



Meeting Minutes

QU Curriculum Enhancement Committee (CE)

Date of Meeting:	Thursday, November 12, 2015		
Time of Meeting:	8:00 to 10:00		
Minutes Prepared by:	AVP-AP&QA Office		
Meeting No:	1 (First Meeting for AY 2015-2016)		
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor		
1. Purpose of Meeting			
<i>Reporting on Committee Activities in Previous Academic Year</i>			
<i>Jumpstart the committee work for the 2015-2016 Academic Year</i>			
2. Attendees			
Name	Department/Division/Role	E-mail	Phone
Dr. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, Chair	fadlalla@qu.edu.qa	4403 5070
Dr. Hassan Abdel-Aziz	Assoc. Dean Acad. Aff., CAS, member	hassan.aziz@qu.edu.qa	4403 4783
Dr. Nazzal Kisswani	Assistant Professor of Law, member	nkisswani@qu.edu.qa	44035291
Dr. Areej Barham	Assoc. Professor, CEDU, member	areejbarham@qu.edu.qa	
Dr. Abdelkader Bekhouche	Professor, CSIS, member	bekhouche@qu.edu.qa	4403 4428
Dr. Faris Tarlochan	Professor, CENG, member	faris.tarlochan@qu.edu.qa	4403 4367
Dr. Farhan Sachal Cyprian	Assistant Professor, CMED, member	fcyprian@qu.edu.qa	4403 7830
Ms. Emna Belkhiria	AP Coordinator, AVP for AP&QA, member	emna@qu.edu.qa	4403 4012
3. Absent / Apologies			
Dr. Mazher Ahmad Al-Zoby	Assistant Professor, CAS, member	malzoby@qu.edu.qa	4403 4947
Mr. Nasser Al-Marri	Director of Registration, VPSA, member	almarri@qu.edu.qa	4403 3774
Dr. Mohammad Issam Diab	Assoc. Dean Acad. Aff., CPH, member	mohamed.diab@qu.edu.qa	4403 5622
4. Invited			
Dr. Adel Cherif	AVP for AP&QA	acherif@qu.edu.qa	4403 4007
Dr. Yousef Haik	AVP for Graduate Programs	yhaik@qu.edu.qa	4403 4366
5. Detailed Meeting Agenda			
<ul style="list-style-type: none"> → Welcoming committee members to the new Academic Year → Introducing committee mandate, role and responsibilities → Committee Meeting Calendar for the Academic Year 2015-2016 → Deadlines for Program Initiation, Program Restructuring and Curriculum Enhancement → Statistical data about the number and type of requests received from Programs and Colleges during previous academic year. → Additional Topics 			

6. Meeting Notes, Decisions, Issues

The Committee Chair welcomed all committee members to the new academic year and invited the AVP for Academic Planning and Quality Assurance to provide a brief history and background on the formation of the committee.

Dr. Adel Cherif, provided a brief introduction to the Academic Program Review and Curriculum Enhancement Committee which was established in 2010 and that, starting from 2015-2016 AY, was restructured into two different committees, the Undergraduate Curriculum Enhancement Committee (CE), and the Graduate Curriculum Enhancement Committee. The undergraduate CE Committee is charged with overseeing the curriculum changes for undergraduate programs as well as academic programs/units initiation and termination processes.

Committee Role and Responsibilities:

Dr. Adel Cherif, introduced the role of the new undergraduate CE Committee as well as the responsibilities and expected contribution of committee members. He insisted on the critical role of the CE Committee in maintaining and enhancing the quality of undergraduate programs offered at Qatar University. He also highlighted the need to maintain and reinforce close collaboration, communication, and coordination between all colleges and programs.

The major roles and responsibilities of the CE Committee are summarized as follows:

- ✓ Review submitted requests and provide recommendations to the AVP AP&QA.
- ✓ Ensure currency and adequacy of program curriculum.
- ✓ Oversee and improve processes and procedures in relation to committee role and responsibilities.
- ✓ Provide guidance and support to programs offered at QU.

In order to improve the efficiency of the Committee in reviewing the different requests, the office of AVP for Academic Planning and Quality Assurance is now in charge of reviewing the requests/proposals before their communication to the undergraduate CE Committee in order to check completeness of the requests and their adherence to the process (prior consultation with concerned programs). Requests at the course attribute level (such as change in course description or change in number of contact hours, etc...) will be reviewed and processed directly at the office of AVP for Academic Planning and Quality Assurance.

All material related to submitted requests / proposals should be sent to members of the CE Committee at least **one week** before the date of the CE meeting.

It is critical to ensure that the evaluation of the submitted requests considers the impact of the requested curriculum changes on students enrolled in the program and on students enrolled in other programs. It is the responsibility of the program submitting a request to consult with others programs that might be impacted by the proposal and to resolve any issues prior to submitting the request/proposal to the CE committee.

The Academic Program Review Process is not anymore under the responsibility of this committee, however, curriculum enhancement requests resulting from the Academic Program Review and related to UG programs will be reviewed by this committee.

Dr. Adel encouraged committee members to read the curriculum enhancement policy and the previous meeting minutes of the APR&CE Committee available in the following webpages:

- http://www.qu.edu.qa/offices/vpcao/aploa/curriculum_enhancement_policy_procedures.php
- http://www.qu.edu.qa/offices/vpcao/aploa/apr_ce_minutes.php

Committee Meeting Calendar for the Academic Year 2015-2016:

Due to absence of some members, a tentative meeting calendar for the 2015-2016 academic year will be communicated during the next week. The chosen dates for the meetings should take into consideration the

important dates for the submission of program initiation, program restructuring, and curriculum enhancement proposals.

Deadlines for Program Initiation, Program Restructuring and Curriculum Enhancement:

Dr. Adel presented the important dates for the submission of program initiation, program restructuring, and curriculum enhancement proposals as follows:

- ✓ **November 15, 2015:**
 - Deadline for submission of new academic program *preliminary proposal* to be implemented in the 2016-2017 Academic Year and inclusion in the 2016-2017 University Catalog.
- ✓ **December 31, 2015:**
 - Deadline for submission of new academic program *full proposals* to be implemented in the 2016-2017 Academic Year and inclusion in the 2016-2017 University Catalog.
- ✓ **January 14, 2016:**
 - Deadline for submission of structural curriculum change full proposals to be implemented in the 2016-2017 Academic Year and inclusion in the 2016-2017 University Catalog.
- ✓ **March 31, 2016:**
 - Deadline to submit curriculum change requests to be implemented in Fall 2016 and for their inclusion in the 2016-2017 University Catalog.

The above deadlines should be respected by all programs and colleges and committee members are requested to communicate with **all programs** to inform them and to enforce these deadlines.

Statistical data about the number and type of requests received from Programs and Colleges during previous academic year:

Ms. Emna from the office of AVP for Academic Planning and Quality Assurance briefly presented statistical data about the number and type of requests received from Programs and Colleges during the 2014-2015 Academic Year. Changes in course prerequisites and registration restrictions as well as offering new courses represent the larger number of requests. It is also to be noted that there is still very limited use of assessment results in justifying requested changes. Colleges and programs should exert more efforts to ensure that submitted requests are justified based on assessment results.

Other important topics discussed / highlighted during the Meeting:

- ✓ The committee only makes recommendations and no decisions.
- ✓ Requests submitted and approved during one academic year are to take effect at the beginning of the next academic year.
- ✓ Requests must be approved in time to allow for their inclusion in the university catalog for the next academic year and implementation in the Banner Course Management System before the start of the fall semester pre-registration period.
- ✓ Typically, the committee shall meet once every month.
- ✓ Curriculum enhancement requests must be communicated to the committee chair at least one week before scheduled meetings.
- ✓ Proposals may be submitted any time during the Academic Year. However, there are deadlines on proposals to be implemented in the following AY.
- ✓ It is the responsibility of Colleges and Programs to:
 - Follow-up on implementation of VP&CAO approved requests in Banner.
 - Follow up on requests submitted to the committee.

- ✓ Requests approved in AY 14-15 and not yet communicated to VPS or implemented in Banner should be identified by end of Nov. 2015.
- ✓ College/program representatives may propose to committee chair to invite knowledgeable representatives to attend the meeting during which relevant requests are scheduled for discussion.
- ✓ Colleges/programs should ensure that submitted requests are justified based on assessment results.
- ✓ Colleges/programs must ensure that requests are well documented.

Curriculum Enhancement Proposals

All submitted requests to the office of AVP for AP&QA will be communicated to all members for review and feedback and for inclusion in the Committee agenda of the next meeting.

6. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Inform programs of the approved deadlines for submission of requests/proposals to be implemented in AY 16-17	All College Representatives		
Consult with the concerned programs for pending requests if any.	All representatives		

7. Next Meeting

30 November 2015