student Affairs at the College of Arts and Sciences who joined the committee as a new member and Ms. Emna Belkhiria from the VP&CAO office who will be attending the committee's meeting to support the committee's work.

Follow up on the previous committee meeting held on September 5, 2010:

Committee Meeting Calendar for the Academic Year 2010-2011:

All college/program representatives member of the committee adopted the proposed dates of the committee meeting calendar. The committee meeting calendar was developed while taking into account the Academic Calendar for the current academic year. The following Important date was added to the dates presented in the previous meeting:

- **January. 1, 2011**: Deadline for submitting revised **New Program and Program Restructuring** proposals to be implemented in the AY 11-12.

Master Calendar for Academic Program Review – Cycle 2010-2015:

Committee members adopted the APR Master Calendar for the 2010-2015 academic program review cycle. The master calendar is to be reviewed and eventually updated at the beginning of each academic year.

Follow-up on Curriculum Enhancement Proposals:

- ***Request from the Primary Education Program, CEDU: Curriculum Structure Forms***

The taskforce established by the committee including Dr. Ali, Dr. Batoul, and Dr. Adel reviewed the curriculum structure forms and submitted its recommendation to the College of Education Dean for update and further review.

- ***Request from the Math, Physics and Statistics Department: Offering of MATH 203 courses***

Implementation of the MATH 203 course in the banner system is still pending course details from program. Detailed course description should be provided by the department for review by the committee prior to approval.

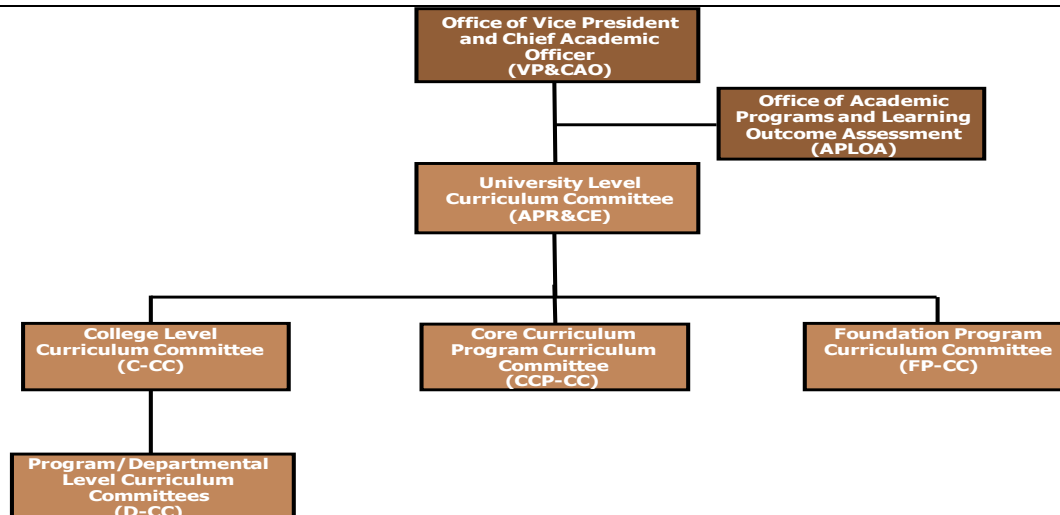
University wide Organizational Structure for Curriculum Committees:

A University wide Organizational Structure for Curriculum Committees was proposed as detailed in the figure below.

Committee Action/Recommendation:

The committee decided to establish a taskforce to work on defining Terms of References for the different committees at all levels within the proposed organizational structure including the roles and responsibilities of committee members. Dr Lester, Dr. Batoul, Dr. Ali and Dr. Dheen volunteered as members of this taskforce.

All program/college representatives were invited to send to Dr. Adel the current terms of references of similar committees currently established at the college/program they are representing.



Curriculum Enhancement Proposals:

- **Request for change in course title submitted by the Primary Education Program, CEDU:**

Following recommendation from the committee taskforce of the primary education program’s curriculum structure forms, a request was submitted by the program to change the course titles for the EDUC 311 and EDUC 312 courses since other courses in the program's curriculum currently share the same title:

Course Number	Current Title	Proposed New Title
EDUC 311	Second Language Acquisition	Applications in Second Language Acquisition
EDUC 312	Instructional Design and Assessment	Curriculum and Assessment

Committee Recommendation:

The committee recommends **Conditional Approval** of the request. The program is requested to submit a course syllabi including detailed contents of the courses to ensure that the new proposed titles directly reflect the contents of the courses.

- **New Program Proposals:**

1. New Master of Science in Environmental Engineering

Dr. Hamouda presented the revised version of the new Master of Science in Environmental Engineering program's proposal to be offered by the College of Engineering and the changes made to the initial proposal to address the reviewer's comments and the stakeholder's feedback:

- An increase in the number of credit hours from 31 to 35 hours due to the addition of a design course element as strongly recommended by the reviewers.
- A change in the main core courses to include new proposed courses with focus on the underpinning basic science courses.
- A revised suite of technical elective courses that ensures the breadth required to engage in issues relevant not only to Qatar, but also globally.

Committee Recommendation:

Due to the program late submission of the proposal and the limited time that was available to committee members to review the proposal, the committee decided to schedule another meeting on Thursday September 30 to review the program's proposal.

2. New Master of Science in Environmental Science

Dr. Malcolm presented the revised version of the new Master of Science in Environmental Science program's proposal to be offered by the College of Arts and sciences and the changes made to the initial proposal to address the reviewer's comments and feedback:

Committee members discussed briefly few issues about the curriculum content and structure of the program and other issues such as the planned student intake and the program's relationship with the proposal submitted by the College of Engineering. However, due to lack of time, the committee postponed further discussion to another meeting to be scheduled on Thursday September 30.

Committee Recommendation:

Due to the program late submission of the proposal and the limited time that was available to committee members to review the proposal, the committee decided to schedule another meeting on Thursday September 30 to review the program's proposal.

3. New Master of Accounting Program

Following reception of additional feedback from external reviewers, the program is currently revising its proposal in light of the received comments and the proposal will be resubmitted for review by the committee at a later meeting.

7. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Detailed course description of the MATH 203 course	CAS representatives	<u>By Thursday September 30, 2010</u>	Detailed course description
Provide feedback on the proposed New Titles for EDUC 311 and EDUC 312	Members of the taskforces for Primary Education Program	<u>By Thursday September 30, 2010</u>	Taskforce recommendation
Review and evaluate the formal proposal for the M.Sc. in Environmental Science and the M.Sc in Environmental Engineering	Committee members in collaboration with the APLOA office	<u>By Thursday September 30, 2010</u>	Committee reach agreement on recommendation during its Thursday Meeting
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
Send to Dr. Adel existing terms of references for existing curriculum committees	All program/college representatives	<u>By Thursday October 7, 2010</u>	Terms of References document

8. Next Meeting

Thursday September 30, 2010