



Meeting Minutes

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

Date of Meeting:	Thursday, January 22, 2015		
Time of Meeting:	8:00 to 10:00		
Minutes Prepared by:	APLOA Office		
Meeting No:	4		
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor		
1. Purpose of Meeting			
<i>Curriculum Enhancement Requests</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	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
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. Absent / Apologies			
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
4. Invited			
Dr. Mahmoud Abdulwahed	VP and CAO Office	m.abdulwahed@qu.edu.qa	4403 4109
Dr. Katerine Reynolds	Assoc. Director, Foundation program	kate.reynolds@qu.edu.qa	4403 5304
Dr. Yousef Haik	Associate VP for Graduate Programs	yhaik@qu.edu.qa	4403 4366
5. Detailed Meeting Agenda			
<p>→ Follow up on Previous Committee Meeting:</p> <ul style="list-style-type: none"> - Report on Status of New program proposals <p>→ Discuss Proposals for the Establishment/Restructuring of Academic Entities:</p> <ul style="list-style-type: none"> - CAS: Establishment of a new Department of Foreign Languages - CENG: Restructuring the College Requirements Unit (CRU) into the “Department of Technology Innovation and Engineering Education (TIEE)” <p>→ Discuss Curriculum Enhancement Proposals:</p> <ul style="list-style-type: none"> - CAS: Update the Prerequisites of the PUBH 314 course - CAS: Update the letter Grade of Thesis courses – graduate programs - CLAW: Update the Prerequisites of the LAWC 215 course - CLAW: Update the Prerequisites/Registration restrictions for LAWC 422 - CENG: Change the Prerequisites of the ELEC 471 course - CPH: Change the course offering of the PHAR 691 course - CPH: Offering a new elective course “Drug in Sport” <p>→ Additional Topics</p>			

6. Meeting Notes, Decisions, Issues

New additional programs were reviewed internally during the last two weeks and will be sent to external reviewers for feedback and recommendations.

The restructuring of the unfrozen Management Information Systems (MIS) program and the program offered Minor in MIS were approved by the VP&CAO and EMC and will be communicated to the office of VPSA for implementation starting from Spring 2015.

Based on the committee recommendation, the VP&CAO approved the request, submitted by the Humanities Department and discussed during the last APR&CE Committee meeting held on December 10, 2104, to remove course prerequisites for the PHIL 200 course while for the PHIL 210 course, only removal of the PHIL 100 was approved as detailed in the following table:

Course ID	Course Title	Current Prerequisites	Proposed Prerequisites	VP&CAO's approved Prerequisites
PHIL 210	Islamic Philosophy	PHIL 100 <u>AND</u> PHIL 110	None	PHIL 110

Foundation program: ESP (English for Specific Purpose) Courses

Dr. Katherine from the Foundation program presented the ESP courses developed by a taskforce at the University level in order to better serve student needs in English. The current ENGL 251 "English for Communication II" course was revised into ESP course in the following areas:

- Humanities
- Social Sciences
- Business
- Law

The new version of the course is built upon knowledge and skills gained from previous courses.

The taskforce is working on identifying the needed FTE and instructional resources needed for the proposed changes and to propose a mechanism to ensure that students will take this course prior to enrolling in their junior year courses.

There was a debate over the use of an external standardized exam as the final course exam. The College of Arts and Sciences and the College of Business and Economics requested the use of an external standardized exam as part of the regular course assessment, while the College of Law, College of Sharia and Islamic Studies, College of Education, Core Curriculum Program, and the Foundation Program Department of English (FPDE) did not recommend using such test as part of the regular course assessment.

Committee Action/ Recommendation

Committee Chair requested to share the proposal with concerned colleagues at all colleges and programs for additional review and feedback. Committee members agreed to review the proposal and to send the program/college feedback to the APLOA office for aggregation of all communicated feedback. During the meeting, committee members raised a certain number of observations/concerns listed below:

- Dr. Hassan recommended that CAS maintains the external standardized exam.
- Dr. Adam raised concern about student progress in their major if they fail the exam and the course.

Curriculum Enhancement Proposals:

- **CAS: Update Prerequisite for the PUBH 314 course**

The Public Health program requested to update the course prerequisites for PUBH 314 course titled “Health Education Practicum” as detailed below:

Course Id	Course title	Current course prerequisites	New requested prerequisites
PUBH 314	Health Education Practicum	PUBH 312	PUBH 222

The newly suggested prerequisite PUBH 222 “Foundations of Health Education” course covers, at the appropriate level, all topics needed to prepare students for the PUBH 314 course.

Committee Action/ Recommendation

Committee members recommends approval of the request.

- **CLAW: Update Prerequisite for the LAWC 215 course**

The College of Law in collaboration with the College of Business and Economics requested to update the course prerequisites for the LAWC 215 “Business Law” as detailed below:

Course Id	Course title	Current course prerequisites	New requested prerequisites
LAWC 215	Business Law	ENGL 004 or ENGL 111 or TOEFL 500 or IELTS 5.5 or TOEFL IBT 061 or TOEFL CBT 173	ENGL 004 or ENGL 111 or TOEFL 500 or IELTS 5.5 or TOEFL IBT 061 or TOEFL CBT 173 or ENGL 202

As per the current prerequisites for LAWC 215, students who completed ENGL 202 and thus are expected to have attained a level of proficiency higher than those who completed ENGL 111 are able to register in the course.

Committee Action/ Recommendation

Committee members recommends approval of the request.

- **CLAW: Update Prerequisites and Registration restrictions for the LAWC 422 course**

The College of Law requested to update the course prerequisites and registration restrictions for the LAWC 422 “Law of criminal procedures” as detailed below:

Course Id	Course title	Current course prerequisites	Current registration restriction	New requested prerequisites	New registration restriction
LAWC 422	Law of criminal procedures	LAWC 323	Must be enrolled in one of the following Levels: - Undergraduate	LAWC 324	Must be enrolled in one of the following Levels: - Undergraduate - Minimum 60 CH and above

LAWC 422 is an advanced course and requires that student completed a minimum number of CH in law courses as well as Law criminal I and Law criminal II courses.

Committee Action/ Recommendation

Committee members recommends approval of the request.

- **CENG: Update Prerequisites for the ELEC 471 course**

The Electrical Engineering program at the College of Engineering requested to update the course prerequisites for the ELEC 471 “Selected Topics in Computer Engineering” as detailed below:

Course Id	Course title	Current course prerequisites	New requested prerequisites
ELEC 471	Selected Topics in Computer Engineering	ELEC 364	ELEC 364 <u>OR</u> ELEC 366

The current ELEC 364 “Microprocessors” currently listed as a prerequisite is a deactivated course previously offered as part of the 2003 plan. This course was replaced by the ELEC 366 “Embedded Systems” course in the degree requirements of concerned programs.

Committee Action/ Recommendation

Committee members recommends **approval of the request**

- **CPH: Increase the duration for PHAR 691 course**

Due to the fact that MSc (pharm) students require an additional semester to complete their thesis work, the Master of Sciences in Pharmacy program offered at the college of Pharmacy requested to increase the course duration for the PHAR 691 “MSc (Pharm) Thesis” from one semester to two semesters. Students will get a “CC” grade at the end of the Fall semester and will be assigned a grade at the end of the first semester that will replace the CC grade assigned at the end of the next semester.

Committee chair indicated that based on VPSA feedback, implementation of the requested change in banner will require an update of the number of contact hours for the course from 5 CH to “0 to 5 CH”.

It is also to be noted that Qatar University is working on revising all Thesis courses in order to have a common and clear rules regarding the grading , the duration, the designation and the implementation in Banner for all Thesis courses.

Committee Action/ Recommendation

Committee members recommends **approval of the request**

- **CPH: Adding new course “Drug in Sport”**

The pharmacy program requested to offer a new elective course “Drugs in Sport” for the following reasons:

- Allow opportunities for students to choose from a number of offered elective course instead of being forced to take specific courses.
- Address an important and relevant subject matter: Safe and effective use of medications in sport. This is especially important as Qatar is playing a leading role in promoting sport in the region and worldwide.
- Provide a high quality elective course with contributions from national and international experts in the subject area (Anti-doping lab in Qatar – ADL-Q, Qatar Anti-doping Commission – QADC, Aspetar, Liverpool John Moore University, etc.)
- Non-Pharmacy students may find interest in taking this elective course especially those in health sciences, sports sciences and medicine.

The College has conducted a survey among students regarding this course and also initiated a research paper.

Committee Action/ Recommendation

Committee members recommends **conditional approval of the request** with the following observations :

- The program is encouraged to consult with the Sport science program and the law program. Study the opportunity for co-teaching where faculty from the Sport Science or law programs may be involved.
- Course content and program learning outcomes should be revised.

- **CAS-CSIS-CENG: Update the letter Grade of Thesis courses – graduate programs**

The College of Arts and Sciences, the College of Sharia and Islamic Studies and the College of Engineering requested to change the grade mode for all Thesis courses from “Letter grade” to “Pass/Fail”.

In addition, programs requested the inclusion of variable CH for thesis and dissertation with 0 CH assigned to defense.

Committee Action/ Recommendation

Committee members recommends **conditional approval of the request** with the following observations:

- AVP for graduate programs should consider adding “Pass with distinction” in addition to “Pass/Fail”.
- All programs are encouraged to merge Thesis course I and II (when applicable) before implementation the new grade mode.
- Feedback from Student Affairs on the feasibility of implementing the request in Banner is a prerequisite for approving the request.

- **CAS: Establishment of a new Department of Foreign Languages**

Dr. Steven briefly presented the proposal of establishing a new department of Foreign Languages at the College of Arts and Sciences. All existing “languages courses” will be offered under this department in addition to offering new courses such as Korean and Chinese Languages. The full proposal will be communicated to Committee members for feedback and recommendations.

- **CENG: Restructuring of the College Requirements Unit (CRU)**

Dr. Mahmoud presented the proposal submitted by the College of Engineering to restructure the existing College Requirement Unit (CRU) which is responsible for coordinating courses of the General Engineering Program, into a Department of Technology Innovation and Engineering Education (TIEE) which will focus on Multidisciplinary Technology Innovation, Design, and Engineering Education.

The proposal was motivated by internal and external drivers and built upon existing assets at CENG, and will be conducted with Zero cost through re-allocation of internal resources and gradual attraction of needed expertise over the next 4-5 years.

Committee Action/ Recommendation

While committee members welcomed the proposal and were in favor of recommending approval, it was agreed that the proposal be forwarded to all members for further review and feedback.

Additional Topic:

- ***Financial Budget***

The committee chair informed members that the government is adopting a new fiscal year to be in line with the calendar year and thus the timeline for budget requests and approval has changes. As assessment and planning are linked to budget, the committee will soon need to revise the timeline for some of the processes related to committee work including the Academic program review process to meet the new budget timeline. Further details on the new budget timeline will be provided once available.

7. Tasks and Assignments Generated During the Meeting			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Provide feedback on the proposed English ESP courses	All College Representatives		Feedback and Recommendations
Sharing final version of syllabus of "Drug in sport" course with the sport science program and the law program	CPH Representative		Revised version of course syllabus
Provide feedback on grade mode/defense for Thesis courses Identify courses that need to be merged	All College Representatives		Feedback and Recommendations
Review the proposal of restructuring the CRU Unit	All College Representative		Feedback and Recommendations
Review the proposal of new department of foreign languages	All College Representatives		Feedback and Recommendations
8. Next Meeting			
<i>February 26, 2015</i>			