



## Meeting Minutes

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

<b>Date of Meeting:</b>	Sunday, September 30, 2010		
<b>Time of Meeting:</b>	7:30 – 9:00		
<b>Minutes Prepared by:</b>	APLOA Office		
<b>Meeting No:</b>	8		
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building		
<b>1. Purpose of Meeting</b>			
<i>Resumption of the discussion on the new program proposals: New Master of Science in Environmental Engineering and new Master of Science in Environmental Science</i>			
<b>2. Attendees</b>			
<b>Name</b>	<b>Department/Division/Role</b>	<b>E-mail</b>	<b>Phone</b>
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	AssProf., CAS, member	l.hardegree@qu.edu.qa	4403 4783
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Rajab Al Esmail	Ass. Dean Student Aff., CBE, member	ralesmail@qu.edu.qa	44035022
Dr. Yaser Al Khalialeh	AssProf, LAWC, member	khalialeh@qu.edu.qa	403 5277
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	Assoc. Prof., CEDU, member	batoul@qu.edu.qa	44035221
Ms. Wessam Almadhoun	Ass. Dean Student. Aff., CAS, member	welmadhoun@qu.edu.qa	4403 4524
<b>3. Apology/Absent</b>			
Dr. Eiman Mustafawi	Ass. Dean Acad. Aff., CAS, member	<a href="mailto:eimanmust@qu.edu.qa">eimanmust@qu.edu.qa</a>	4403 4519
Dr. Mohamed Al Naimi	Director of OAE, , member	aeo@qu.edu.qa	4403 3696
<b>4. Invited</b>			
Dr. Shaikha Jabor Al Thani	VPCAO	<a href="mailto:vpacademic@qu.edu.qa">vpacademic@qu.edu.qa</a>	4403 4004
Dr. Majeda Khraisheh	Assoc. Prof. of Chemical Engineering	m.khraisheh@qu.edu.qa	4403 4138
Dr. Farid Benyahia	Head of Dept. of Chemical Engineering	farid.benyahia@qu.edu.qa	4403 4133
Dr. Malcolm Potts	CAS, Biology Program	<a href="mailto:Malcolm.p@qu.edu.qa">Malcolm.p@qu.edu.qa</a>	4403 4535
Dr. Hamda Al-Naemi	Head of Dept. of Biological & Env. Sc.	halnaemi@qu.edu.qa	4403 4533
<b>5. Detailed Meeting Agenda</b>			
<p>→ <i>Curriculum Enhancement Proposal:</i></p> <p>    1- <i>New Master of Science in Environmental Engineering</i></p> <p>    2- <i>New Master of Science in Environmental Science</i></p> <p>→ <i>Additional Topics</i></p>			

## 6. Meeting Notes, Decisions, Issues

Dr. Adel welcomed committee members and presented the agenda for the meeting: Program representatives of the New Master of Science in Environmental Engineering proposal will be first invited to join the meeting to discuss their proposal followed by representatives of the New Master of Science in Environmental Science proposal. At the end of each presentation and discussion program representatives will be excused and at the end of the meeting, committee members will be invited to further discuss the proposals and reach agreement on the committee recommendation to be communicated to the VPCAO.

- ***New Master of Science in Environmental Engineering Program Proposal:***

Dr. Farid offered a brief introduction to the master program proposal:

- The proposal to develop the M.Sc. in Environmental Engineering was initiated two years ago.
- The proposed program is flexible in nature and a certain amount of choice in selecting technical electives exists to suit the various student backgrounds and preferences.
- The program can either be research-oriented (thesis option) or non-research oriented (project option)

Committee members discussed the proposal details and the following main issues were raised and discussed during the meeting:

- 1. Student Admission Requirements**

Student Admission Requirements must be inline with the university rules and consistent with other Master programs offered by the university.

- 2. Students from Different Backgrounds**

Committee members discussed the admission of students from different backgrounds. Dr. Farid clarified that in the initial proposal bridge courses were considered but then following external reviewers' recommendation and additional study the program redesigned its core course requirements to include basic science courses in order also to accommodate students with different backgrounds. In addition, admission requirements will ensure that accepted students in the program have the basic knowledge and skills required to enroll in the program.

- 3. Course design**

It was proposed to revisit the EEMP 504 Environmental Chemistry and microbiology course and to consider offering two courses instead or to change the course title as follows:

Course number	Current Title	Proposed new title
EEMP 504	Environmental chemistry and microbiology	Environmental chemistry and biology

- 4. Collaboration between M.Sc in Environmental Science and M.Sc in Environmental Engineering**

Some Core and electives courses could be offered jointly with the environmental science program. Committee members agreed that collaboration between the two programs is appropriate and desirable.

- 5. The projected student enrollment in the program**

Members of the committee are optimistic about the projected student enrollment figures. Environmental issues are making headlines and capturing the attention of students across disciplines.

- ***New Master of Science in Environmental Science Program Proposal:***

Dr. Hamda offered a brief introduction to the master program proposal:

- An initial proposal was submitted to the Head of DBES in February, 2010.

- The proposed program was discussed in a 2-hr faculty meeting at DBES on February, 24th. Faculty made a number of important suggestions and supported fully the program proposal.
- The revised proposal was then submitted to the Assoc. Dean for Academic Affairs of CAS.
- Comments from the Associate Dean were used to modify the proposal.
- The revised proposal was then presented to the Dean and Assoc. Dean for Academic Affairs of CAS together with the Head of DBES and the Accreditation Coordinator of CAS on March 28th, 2010
- The proposal was presented to the Curriculum Committee of CAS on April and subsequently revised, and submitted to the Head of DBES.
- A meeting was held with Dr. Adel following the APR&CE first committee meeting held on Sunday Sept. 26, and the proposal was further revised based on the external reviewer's feedback by reviewing the curriculum structure and adding a new basic science course titled 'Earth System'.

Dr. Adel reminded committee members that all new programs if approved must be initiated by Fall 2011 because of the SACS accreditation requirement. Committee members were then invited to discuss the program proposal details. The following main issues were raised and discussed during the meeting:

#### **1. Program Initiation Date**

Committee members discussed the proposed program initiation date of fall 2012 and highlighted the need to follow and enforce the university decision to initiate academic programs in Fall 2011. The program initiation date will have a direct impact on students to be enrolled in the program and the program assumption and plans to have students graduating from the BSc program in environmental science enroll in the program from its first year is no longer valid since most students will not be completing the BS graduation requirements by Fall 2011.

#### **2. Add a new course in study plan**

To answer the external reviewer's concerns and to provide basic science foundations in the core program courses, the program revised its curriculum to add a new 3 CH course in the program core requirements. Committee members welcomed the initiative. The inclusion of additional basic science courses in the program core requirements was further discussed.

#### **3. The student enrollment projections**

Committee members raised concerns about the limited number of students to be enrolled in the program and the sustainability of the program if the proposed enrollment figures are not revised. The possibility of collaboration and cross listing of courses with the Environmental Engineering program was discussed as a solution to ensure that critical mass is there to support the program.

#### **4. List of Elective Courses**

The number of courses in the list of electives courses and their distribution into the four proposed packages was discussed. The program agreed that these courses and packages will need to be phased in since there might not be enough students to support the offering of that many courses. Committee members recommended to review the course distribution and the total number of packages offered in the electives.

#### **5. Course design**

It was proposed to revisit the Professional development course and to consider removing it from the curriculum offering. Program representatives argued that such course is needed, however, its contents will need to be redesigned.

#### **6. Curriculum structure and design**

Committee members discussed the "Research Experience option" and whether there is enough research component in the curriculum to warrant the option title. Committee members recommend using a different terminology in referring to the proposed options "Research Experience option" and "Professional

Experience option" by using a "Thesis option" and a "Project option" instead.

The practicality of requiring a minimum of 33 hrs per week in the lab was also discussed.

**7. Collaboration between M.Sc in Environmental Science and M.Sc in Environmental Engineering**

Similar to the environmental Engineering program, Committee members agreed that collaboration between the two program is appropriate and desirable.

***Committee Action/Recommendation:***

After thanking program representatives for their presentation and for answering the committee members concerns and questions, committee members agreed to provide additional time to further review the proposal in light of the discussion with the program representatives and for each member to send his/her recommendation to the committee chair who will be responsible for compiling all replies and proposing a committee recommendation for final approval by all members before its communication to the VPCAO.

**7. Tasks and Assignments Generated During the Meeting**

<b>Action</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Deliverables</b>
Further review and evaluate the new proposal for the M.Sc. in Environmental Engineering based on the discussion and send feedback and recommendation to the committee chairperson	Committee members	<u>Sunday</u> <u>October 3, 2010</u>	Recommendation sent to the committee chair
Further review and evaluate the new proposal for the M.Sc. in Environmental Science based on the discussion and send feedback and recommendation to the committee chairperson	Committee members	<u>Sunday</u> <u>October 3, 2010</u>	Recommendation sent to the committee chair
Committee chair to draft committee recommendation based on received feedback and to send final committee recommendations to the VPCAO following approval by all committee members	Committee chair	<u>Monday</u> <u>October 4, 2010</u>	Committee final recommendation approved by committee members and sent to VPCAO

**8. Next Meeting**

Sunday October 24, 2010