



## Meeting Minutes

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

<b>Date of Meeting:</b>	Sunday, November 27, 2011
<b>Time of Meeting:</b>	11:00 - 13:00
<b>Agenda Prepared by:</b>	APLOA Office
<b>Meeting No:</b>	20
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor

### 1. Purpose of Meeting

*Review of Curriculum Enhancement Requests*

### 2. Committee Members

Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
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
Dr. Dheen Mohamed	Assoc. Dean Acad. Aff., CSIS, member	mmdheen@qu.edu.qa	4403 4412
Dr. Ali Abdulmenom	Prof. Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Farid Touati	Assoc. Prof., CENG, member	touatif@qu.edu.qa	4403 4221
Dr. Francis Botchway	Assoc. Dean for Research, LAWC, member	fbotchway@qu.edu.qa	4403 5293
Dr. Clayton Edward Keller	Coord. Master In Spec. Ed. CEDU, member	Clay.keller@qu.edu.qa	4403 5228
Dr. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, member	fadlalla@qu.edu.qa	4403 5070
Dr. Mohamed Ahmedna	Assoc. Dean for Research, CAS, member	ahmedna@qu.edu.qa	4403 4848

### 3. Absent

Dr. Robert Meeds	CAS, member	robert.meeds@qu.edu.qa	4403
Dr. Mahmoud Abdulwahed	Assist. Prof., CENG, member	m.abdulwahed@qu.edu.qa	4403 4109

### 4. Invited Guest

Dr. Mohsen Mokhtar Guizani	Assoc. Vice President for Graduate Programs	mguizani@qu.edu.qa	4403 4014
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### 5. Meeting Agenda

→ **Curriculum Enhancement Requests:**

- **CCP: Replace PHIL 111 by PHIL 110 in General Knowledge Package**
- **CEDU: Change in the course description for courses including field experience for all CEDU programs**
- **CEDU: Change in course pre-requisites for diploma programs**
- **CEDU: Course replacement in the Bachelor in Primary Education Program**
- **CEDU: Change in admission requirements and Assessment in Diploma and Master Programs**
- **CBE: Change in course registration restrictions.**
- **CAS: Change in course Title for ANNS program**
- **CAS: Change in number of contact hours for two PHYS courses**
- **CAS: Change in pre-requisites for a number of chemistry courses**
- **CAS: Update in APR Master Calendar – academic program review of the Social Work program.**

## **Curriculum Enhancement Requests**

- **CEDU – Change admissions requirements for Master programs offered at CEDU**
  - **Accept post-baccalaureate or graduate degree GPAs to satisfy the GPA admission criterion for Master programs**

Currently, the Master programs offered by the College of Education considers the student GPA in the undergraduate Bachelor degree as an admission criterion. The College request to change the admission requirement so that if a student completed a diploma program in an area similar to that in which he/she is applying or if the candidate has a graduate degree, that the more recent diploma/degree GPA be used to fulfill the admission criteria instead of the GPA obtained in the undergraduate degree.

The College highlighted that the GPA in a post-baccalaureate program, such as CED's diploma programs, reflect achievement in studies at a higher level than one obtained in an undergraduate degree. Changing the admission requirements will offer more flexibility for admission in the graduate programs.

### **Committee Action/ Recommendation:**

The committee **recommended declining the request as submitted and recommends revision of the request** based on the following suggestions to be considered by the program:

- In order to comply with the university policies and to be in line with others Master programs offered at the university, the committee recommends that the minimum GPA for admission into the program be raised from 2.5 to 2.8.
- The program may consider including an OR statement in the admission requirement such as: Student may must have completed a Bachelor's degree with a minimum cumulative GPA of 2.50/4.00 OR a postgraduate or graduate degree with a minimum GPA of 3.0”.
- The program may consider adopting a statement such as: “The admission requirement stating that students must complete a Bachelor degree with a minimum cumulative GPA of 2.50/4.00 may be reconsidered when the student achieves a GPA of 3.0 or more in a postgraduate or graduate program.”

The College should review its proposal based on the committee recommendation and communicate, by Dec. 15, its decision to the APR&CE committee chair, in case of compliance with the committee recommendation the request may be forwarded to the VP&CAO for decision with the committee recommendation for approval. Otherwise, the request will be communicated with a recommendation for rejecting the request.

- **CEDU – Change Minimum GPA Requirement for students admitted in the program**
  - **Change the required minimum GPA in the post-baccalaureate diploma program from 2.5 to 2.0**

Currently admission in the post-baccalaureate diploma program requires a minimum GPA of 2.0 in the bachelor degree. Once in the program, the student must maintain a GPA of 2.5 each semester to remain in the program and to proceed to the next semester. To support the college efforts to avoid grade inflation, the College requests to change the GPA requirement from 2.5 to 2.0 throughout the program and to maintain the requirement that students must repeat courses in which a grade below C was obtained.

### **Committee Action/ Recommendation:**

The committee **recommends rejecting** the request and recommended to maintain the minimum cumulative GPA of 2.5.

- **CEDU – Establishing Content Knowledge tests as admission requirement for all diploma programs and registration requirement for the internship course in Master programs**

- **Require Content knowledge tests in all Diploma programs**

The College of Education, based on the recommendation of the Center for Quality Assurance in International Teacher Education accreditation body, requested to change the admission requirements for the Early Childhood diploma, the Primary Education diploma, and the Special Education diploma programs by requiring student to complete and succeed in a discipline-specific content knowledge test as an admission requirement for the programs. It is to be noted that the Secondary Education diploma program is already requiring such test as part of the program admission requirement.

- **Require Content knowledge tests as a registration requirement for the internship course in Master programs**

Currently students enrolled in the Master of Education in Educational Leadership program must pass and succeed in a comprehensive exam as a registration requirement for the internship course. The college requests to implement a similar comprehensive exam course registration requirement for the internship course offered in the Master of Education in Special Education program.

**Committee Action/ Recommendation:**

- **Require Content knowledge tests in all Diploma programs**

The committee agreed to recommends approval of the request.

- **Require Content knowledge tests as a registration requirement for the internship course in Master programs**

The committee agreed to recommends approval of the request and recommended to add “Departmental Approval” as registration restriction for the SPED 622 course titled “Internship: Severe/Profound Disabilities”.

Course Code	Course title	Current Registration Restriction	<u>New</u> Registration Restriction
SPED 622	Internship: Severe / Profound Disabilities	Must be enrolled in one of the following Levels: Masters	Must be enrolled in one of the following Levels: Masters <u>And</u> Departmental Approval

- **CEDU – Change course description**

The College of Education requested to change the course description for courses including Field experience to ensure that the number of contact hours indicated in the current descriptions is consistent with course offering. The program suggested the use of a generic statement in the course description without specifically mentioning the number of contact hours.

**Committee Action/ Recommendation:**

The committee recommends conditional approval of the request for updating the course description of these courses with the generic statement. Prior to the recommendation for approval, the College should send the following to the committee chair:

- A specific list of courses that requires changes in their description.
- Current description and the new proposed course description for each of these courses.
- Course details including specific contact hours for each course following the adopted course details template.

• **CEDU – Diploma programs, Change prerequisite**

The College of Education, submitted a request to add “Methods I” courses as prerequisite of “Methods II” courses for the Primary Education, and the Secondary Education Diplomas as indicated below:

Diploma	Concentration Area (Track)	Course Code	Course title	Current Prerequisite	New Proposed Prerequisite
Primary Education	Arabic; Social Studies; and Islamic Studies	EDPR 544	Arabic Methods II	-	EDPR 543 Arabic Methods I
Secondary Education	Biology	EDSE 564	Methods II: Inquiry and ICT For Biology	-	EDSE 554 Methods I: Instructional Strategies – Biology
	Chemistry	EDSE 565	Methods II: Inquiry and ICT For Chemistry	-	EDSE 555 Methods I: Instructional Strategies – Chemistry
	Physics	EDSE 566	Methods II: Inquiry and ICT For Physics	-	EDSE 556 Methods I: Instructional Strategies – Physics
	Social Studies	EDSE 567	Methods II: Inquiry and ICT For Social Studies	-	EDSE 557 Methods I: Instructional Strategies – Social Studies
	Arabic Studies	EDSE 568	Methods II: Inquiry and ICT For Arabic Studies	-	EDSE 558 Methods I: Instructional Strategies – Arabic
	Islamic Studies	EDSE 563	Methods II: Inquiry and ICT For Islamic Studies	-	EDSE 553 Methods I: Instructional Strategies – Islamic
	English	EDSE 569	Methods II: Inquiry and ICT For English	-	EDSE 559 Methods I: Instructional Strategies – English
	Mathematics	EDSE 570	Methods II: Inquiry and ICT For Mathematics	-	EDSE 560 Methods I: Instructional Strategies – Mathematics

**Committee Action/ Recommendation:**

The committee agreed to **recommend approval** of the request with the following observations:

• **CEDU – Diploma programs, Change prerequisite and co-requisites**

The College of Education, submitted a request to add pre-requisites and co-requisites to internship courses in all diploma programs as indicated in the table below:

Diploma	Course Code	Course Title	Current Prerequisite /Co-requisite	New Proposed Prerequisite	New Proposed Co-requisite
Early Childhood	EDEC 580	Internship	-	EDUC 500 <b><u>And</u></b> EDUC 501 <b><u>And</u></b> EDUC 502 <b><u>And</u></b> EDUC 503 <b><u>And</u></b> EDUC 520 <b><u>And</u></b> EDEC 510 <b><u>And</u></b> EDEC 511 <b><u>And</u></b> EDEC 512 <b><u>And</u></b>	EDUC 504
Primary Education	EDPR 580	Internship	-	EDUC 500 <b><u>And</u></b> EDUC 501 <b><u>And</u></b> EDUC 502 <b><u>And</u></b> EDUC 503 <b><u>And</u></b> [ (EDPR 540 <b><u>And</u></b> EDPR 541 <b><u>And</u></b> EDPR 542 <b><u>And</u></b> EDUC 520) <b><u>OR</u></b> (EDPR 543 <b><u>And</u></b> EDPR 544 <b><u>And</u></b> EDPR 545 <b><u>And</u></b> EDPR 546) ]	EDUC 504
Diploma in Secondary Education;  and  Diploma in Special Education	EDSE 580	Internship	-	EDUC 500 <b><u>And</u></b> EDUC 501 <b><u>And</u></b> EDUC 502 <b><u>And</u></b> EDUC 503 <b><u>And</u></b> [ (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 553 <b><u>And</u></b> EDSE 563) <b><u>OR</u></b> (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 554 <b><u>And</u></b> EDSE 564) <b><u>OR</u></b> (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 555 <b><u>And</u></b> EDSE 565) <b><u>OR</u></b> (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 556 <b><u>And</u></b> EDSE 566) <b><u>OR</u></b> (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 557 <b><u>And</u></b> EDSE 567) <b><u>OR</u></b> (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 558 <b><u>And</u></b> EDSE 568) <b><u>OR</u></b> (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 559 <b><u>And</u></b> EDSE 569) <b><u>OR</u></b> (EDSE 502 <b><u>And</u></b> EDSE 503 <b><u>And</u></b> EDSE 560 <b><u>And</u></b> EDSE 570) <b><u>OR</u></b> (SPED 520 <b><u>And</u></b> SPED 521 <b><u>And</u></b> SPED 522 <b><u>And</u></b> EDUC 520) ]	EDUC 504

**Committee Action/ Recommendation:**

The committee agreed to **recommend approval** of the request with the following observations:

- Due to the large number and complexity of the proposed pre-requisites for the internship course, it is recommended to use the registration restriction “Departmental Approval” instead of the proposed list of pre-requisites. Co-requisite requirement may be maintained as proposed.
- The APLOA office should consult with the Banner team to verify that courses to be taken together during the same semester need to be defined and implemented as “co-requisites” or as “pre-requisites with concurrency”.

• **CEDU – Primary education, Replace course**

The Undergraduate Primary Education program offers a concentration area on Math and Science. Forty five (45) Credit hours are allocated to the concentration area in the program and currently includes the three following Chemistry courses:

- CHEM 101 course titled “General Chemistry I”
- CHEM 103 course titled “Experimental General Chemistry I”
- CHEM 315 course titled “Environmental Chemistry”

The CHEM 315 course has two prerequisites that are not part of the Primary Education degree requirements. This results in an additional requirement of 6 CH for students enrolled in that concentration area. To address this issue, the program proposes to remove the CHEM 103 and CHEM 315 courses from the concentration requirements and to replace them by the BIOL 221 course titled Basic Ecology as summarized in the following table:

Current Courses to be removed from the Math and Science concentration area requirements	CH	Proposed New replacement course	CH
CHEM 103 Experimental General Chemistry I	1	BIOL 221 Basic Ecology	3
CHEM 315 Environmental Chemistry	2		

**Committee Action/ Recommendation:**

The committee **Recommends Rejecting** the request. While the committee approves of a removal of the CHEM 315 course. The CHEM 103 course must not be removed from the list of required courses because this course is directly related to the CHEM 101 course “General Chemistry I”. As an alternative, the Committee suggests to replace the course CHEM 315 by the CHEM 231 course titled “Analytical Chemistry I”.

• **CBE – Preventing CBE students from registering in MATH 104 courses**

The College requested to add registration restriction for the MATH 104 course titled “Basic Geometry and Measures” as detailed in the table below. The request is to prevent CBE students from enrolling in MATH 104 which is at a lower level than the MATH 119 course that is required from all CBE students.

Course ID	Course Title	Current Registration Restriction	New proposed Registration Restriction
MATH 104	Basic Geometry and Measures	May not be enrolled in one of the following Colleges: Pharmacy Engineering	May not be enrolled in one of the following Colleges: Pharmacy Engineering Business

**Committee Action/ Recommendation:**

The committee recommends approval of the request.

- **CBE – Add Registration Restriction**

The College of Business requested to add registration restriction for MAGT 307 course titled “Internship in Business” as detailed in the following table:

Course Id	Course Title	Current Registration Restriction	New proposed Registration Restriction
MAGT 307	Internship in Business	Must be enrolled in one of the following Levels: Undergraduate	Must be enrolled in one of the following Levels: Undergraduate <b>AND</b> Junior level 2 (75 CH and above) <b>AND</b> Senior Level

The internship course (MAGT 307) is intended to provide students with an opportunity to practice what they learned. Thus, students who completed less than 75 CH should not be allowed to register in the course. Adding a registration restriction will avoid the problem that some students enroll in the course with a very few credit hours.

**Committee Action/ Recommendation:**

The committee recommends approval of the request.

- **CBE – Transfer of CBE Students to the 2011 curriculum versions**

- **Transfer From Foundation program and other programs within QU**

The College of Business requested that all transfer students, from Foundation program or other programs within QU, be placed on 2011 curriculum plan even if they joined the university in 2009 or 2010. This will allow the College to move as many students as possible to one curriculum plan.

**Committee Action/ Recommendation:**

The committee recommends rejecting the request and suggest resubmission of the proposal with additional information on the impact per student of the requested transfer on student.

In addition, the committee recommends to ensure that Banner does provide for a “What If Analysis” covering the new 2011 version of the program curriculums.

- **CAS – Arabic For Non Native Speakers, Change course title**

The Arabic for Non Native Speakers program requested to change the course title of a number of courses as detailed in the table below in order to identify the course level from the title. These courses belong to different levels in the program and the course title should be reflecting the proper course level.

Course Code	Current course title	Proposed course title
ANNS 011	Reading and writing	Elementary Reading and writing I
ANNS 013	Listening and speaking	Elementary Listening and speaking I
ANNS 018	Reading and writing	Elementary Reading and writing II
ANNS 019	Listening and speaking	Elementary Listening and speaking II
ANNS 021	Reading and writing	Intermediate Reading and writing I
ANNS 023	Listening and speaking	Intermediate Listening and speaking I
ANNS 022	Reading and writing	Intermediate Reading and writing II
ANNS 024	Listening and speaking	Intermediate Listening and speaking II

**Committee Action/ Recommendation:**

The committee recommends approval of the request.

- **CAS – Department of Math, Statistics and Physics, Increase number of contact hours**

- **Physics courses**

The department requested increasing the number of contact hours from 4 to 5 for the PHYS 191 titled “General Physics for Engineering I” and PHYS 193 titled “General Physics for Engineering I” courses. This request is based on feedback received following review of these courses by external evaluators as well as the department faculty evaluation of these courses. The request one additional contact hour in form of recitation will allow students to better practice the theoretical knowledge acquired during lectures. There is a significant number of students who feel that they need extra practice to do well in these courses.

**Committee Action/ Recommendation:**

The committee recommends conditional approval of the request. The committee recommends approval of the request if the CAS-CENG joint Committee that is currently reviewing the proposal concur with the committee recommendation. If the CAS-CENG committee recommends not to approve the proposal, the request with the CAS-CENG committee feedback should be resubmitted to the APR&CE committee for additional review.

- **Math courses**

The department requested increasing the number of contact hours from 4 to 5 for the MATH 101 course titled “Calculus I” and the MATH 102 course titled “Calculus II”. This increase will provide additional time to train students on MatLab, a software program that is used by the Department. The request is also based on a recommendation of a review team that reviewed these courses during last academic semester.

**Committee Action/ Recommendation:**

The committee agreed to recommend to postpone discussing and reviewing the request until additional feedback is received from the CAS-CENG joint Committee that is currently reviewing the proposal. Particularly that the MATH 101 course is a required course for many programs and is also offered within the Core Curriculum Program.

- **CAS – Chemistry, Change prerequisites**

The department of chemistry is concerned that the Banner system allows students to register for courses that should be registered concurrently as co-requisites or pre-requisites with concurrency. This results in students being able to register for courses for which they do not yet have the lab skills required for subsequent laboratory experience, causing difficulty for students and instructors and raising safety concerns. The program submitted the following request:

Course Code	Course Title	Current prerequisite	Proposed changes	
			Prerequisite	Co-requisite
CHEM 102	General Chemistry II	CHEM 101	CHEM 101	
CHEM 104	Experimental General Chemistry II	CHEM 103 and CHEM 102	CHEM 103 <u>and</u> CHEM 102	CHEM 102
CHEM 242	Experimental Physical Chemistry I	CHEM 104 and CHEM 241 (Physical Chemistry I)	CHEM 102 <u>and</u> CHEM 104 <u>and</u> CHEM 241	CHEM 241

**Committee Action/ Recommendation:**

The committee discussed the proposal and suggested changes in the request to fit the Banner technical implementation. The Committee recommends approval of the request updated as follows:

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 <u>and</u> CHEM 104	CHEM 241

• **APR Master Calendar – Social Work**

The Dean of the College of Arts and Sciences requested to move the review semester of the Social Work program from Spring 2015 to Fall 2012.

**Committee Action/ Recommendation:**

The committee recommends approval of the request.

• **CCP – Course substitution**

Currently the only two Philosophy courses offered at Qatar University are the following:

- PHIL 110 titled "Introduction to Philosophy" is part of the Culture, Society and Heritage Concentration Electives of the International Affairs program,
- PHIL 111 titled "Logic and Methodology" is part of the General Knowledge package of the Core Curriculum program.

The course PHIL 111 is not part of the degree requirements of any program currently offered at QU. Thus, the program requests to remove the course PHIL 111 from the CCP offering and to replace it in the same package of the CCP (General Knowledge package) by the PHIL 110 course.

**Committee Action/ Recommendation:**

The committee recommended recommends approval of the request.

## 6. Tasks and Assignments Generated During the Meeting

Action	Assigned to	Due Date	Deliverables
Identify courses with field experience and new course syllabi for these courses	CEDU	<u>Sunday Dec. 18, 2011</u>	Specific list of concerned courses and Detailed course descriptions
Study on the impact of the proposed increase in number of contact hours for the MATH 101 and MATH 102 courses	Taskforce	<u>Sunday Dec. 18, 2011</u>	Recommendations

## 7. Next Meeting

Sunday December 25, 2011