



## Meeting Minutes

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

<b>Date of Meeting:</b>	Thursday, December 11, 2014
<b>Time of Meeting:</b>	8:00 to 10:10
<b>Minutes Prepared by:</b>	APLOA Office
<b>Meeting No:</b>	3
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor

#### 1. Purpose of Meeting

*Curriculum Enhancement Requests and New Program Proposals.*

#### 2. Attendees

Name	Department/Division/Role	E-mail	Phone
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Hassan Abdel-Aziz	Assoc. Dean Acad. Aff., CAS, member	hassan.aziz@qu.edu.qa	4403 4783
Dr. Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
Dr. Sherief Khalifa	Assoc. Dean Acad. Aff., Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Clayton Keller	College of Education / 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. 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. Yaser Khalailah	Assoc. Dean for Acad. Aff., CLAW, member	khalailah@qu.edu.qa	4403 5277
Dr. Maha Al-Hendawi	Director of CCP, member	maha.alhendawi@qu.edu.qa	4403 4043
Dr. Mahroof Athambawa	Assistant Professor, CSIS, member	mahroofa@qu.edu.qa	4403 4434

#### 3. Invited

Dr. Hanan Al-Fayadh	Acting Head of Department of Arabic Language, CAS	hananfayadh@qu.edu.qa	4403 4839
Dr. Edward Ryan Moad	Associate Professor of Philosophy, CAS	edwardrm@qu.edu.qa	4403 4723
Dr. Mohamed Mostafa	Assistant Professor of Arabic Language, CAS	m_mostafa@qu.edu.qa	4403 4843
Dr. Mahjoob Zweiri	Humanities Department, Head, CAS	mzweiri@qu.edu.qa	4403 4703

#### 5. Detailed Meeting Agenda

- **Follow up on Previous Committee Meeting:**
  - **Feedback on the Management Information Systems Program Restructuring Proposal**
  - **Offering Minors for Non-Native Speakers Students**
  - **Change in Course Designation following update on type of instruction and faculty workload**
- **New Program full Proposals:**
  - **CAS: PhD in Biomedical Sciences, PhD in Gulf Studies, Master in Public Health, Master in Applied Statistics, Bachelor in Actuarial Mathematics, Bachelor in Physics, Minor in French, Minor in Spanish**
  - **CLAW: Master in Public Law, Master in Private Law**
  - **CEDU: PhD in Education, Master in Curriculum, Instruction and Assessment, Bachelor in Special Education**
- **Discuss Curriculum Enhancement Requests:**
  - **CAS: Add a new course in the Arabic program**
  - **CAS: Delete prerequisites for two courses: PHIL 200 and PHIL 210**
- **Additional Topics**

## 6. Meeting Notes, Decisions, Issues

**Follow up on graduate program related policies:** The meeting started with a brief presentation of the progress of the Graduate programs' related policies discussed in the previous meeting held on October 30, 2014. The policies are under review and update by the Academic Council. The final version will be communicated to all Committee members once approved

**Follow up on MIS Proposal:** The program proposal for the currently frozen MIS program was revised taking into consideration the Committee's recommendations. The final version will be sent to the VP&CAO and then for the EMC for final approval. It was agreed during the meeting that the Committee recommends that the program should be offered starting from the **Fall 2015 Semester** and not the Spring semester.

It is also important that All Colleges do not announce the new offering of any program before its final approval by the University Board of Regents.

**Follow up on Minors Taught in English:** The Non-native speakers students at CAS majoring in Arts programs (programs taught in English) are not able to register in the university offered Arts minors as all Arts minors at QU are taught in Arabic. During the last meeting, the College of Business and Economics has suggested to eventually opening enrollment minor in Business for Non Business to Non Native Speakers enrolled in the Art programs. As the number of students is limited, The Associate Deans for Academic Affairs at both colleges, CBE and CAS, agreed to communicate directly to address this issue and to allow CAS students to enroll in the minor offered by CBE.

**Follow up on Course Designation:** Following the university approval of the new faculty workload policy and the new types of instruction, the APLOA Office communicated with all Colleges/programs in order to review/update the course designation for all courses. All programs submitted their final report with all required updates. However some changes are major changes and require evidence and justification for changing the course designation. Programs should communicate with the APLOA office in order to provide required justification. Due to the limited time for this task and the starting of the pre-registration period from December 14, Committee members agreed to postpone all modifications for next semester. Thus, committee members recommended that faculty workload calculation based on the new calculation rules should be also postponed to the Fall 2015 semester.

### **English Proficiency Framework**

A Proposed Framework to Ensure Student Attainment of Expected English Proficiency Level at Graduation Time was presented during the meeting.

The proposed framework builds on the proposals submitted by the College of Business and Economics and the College of Arts and Sciences and the model adopted and implemented by the college of Law. The main elements/options of the proposed consolidated framework are as follows:

- English may be used as the language of instruction in a maximum of *three* required courses not counting science, mathematics or statistics course (In addition to the English embedded courses).
- Offer courses from the major elective courses of a program where the language of instruction is English provided that students may complete this package credit hour requirements without having to enroll in more than one elective course that is taught in English.
- Offer courses from the required and/or elective courses of a program where the language of instruction is to remain Arabic but where the textbook and/or other course reading materials may be in English and where part of the course assessment may be dedicated to the evaluation of student understanding and mastery of the English material.

College representatives are encouraged to provide the APLOA Office with their feedback/recommendations before the submission of the Framework to the University EMC in its meeting to be held this Tuesday Dec. 16. Feedback, if any, should be communicated by Monday Dec. 15.

### ***New Program Full Proposals***

The following 11 new full program proposals were communicated to all Committee members:

- CAS: PhD in Biomedical Sciences, PhD in Gulf Studies, Master in Public Health, Master in Applied Statistics, Bachelor in Actuarial Mathematics, Bachelor in Physics, Minor in French, Minor in Spanish
- CLAW: Master in Public Law, Master in Private Law
- CEDU: PhD in Education, Master in Curriculum, Instruction and Assessment, Bachelor in Special Education

Due to a challenging timeline to complete the due review and approval process, proposals were distributed before the meeting among members as follows:

- 1- Three program full proposals were to be reviewed by each member. The review guidelines usually sent to external reviewers were also communicated in order to help members in the review process.
- 2- During the meeting, each reviewer was expected to give only a brief highlight of his/her main review findings. However due to a limited time during the meeting, only the Bachelor in Actuarial Mathematics proposal was discussed. Details are provided in the paragraph below.
- 3- Committee chair will schedule additional meetings in the following week (Dec. 14-18) to elaborate on and discuss detailed findings with concerned programs.

All new program proposals were also communicated in parallel to the Faculty Senate for review and will be soon communicated to the selected external reviewers.

The following summarizes feedback received during the meeting regarding the Bachelor in Actuarial Mathematics proposal:

- A course in Computing and a course in Risk Theory, may be added to the proposed program curriculum.
- The mission statement of the program should be revised.
- The list of objectives is too long and need to be revised.
- The internship course is offered with 4 other courses in the same semester. The study plan should be revised to accommodate the internship course requirements.
- The name of the concentration should be revised. The program should provide evidence on why it offers only one concentration.
- The minor in business for non-business students is offering similar courses as those offered as part of the Concentration package. However the list of prerequisites for courses offered within the minor will create problems as most of courses prerequisites are not part of the degree requirements.
- Curriculum mapping should be reviewed.
- Course in insurance is missing however “insurance” is stated in one of the Program Learning Outcomes.
- Students’ enrollment is very low.
- Capstone course is missing from the degree requirements.

### ***Curriculum Enhancement Requests***

- ***CAS: Adding new elective course to the Arabic Language program***

The Arabic Language program at the College of Arts and Sciences submitted a request to add ARAB 225 “Qatari Folk Literature” to the Literature Concentration Electives Package 1. The course will introduce the students to the context of folklore, its definition, features and genres.

Students will explore the social functions of folklore which fulfill societies’ aesthetical needs in general and Qatari Society in particular.

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

Committee members recommends ***conditional approval*** of the request pending the following:

- The Benchmark done for similar courses offered within Universities in the Region should be provided.
- An updated version of the syllabi for the course should be provided with additional details on textbooks and references.

- Course Learning Outcomes should be revised.
- The implementation date for the course will be postponed for next Fall 2015. The program will have additional time to prepare the required teaching material for the course.

- **CAS: Removing prerequisites for PHIL 200 and PHIL 210 courses**

The Humanities Department at the College of Arts and Sciences requested to remove the prerequisites for PHIL 200 and PHIL 210 courses, courses offered within the minor in Philosophy, as detailed in the following table:

Course ID	Course Title	Current Prerequisites	Requested New Prerequisites
PHIL 200	Introduction to Ethics	PHIL 100 "Logic and Critical Thinking"	None
PHIL 210	Islamic Philosophy	PHIL 100 "Logic and Critical Thinking" AND PHIL 110 "Introduction to Philosophy"	None

The rationale for the request is that removing the prerequisites will align the program with a more standard rational for assigning prerequisites and more in line with international benchmarks. The current prerequisites will also delaying student graduation.

**Committee Action/ Recommendation:**

Committee members recommends approval of the request.

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

Action	Assigned to	Due Date	Deliverables
Provide feedback and suggestions on the English Proficiency framework.	All College Representatives	<u>Monday Dec. 15, 2014</u>	Feedback and Recommendations
Review the new program proposals and scheduling meetings to elaborate on and discuss detailed findings with concerned programs.	Committee Chair and All College Representatives	<u>Week of Dec. 14-18</u>	A final merged review report is expected at the end of next week for each proposal
Update the course syllabi for ARAB 225 taking into consideration Committee's recommendations.	CAS representatives	-	Requested documents

### 8. Next Meeting

*To be announced later by Committee Chair*