



Meeting Minutes

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

Date of Meeting:	Tuesday, September 29, 2009		
Time of Meeting:	9:00 - 10:00 AM		
Minutes Prepared by:	VPCAO Office		
Meeting No:	1		
Meeting Location:	VPCAO Meeting Room		
1. Purpose of Meeting			
<ul style="list-style-type: none"> → <i>Introduce the Committee and rationale for its establishment</i> → <i>Discuss and Review The Committee's Terms of Reference</i> → <i>Jumpstart the Committee Activities</i> 			
2. Attendees			
<i>Name</i>	<i>Department/Division/Role</i>	<i>E-mail</i>	<i>Phone</i>
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	485 2540
Dr. Peter Jewesson	Dean PHAC, member	pjj@qu.edu.qa	485 1940/42
Dr. Dheen Saheb Merza	AssDean, CSIS, member	mmdheen@qu.edu.qa	485 2352/2255
Dr. Mohsen Mubasher	AssProf., CAS, member	mohsenmm@qu.edu.qa	485 2798
Dr. Abdelmajeed Hamouda	Prof., CENG, member	hamouda@qu.edu.qa	485 2098/99
Dr. Laster Hardegree	AssProf., CAS, member	l.hardegree@qu.edu.qa	676 9433
Dr. Batuol Khalifa	AssProf, CEDU, member	batoul@qu.edu.qa	485 2902
Dr. Mekhled AlTarawneh	AssProf, LAWC, member	mekhled.tarawneh@qu.edu.qa	485 6062
Dr. Zain Mohamed	Professor, CBE, member	mzain@qu.edu.qa	485 1823
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	485 2282
Dr. Mohamed Al Naimi	Director of OAE, , member	aeo@qu.edu.qa	485 2268
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	485 6611
Ms. Suad Zaqlan Al-Shammari	SIS, member	suad@qu.edu.qa	485 6636
3. Apology/Absent			
4. Invited			

5. Detailed Meeting Agenda

- **Introduce Committee Members**
- **Discuss and Review The Committee's Terms of Reference**
- **Jump Start the Committee Activities**
- **Additional Topics**

6. Meeting Notes, Decisions, Issues

1. It is critical to establish and implement processes for academic program review, academic unit and/or program initiation, termination, and phasing out as well as to provide guidance for administrative decisions in support of academic program continuous improvement.
2. Identified three main areas of concern to the committee:
 - Area 1: Academic Unit / Program Initiation, termination, and Phasing out
 - Area 2: Curriculum Enhancement
 - Area 2: Academic Program Review
3. Committee is to meet 2 to 4 times each academic year and as often as needed. Monthly meetings may need to be scheduled during the current semester.
4. Detailed review of Committee TOR was postponed in order to provide committee members with more time to carefully review the document.
5. A community area was created on Blackboard system. Relevant material should be posted on the BB system.
6. Overall folder organization in the community area was introduced. A folder was created for each college/program/admin unit represented within the committee. Unit representatives are responsible for managing, uploading, and organizing files in the folder associated with the unit they are representing.
7. Agreed to establish three working groups within the committee, each working group will focus on one of the three identified areas listed above.
8. Tasks assigned to each working group include:
 - Task 1: Identify and document current policies and processes
 - Task 2: Identify and document current practices
 - Task 3: Review existing processes and/or develop new ones
 - Task 4: Submit new/revised processes to APR&CE committee
 - Task 5: Develop handbooks, guides, and templates
9. Committee members volunteered in joining the working groups. The following table presents the working group membership.

WG-1: Academic Unit / Program Initiation, termination and Phasing out	WG-2: Curriculum Enhancement	WG-3: Academic Program Review
Dr. Abdelmajeed Hamouda (<i>WG Leader</i>)	Dr. Adel Cherif (<i>WG Leader</i>)	Dr. Laster Hardegree (<i>WG Leader</i>)
Dr. Dheen Saheb Merza	Dr. Mohsen Mubasher	Dr. Peter Jewesson
Dr. Zain Mohamed	Dr. Laster Hardegree	Dr. Mekhled AlTarawneh
Dr. Mohamed Al Naimi	Dr. Batuol Khalifa	Dr. Ali Abdulmenom
Ms. Suad Al-Shammari	Mr. Sean Dollman	Dr. Adel Cherif
Dr. Adel Cherif		

10. Working groups should complete all assigned tasks by the end of the current Fall semester. Specific task deadlines will be decided by the committee following a proposal from working group leaders on proper due date for each task.
11. The highest priority is to be given to the definition of a process and guidelines for curriculum enhancement since there is no such university wide systematic process currently in place at the university.
12. In addition to the tasks assigned to the working groups, the committee identified the following tasks that need to be completed during the current semester:
 - Task 6: Identify current status of program review for all academic programs
 - Task 7: Identify program needs and/or constraints in relation to program review
 - Task 8: Collect current catalogs for all academic programs
 - Task 9: Establish calendar for Academic Program Review
 - Task 10: Ensure consistency among all official university documents and publications regarding adopted/established processes and guidelines
13. Catalog data should be extracted from the Banner system. A template should be developed to ensure that all colleges and programs submit their catalog document using the same format.
14. Student affairs should implement the template once developed and adopted as a report in the banner system that could be generated by all programs.
15. The committee identified the following documents/resources to be used as references:
 - SACS accreditation guidelines and policies
 - Academic Program Review System developed by the OAE Office
 - Banner System
 - Management Handbook
 - Faculty Handbook
 - APR&CE TOR document

7. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Send to acherif@qu.edu.qa detailed weekly schedule to select a proper day / time for committee next meetings.	All	<u>Thursday</u> <u>Oct. 1</u>	Detailed schedule
Send feedback on the TOR document to acherif@qu.edu.qa	All	<u>Sunday</u> <u>Oct. 4</u>	Feedback, Comments on TOR document
Send to acherif@qu.edu.qa timeline and due dates for the working group assigned tasks	Working Group Leaders	<u>Monday</u> <u>Oct. 5</u>	Suggested due dates for each task (tasks 1 to 5)
Send to acherif@qu.edu.qa suggested timeline and deadlines for completing tasks 6 & 7.	College / Program Representatives	<u>Tuesday</u> <u>Oct. 6</u>	Timeline and due dates for tasks 6 & 7
Catalog template document to be sent to committee members for approval	Dr. Lester	<u>Tuesday</u> <u>Oct. 6</u>	Catalog Template Document

8. Next Meeting

Will be decided when agreement is reached on a convenient day/time for committee meetings