



Meeting Minutes

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

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| Date of Meeting: | Tuesday April 29, 2014 |
| Time of Meeting: | 08:00 – 10:10 AM |
| Minutes Prepared by: | APLOA Office |
| Meeting No: | 5 |
| 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. Ali Eid | Assoc. Professor of Biology, CAS, member | ali.eid@qu.edu.qa | 4403 4572 |
| Dr. Maha Al-Hendawi | Director of CCP, member | maha.alhendawi@qu.edu.qa | 4403 4043 |
| Dr. Tahmina Rashid | Assoc. Dean Acad. Aff., CAS, member | tahmina.rashid@qu.edu.qa | 4403 4520 |
| Dr. Clayton Keller | College of Education / Member | clay.keller@qu.edu.qa | 4403 5228 |
| Dr. Adel Gastli | Assoc. Dean for Acad. Aff., CENG, member | adel.gastli@qu.edu.qa | 4403 4232 |
| Mr. Sean Dollman | Admission & Registration, member | sean.dollman@qu.edu.qa | 4403 3707 |
| Dr. Steven Wright | Assoc. Dean Planning & QA, CAS, member | swright@qu.edu.qa | 4403 6520 |
| Dr. Adam Fadlalla | Assoc. Dean for Acad. Aff., CBE, member | fadlalla@qu.edu.qa | 4403 5070 |
| Dr. Sherief Khalifa | Assoc. Dean Acad. Aff., Pharmacy, member | sherief@qu.edu.qa | 4403 5561 |

2. Invited

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| Prof. Hala Sultan Saif Al-Easa | Hod Chemistry and Earth Sciences , CAS | headdepchemistry@qu.edu.qa | 4403 4657 |
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3. Excused

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| Dr. Yussuf Flamerzi | Assoc. Dean Acad. Aff., CSIS, member | sidekey@qu.edu.qa | 4403 4466 |
| Dr. Mohamed AL-Khulaifi | Assoc. Dean for Acad. Aff., CLAW, member | m.a.alkhulaifi@qu.edu.qa | 4403 5296 |

3. Detailed Meeting Agenda

- *Follow up on previous committee meetings (pending proposals)*
 - CENG: Major Curriculum changes for the Civil Engineering program
 - CAS: Updating description for a number of courses offered by the Chemistry program
 - CEDU: Unfreezing Enrollment in Diploma Programs
 - Entry Level English Courses for all UG programs: Major changes for ENGL 110, 111, 200, 201, 202, 203, 250, 251
 - CAS: Updating duration of Senior Project Course CHEM 462 offered by the Chemistry program
 - CLAW: Addition of new elective courses and moving courses to different curriculum components (package)
 - CCP: Revised Program Restructuring Proposal and Updates in Course Offering for Fall 2014
 - CAS, SOWO: SSR submitted – Establishment of Taskforce
- *Academic Program Review: SSR to be submitted*
 - CAS: Biomedical Sciences, Statistics, English Literature and Linguistics, Human Nutrition program
 - CSIS: Islamic Studies, Dawa and Mass Communication programs
 - CPH: Bs, Pharmacy program
- *Major Program Curriculum Change Proposal:*
 - CENG, MUPD: Changes in course prerequisites/co-requisites for a number of courses.
- *Program Restructuring Proposal:*
 - CBE: Restructuring of the Management Information System (MIS) program (Currently Enrollment is Frozen)
- *Discuss the following Curriculum Enhancement Proposals*
 - 1- CENG: Updating course designation for some courses offered within the Computer Science program.
 - 2- CBE: Updating offering semester for MAGT 307 course.
 - 3- CBE: Updating course prerequisites for a number of required CBE offered courses.
 - 4- CAS: Increasing the number of CH of CHEM 211.
 - 5- CAS: Adding new course CHEM 209.
 - 6- CAS: Deleting ARAB 549 course and increasing the duration of ARAB 548 over two semesters.
 - 7- CEDU: Updating Admission Requirements for Diploma programs
 - 8- CLAW: Changing Course Designation for a number of courses
 - 9- CBE: Change Admission requirement of MAC program
 - 10- CBE: Change duration of MBA Graduation Project course MAGT 615 to 2 semesters.
- *Additional Topics*

4. Meeting Notes, Decisions, Issues

Follow up on the previous committee meeting held on March 4, 2014. (pending proposals)

- **CENG: Major Curriculum changes for the Civil Engineering program**

The Civil Engineering program at the College of Engineering requested in January 7, 2014, a major curriculum changes including changes in course prerequisites and updating the offering semester for a number of courses. Committee recommended conditional approval of the request and asked for a certain number of documents to support the request.

The program provided some of the required documents however, the Evaluation of the impact of the proposed changes on students based on a review of the course prerequisite sequence resulting from the new proposed changes in prerequisites was not provided.

Committee Action/ Recommendation

Committee members recommend **to decline** the request and recommends that the program revises the course sequence as enforced by the proposed course prerequisites. The program should study the impact of the long sequence of seven courses on student progression as the proposed prerequisite structure defines a sequence of seven courses which may result in delaying student graduation. The defined semester of offering for each of the courses in the sequence must also be verified and may need to be updated as a result of the proposed change in course prerequisites. If other programs offered at the College are also defining long sequence of courses enforced through course prerequisites, it is recommended that this issue be discussed at the College level.

- **CAS: Updating description for a number of courses offered by the Chemistry program**

Based on recommendations received from the Canadian Society of Chemistry (CSC) accreditation team, the Chemistry program at the College of Arts and Sciences requested on January 7, 2014, to update the course description for a number of courses. Committee members agreed to recommended conditional approval of the request. The program provided all requested documents and reviewed the course description according to the Committee's recommendations.

Committee Action/ Recommendation

Committee members recommend **approval of the request.**

- **CEDU: Diploma programs – Unfreeze enrollment and Change in Admission Requirements**

Following up on the committee recommendation during its last meeting to establish a taskforce to review the College of Education request to unfreeze enrollment for the four Diploma programs offered at the College of Education, the final recommendation of the committee established Task force, which was to approve the college request and to unfreeze enrollment in all four (4) programs effective from Fall 2014, was communicated to all APR&CE Committee members who also agreed to approve of the college request. In addition, the Associate Vice President for Graduate Programs indicated that the University Graduate Council approved of the college request.

However, since the language of instruction in the Diploma programs is Arabic, the College submitted an additional request to change the admission requirements by either removing the current admission requirement: "Achieved a minimum score of 450 on the paper-based TOEFL or equivalent test, taken within 2 years of the start of the intended semester of admission OR earned a previous degree from an accredited institution of higher education in a Program where English was the language of instruction" or by keeping the statement above and exempting QU students from taking the paper-based TOEFL or equivalent test.

Committee Action/ Recommendation

Committee members recommend **to approve** either removing the English language admission requirement or to maintain it as is and not to differentiate between QU graduates and graduates from other universities to ensure fairness in the admission process.

- **Entry Level English Courses for all UG programs: Major changes for ENGL 110, 111, 200, 201, 202, 203, 250, 251**

The Committee Chair communicated the final report of the task force in charge of reviewing these courses to committee members. In addition, the task force recommendations were discussed by the Academic Council and by a task force established by the Office of the VP for student Affairs to discuss and evaluate the impact of the proposed changes on students. Feedback was collected from committee members and from the different other stakeholders who recommended that the proposed framework be revised and to maintain the ENGL 110 and ENGL 111 courses as part of the program degree requirement and not to offer these courses as remedial courses. The Task force will thus be revising its proposal accordingly and will be submitting a revised version of the proposal to be communicated to all committee members and stakeholders for additional review and feedback.

- **CAS: Chemistry program – Updating duration/course description of Senior Project Course CHEM 462**

Based on recommendations received from the accreditation team of the Canadian Society of Chemistry (CSC), the Chemistry program offered at the College of Arts and Sciences requested to increase the duration of the Senior Project course CHEM 462 from one semester to two semesters, and to update the course description accordingly. The number of credit hours for the course will remain unchanged. After careful review of the available options in Banner and after consulting several peer universities that use Banner, two options have been provided by the representative of the VP for Student Affairs office in the committee, Mr. Sean, for consideration by all colleges. Committee members recommended to adopt a flexible approach allowing programs to select either one of the two suggested options.

The Chemistry program adopted option 2 that is to maintain a single course with a single course ID that spans over two semesters and to use the CC (continuous) grade at the end of the First semester and a final grade will be assigned at the end of the Second semester and the CC grade to be replaced according to the received grade.

Committee Action/ Recommendation

Committee members recommend **approval of the request.**

- **CLAW: Addition of new elective courses and moving courses to different curriculum components**

Based on external reviewers recommendations raised during the Academic Program Review for the Bachelor of Law program that was conducted in Fall 2011, the Law program requested in January 7, 2014, major curriculum changes to the Law program. Committee members agreed to postpone recommendation on the request to a later meeting until additional feedback and information is received from the program. The law program sent all requested material to the Committee Chair who will communicate with committee members in order to establish a Task force to be charged with reviewing the details of the proposed changes.

- **CCP: Revised Program Restructuring Proposal and updates in course offering for Fall 2014**

A CCP Program Restructuring Task force was established and was charged with the internal review and to oversee the external review of the program restructuring proposal. The taskforce was also charged to review the program request to revise some of the existing courses and to offer new courses for the Fall 2014 semester. The Task force submitted its recommendations for the revision of existing courses and the offering of new courses for the fall 2014 semester. The Task force recommendations were communicated to the CCP Director who acted on them and is revising the program request accordingly.

The chair of the CCP program restructuring task force indicated that the task force is also about to complete its work on the initial revision of the Program restructuring proposal and will send its preliminary feedback and suggestions on improving the program submitted restructuring proposal document by April 30, 2014.

- **CAS, SOWO: SSR submitted**

The Pre-Peer Review phase of the APR process was initiated for the Social Work program at the College of Arts and Sciences. The APLOA Office reviewed the submitted Self Study Report (SSR) and is to communicate its findings and recommendations to the Head of Department and Faculty. However due to the limited time available before the end of the semester and the start of the final exams, the Peer review phase and the External reviewer's visit will be postponed for the Fall semester.

Academic Program Review: SSR to be submitted:

The following programs initiated the Self Study phase and need to submit their SSR as soon as possible:

- CAS: Biomedical Sciences, Statistics, English Literature and Linguistics, Human Nutrition program
- CSIS: Islamic Studies, Dawa and Mass Communication programs
- CPH: Bs, Pharmacy program

In order to facilitate data collection from OIPD, the APLOA Office is working with the OIPD office in order to automate the production of data reports required for the SSR.

Major Program Curriculum Change Proposal:

- **CENG: Changes in course prerequisites/co-requisites for a number of courses.**

The Master in Urban Planning and Design requested to change the prerequisites for a number of courses.

Committee Action/ Recommendation

The committee agreed **to decline** the request as the submitted request appears not to have been discussed at the college level. The request is to be sent back to the program to follow due review and approval process. Committee members also highlighted the need for the program to revise the course prerequisite sequence.

Program Restructuring Proposal:

- **CBE: Restructuring of the Management Information System (MIS) program (Currently Enrollment is Frozen)**

The College of Business and Economics requested to restructure the current frozen Management Information System program. The college of Business and Economic plans to restructure the program and to then unfreeze enrollment of this program.

Committee members discussed whether the program should follow the same process as for program initiation as it was frozen for a long time and no students were ever admitted to the program.

Committee Action/ Recommendation

Committee members agreed to establish a task force in order to review the restructuring proposal and to follow the program restructuring process and not the program initiation process.

Discuss the following Curriculum Enhancement Proposals:

- **CENG: Updating course designation for some courses offered within the Computer Science and Engineering department**

The Computer Science and Engineering department at the College of Engineering requested to change the course designation for a number of courses as detailed below:

| Course Id | Course title | Current Course Designation | New Requested Course Designation |
|-----------|-------------------|----------------------------|----------------------------------|
| CMPS 493 | Senior Project I | LC | SP |
| CMPS 499 | Senior Project II | LC | SP |
| CMPT 595 | Master Thesis | LC | TH |
| CMPT 591 | Master Project | LC | SP |

Committee Action/ Recommendation

Committee members recommend **approval of the request.**

- ***CBE: Updating offering semester for MAGT 307 course.***

The College of Business and Economics requested to change the offering semester for MAGT 307 “Internship in Business” from “Summer” to “Fall, Spring and Summer”. Students are not to be allowed to enroll in any course while doing their internship. The College also requested that students are to be allowed to register in the course if they completed a minimum of 60 CH but must not start the course before completing a minimum of 75 CH.

Committee Action/ Recommendation

Committee members agreed **to decline** the request as submitted. Committee members noted the following:

- The registration restriction must indicate either 60 or 75 as the minimum number of credit hours required before registering in the course.
- It may be difficult to ensure that students register only in the Internship course during any particular semester.
- It is not recommended to have students who did not yet complete all course requirements to register only in the internship course without registering in any course during the Fall and Spring semester.
- The number of contact hours required for the internship course should be consistent for students registering in this course during the summer semester and those registering during the Fall and Spring semesters. As the duration of these semesters is not the same, this may be difficult to implement and justify.
- Offering the Internship course during Fall and Spring semester may be limited to students who completed all required course work.

- ***CAS: Increasing the number of CH of CHEM 211 and Adding new course CHEM 209.***

The Chemistry program at the College of Arts and Sciences request the following changes:

- Increase the number of CH for CHEM 211 from 3 to 4 CH.
- Update the course contents, description and registration restriction of CHEM 211 in order to accommodate the needs of the Chemistry program and to offer this course only to students enrolled in the Chemistry program.
- Increasing the total number of credit hours for the Chemistry program from 120 CH to 121 CH to accommodate the additional 1 credit hour to be added to the CHEM 211 course.
- Since the CHEM 211 “Organic Chemistry” is part of the degree requirements of a number of programs in QU, a new course CHEM 209 with the same contents as the current CHEM 211 course is to be introduced by the program to cater for the needs of other programs. The proposed title of the CHEM 209 course will be changed to “Fundamentals in Organic Chemistry” for all concerned programs.

Committee Action/ Recommendation

Committee members recommend **approval of the request**. However since the request will result in a change of the total number of credit hours for the chemistry program, the request should go to the EMC and Board of Regent for final approval.

The program should develop a more detailed proposal including a benchmark on the total number of credit hours adopted by similar programs at other top accredited universities.

- ***CBE: Updating course prerequisites for a number of required business courses***

The College of Business and Economics requested to change the prerequisites for seven required courses.

Committee Action/ Recommendation

Committee members agreed **to decline** the request as the submitted request include courses that are offered to other programs and it appears that no consultation with the concerned programs was conducted prior to the submission of the request.

- ***CAS: Master in Arabic Language program – Updating duration of ARAB 549***

The Arabic Language Department requested to delete the ARAB 549 “Thesis II” and increasing the duration of ARAB 548 “Thesis I” from one semester to two semesters. The students will get a CC continuous grade at the end of the first semester and a grade at the end of the second semester that will be later reflected on the first semester grade.

Committee Action/ Recommendation

Committee members recommend **approval of the request**.

- ***CBE: MBA program – Updating duration of the Graduation Project Course MAGT 615***

The MBA program requested to increase the duration of the Graduation project course, MAGT 615, from one semester to two semesters. The students will get a CC continuous grade at the end of the first semester and a grade at the end of the second semester that will be later reflected on the first semester grade.

Committee Action/ Recommendation

Committee members recommend **approval of the request**.

- ***CLAW: Updating course designation for some courses offered within the Law program***

The Law program requested to change the course designation for a number of courses as detailed below:

| Course Id | Course title | Current Course Designation | New Requested Course Designation |
|-----------|---------------------|----------------------------|----------------------------------|
| LAWC 101 | Introduction to Law | LL | LC + LB |
| LAWC 217 | Commercial Law | LL | LC + LB |
| LAWC 222 | Constitutional Law | LL | LC + LB |
| LAWC 323 | Constitutional Law | LL | LC + LB |

Committee Action/ Recommendation

Committee members recommend **approval of the request**.

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

The College of Business and Economics requested to change the admission requirements for the Master of Accounting as detailed in the following table:

| Current Admission Requirements | New Requested Admission Requirements |
|--|--|
| <p>1. Completed a Bachelor's degree in Accounting or Business related field with minimum cumulative GPA of 2.85 out of 4.00 or equivalent from a university accredited by an international accrediting association, or by the Ministry of Higher Education or comparable authority in that country. Students with a minimum GPA of 2.65 can still apply but they have to earn a minimum score of 450 on the Graduate Management Admission Test (GMAT).</p> <p>2. Achieved a minimum score of 520 on the paper-based TOEFL or equivalent test taken within 2 years of the start of the intended semester of admission, OR earned a previous degree from an accredited institution of higher education in a Program where English was the language of instruction.</p> <p>3. A short essay stating the candidate's objectives and interests in pursuing a MAC degree.</p> <p>4. A satisfactory performance in the personal interview with the Admission's Committee.</p> | <p>1. Completed a Bachelor's degree in Accounting or Business related field from a university or college accredited by an international accrediting association, or by the Ministry of Higher Education or comparable authority in that country with minimum cumulative GPA of 2.85 out of 4.00 or GPA (out of 4.00) * 200 + GMAT >= 1000.</p> <p>2. Applicants are required to demonstrate their English proficiency as part of the admission process by satisfying either of the following:</p> <ul style="list-style-type: none"> - Earned a previous degree from an institution of higher education in a program where English was the language of instruction. - Achieved a minimum score of 520 on the paper-based TOEFL, 190 computer based, or 68 internet based, or 6 IELTS Academic taken within 2 years of the start of the intended semester or admission. <p>3. A short essay stating the candidate's objectives and interests in pursuing a MAC degree.</p> <p>4. A satisfactory performance in the personal interview with the Admission's Committee.</p> |

Committee Action/ Recommendation

Committee members recommend **approval of the request.**

5. Tasks and Assignments Generated During the Meeting

| Action | Assigned to | Due Date | Deliverables |
|--|-----------------------------|-------------------------------------|--|
| Review the proposal of updating the Embedded ENGL courses based on revised task force recommendations. | All college representatives | <u>Thursday May 15, 2014</u> | Feedback and recommendations |
| Establish a taskforce to work on the College of Law Major Change proposal | Committee Chair | <u>Thursday May 8, 2014</u> | Members of Task force identified and Start up meeting held |
| Establish a taskforce to work on the program restructuring proposal for the MIS | Committee Chair | <u>Thursday May 15, 2014</u> | Members of Task force identified and Start up meeting held |

6. Next Meeting

June 3, 2014