



Meeting Minutes

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

Date of Meeting:	Thursday, February 26, 2015		
Time of Meeting:	8:00 to 10:00		
Minutes Prepared by:	APLOA Office		
Meeting No:	5		
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. 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. Absent / Apologies			
Dr. Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
4. Invited			
Dr. Ibrahim Al-Ansari	Assoc. Dean for Acad. Aff., CSIS, member	dralansari@qu.edu.qa	4403 4433
Dr. Abdelkader Bekhouche	Professor of Islamic Culture and Dawa	bekhouche@qu.edu.qa	4403 4428
Dr. Sebti Fofou	Head Of Department of CS and CE	sfoufou@qu.edu.qa	4403 4253
Dr. Yousef Haik	Associate VP for Graduate Programs	yhaik@qu.edu.qa	4403 4366
5. Detailed Meeting Agenda			
<ul style="list-style-type: none"> → Follow up on Previous Committee Meeting: <ul style="list-style-type: none"> → Proposals for the Establishment/Restructuring of Academic Entities → Curriculum Enhancement Requests <ul style="list-style-type: none"> - CPH: Offering a new elective course "Drug in sport" - Graduate Programs, Change of Grade Mode for Thesis Course & New Thesis Defense course → Discuss Implementation of the Academic Program Review Process for the Following Programs: <ul style="list-style-type: none"> - CAS: Biomedical Sciences; English Literature and Linguistics, Human Nutrition, Statistics programs - CPH: Bachelor level program in Pharmacy → Discuss Curriculum Enhancement Proposals: <ul style="list-style-type: none"> - CSIS - Master in Quranic Sciences and Exegesis: Add a new course "Studies in Exegesis" - CSIS - Bachelor in Islamic Studies: Add a new Course "Alliances of Civilizations". - CBE - Bachelor in Accounting: Add a new course ACCT 412 "Internal Audit 1" - CBE - Adding English courses as prerequisite to a number of courses. - CENG, CSE – Major curriculum changes in CS and CE programs - CAS, CPH, CMED: Joint request for sharing, adding courses and updating degree requirements. → Additional Topics 			

6. Meeting Notes, Decisions, Issues

Follow up on Previous Committee Meeting

The proposal submitted by the College of Engineering to restructure the existing College Requirement Unit (CRU) is to be communicated to the Academic Council for further review and feedback.

The proposal of establishing a new department of Foreign Languages at the College of Arts and Sciences will be communicated to Committee members for feedback and recommendations.

The pharmacy program requested to offer a new pharmacy elective course “Drugs in Sport” was discussed during the last meeting hold on January 22, 2015 and the committee requested additional revisions and consultation with other programs. The program provided the requested material and consulted with the sport sciences director and the law program as recommended by Committee members. Both gave their full support in offering the course. In collaboration and consultation with the Law program, a law related topic was added to the course content. The committee chair recommended to further revise the course contents to allow for the allocation of 3 CH to the course instead of only 2 CH as a 2CH course may fail to attract students enrolled in the Sport Science program or other programs offered at the university. Dr. Sherief is to meet with the committee chair to study available alternatives and to resolve additional issues regarding the course.

The proposal to update the grade mode for all Thesis courses was communicated by Dr. Yousef, the AVP for Graduate Programs, to all Colleges. All Colleges approved to move from “letter grade” to “Pass fail”. Adding “Pass with distinction” to the current “Pass/Fail” should also be communicated to all concerned programs in order to have their feedback on the additional grade of “Pass with distinction”. Dr. Yousef, highlighted that while the grade “Pass with distinction” is made available, it is optional and faculty/programs may choose to use or not to.

Academic Programs Review

Ms. Rana Malhas, Academic Program Review and Accreditation coordinator provided a brief report on the status of programs schedule for review and the planned reviews to be conducted during this Spring Semester.

Curriculum Enhancement Requests

- ***CSIS: Adding new course “Alliances of Civilizations” to the Islamic Studies program***

The Islamic studies program requested to offer a new elective course “Alliances of Civilizations” based on the state/government recommendation forwarded by the VP&CAO. The proposed course once offered at the college level will be proposed for inclusion in the offering of the CCP to be available to all university students.

Committee Action/ Recommendation

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

- The program is encouraged to benchmark with universities in the region offering similar course.
- The course title and course content should be revised.
- The proposal should be updated by correcting the request for having the course offered as elective and not as a required course.
- Course details should be provided in English after revising the Arabic version.
- Number of contact hours should be updated to 3.
- The course number should be at the 200 level.

- ***CSIS: Adding new course to the Master in Quranic Sciences and Exegesis program***

The Master in Quranic Sciences and Exegesis program requested to offer a new elective course. It will be the first course offered in the region. All required material was provided to justify the addition of the course.

Committee Action/ Recommendation

Committee members recommend **approval of the request** with the following observations:

- Course details should be provided in English.

- **CBE: Adding new course to the Accounting program**

Based on the last APR visit and following a demand to meet market and different stakeholder’s needs, the College of Business and Economics requested to offer a new elective course titled “Internal Audit 1”. The course will be added to the list of elective courses of the major and minor in Accounting for both the English and Arabic Tracks.

Committee Action/ Recommendation

Committee members recommend **approval of the request.**

- **CBE: Update Prerequisite for the ACCT 421 course**

The College of Business and Economics requested to update the course prerequisites for ACCT 421 as detailed below:

Course Id	Course title	Current course prerequisites	New requested prerequisites
ACCT 421	Accounting Information Systems	ACCT 116 OR ACCT 112	(ACCT 116 OR ACCT 112) AND ENGL 251

The ACCT 421 is taught in English for Accounting’ students under the Arabic Track. Having ENGL 251 as a prerequisite for this course will help students succeed in the course by ensuring that only students with appropriate level of English language skills register in the course.

Committee Action/ Recommendation

Committee members recommend **approval of the request.** Committee recommended adding ENGL 202 as prerequisite. Thus, changing the prerequisite to (ACCT 116 OR ACCT 112) AND (ENGL 251 OR ENGL 202)

- **CEDU: Update the registration restriction and the prerequisite for a number of courses**

The College of Education requested to update the prerequisites for methodology courses part of the Primary Education program and the course registration restriction of the EDUC 316 course as detailed in the tables below:

Course Id	Course title	Current registration restriction (Banner System)	New proposed restrictions
EDUC 316	Classroom management	Must be enrolled in one of the following Majors: Secondary Education General Education Primary Education Sport Science	Must be enrolled in one of the following Majors: Secondary Education General Education Primary Education Sport Science In addition, Students enrolled in the Bachelor of Education programs must have completed a minimum of 60 CH.

The requested update in course prerequisites is detailed in the table below:

Course Id	Course title	Current course prerequisites (Banner System)	New proposed prerequisites
EDEC 413	Integrated Math and Science for Young Children	EDUC 310 AND EDUC 312 AND EDUC 315	EDUC 310 AND EDUC 312 AND EDUC 315 AND BIOL 101 AND MATH 103
EDEC 453	Teaching Arabic Language to Young Children	EDUC 312 AND EDUC 313	EDUC 312 AND EDUC 313 AND ARAB 213
EDEC 454	Integrated Social Studies to Young Children	EDUC 310 AND EDUC 312 AND EDUC 315	EDUC 310 AND EDUC 312 AND EDUC 315 AND GEOG 110
EDEC 456	ESL and Young Children	EDUC 311 AND EDUC 313	EDUC 311 AND EDUC 313 AND ENGL 150
EDPR 446	Teaching Primary Level Arabic	EDUC 313	EDUC 313 AND ARAB 213 AND ARAB 218
EDPR 447	Teaching Primary Level Islamic Studies	EDUC 310 AND EDUC 312 AND EDUC 315	EDUC 310 AND EDUC 312 AND EDUC 315 AND ISLA 105 AND ISLA 106
EDPR 448	Teaching Primary Level Social Studies	EDUC 310 AND EDUC 312 AND EDUC 315	EDUC 310 AND EDUC 312 AND EDUC 315 AND HIST 222 AND GEOG 110
EDPR 450	Teaching Primary Level Science	EDUC 310 AND EDUC 312 AND EDUC 315	EDUC 310 AND EDUC 312 AND EDUC 315 AND CHEM 101 AND BIOL 101
EDPR 451	Teaching Primary Level Mathematics	EDUC 310 AND EDUC 312 AND EDUC 315	EDUC 310 AND EDUC 312 AND EDUC 315 AND MATH 103 AND MATH 104

As per the current prerequisites, students are able to register in these advance courses without having enough skills and knowledge.

Course Id	Course title	Current registration restriction (Banner System)	New proposed restrictions
EDUC 316	Classroom management	Must be enrolled in one of the following Majors: Secondary Education General Education Primary Education Sport Science	Must be enrolled in one of the following Majors: Secondary Education General Education Primary Education Sport Science In addition, Students enrolled in the Bachelor of Education programs must have completed a minimum of 60 CH.

Committee Action/ Recommendation

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

- The College needs to provide impact on students showing that the addition of prerequisites will not delay students' graduation.
- The College is encouraged to pre-reserve seats for their students from the College of Arts and science.

Major Curriculum Changes

- **CENG: Computer Science Program**

The Computer Science requested major curriculum changes for their major and minor including the following:

- Proposed Changes in the Major:

- Delete PHYS 193 General Physics for Engineering II and PHYS 194 Experimental General Physics for Engineering II from the College Requirements Package.
- Update contact hours for “CMPS 151 Programming Concepts” from 3 LC to 2 LC + 3 LB
- Delete CMPS 152 “Programming Concepts Laboratory”
- Update number credit hours for CMPS 493 Senior Project I from 1CH to 3CH and course prerequisites from “Department Approval” to “Departmental Approval + CMPS 411”
- Delete CMPS 311 Object Oriented Modeling course
- Add a new course CMPS 312 Mobile Application Development 3CH (2 Theory + 3 Lab) and having CMPS251 as a prerequisite
- Update number of contact hours for CMPS 356 Software Development of Enterprise Applications from 3LC to 2 LC+ 3LB.
- Update CMPS 351 Fundamentals of Database Systems Prerequisites
- Add BIOL 110 “Human Biology” to the Major Supporting Requirements
- Delete CMPS 321 Information Systems
- Merge the list courses of the ‘Major CS Electives Sub-package (9-15 CH)’ and ‘Common Electives Sub-package (0-6 CH)’ into a single package named ‘CS Major Electives (15 CH)’.
- Update course prerequisite for CMPS 373 “Computer Graphics “
- Update the course description of CMPS 465 “Parallel & Distributed Systems”
- Update course prerequisite for CMPS 453 “Data Mining”

- Proposed Changes in the Minor:

- Delete CMPS 152 Programming Concepts Laboratory , CMPS 205 Discrete Structures for Computing and CMPE 263 Computer Architecture and Organization I courses.
- Add CMPS 200 “Computer Ethics”, CMPS 312 “Mobile Application Development” and CMPS 356 “Software Development of Enterprise Applications” courses.
- CS Minor students who already took GENG 106 Computer Programming before joining CS Minor should take any CS major elective course instead of CMPS 151 Programming Concepts.

Committee Action/ Recommendation

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

- Reconsider the addition of CMPS 411 as prerequisite for the first senior project course that is to be taken by students in their first semester of their senior year. If retained, the course number for CMPS 411 should then be changed to 300 level.
- Provide detailed course syllabus for CMPS 467.
- Following the reduction of 1 CH in CMPS 151 and deletion of CMPS 311, the contents of CMPS 251 should be revised.
- Need to revise the prerequisite for the new proposed course CMPS 312 to ensure that student possess the required knowledge and skills before registering in the course.
- The proposed updates for CMPS 151 made the course very similar to GENG 106. The program should consider avoiding such duplication.
- Other courses should build on the newly introduced BIOL 110 course. The program may want to consider offering a new course in computational biology to better serve their students.
- Study overlap with the CE program.

- **CENG, CSE: Major Changes in the Computer Engineering Program**

The Computer Engineering program requested a major curriculum change including the following:

- Update contact hours for “CMPS 151 Programming Concepts” from 3 LC to 2 LC + 3 LB
- Delete CMPS 152 “Programming Concepts Laboratory”
- Update number of credit hours for CMPE 498 Senior project I from 1 to 3 CH and add CMPS 411 as course prerequisite.
- Update CMPE 457 Data Communication and Computer Networks II to have an embedded lab and becomes 4 CH.
- Delete Free Electives Package.
- Delete CMPE 472 Performance Evaluation (3CH) from the list of CE electives.
- Delete CMPS 351 Fundamentals of Database Systems (3CH) from the list of CE electives.
- Merge the list courses of the ‘Major CS Electives Sub-package (9-15 CH)’ and ‘Common Electives Sub-package (0-6 CH)’ into a single package named ‘CS Major Electives (15 CH)’.
- Add a new course CMPS 312 Mobile Application Development 3CH (2 Theory + 3 Lab) and having CMPS251 as a prerequisite
- Adding a new course CMPE 487 Hardware Software Co-Design (3CH) to the list of CE electives.
- Adding a new course CMPE 488 Sensor Networks (3CH) to the list of CE electives.

Committee Action/ Recommendation

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

- Reconsider the addition of CMPS 411 as prerequisite for the first senior project course.
- The DAWA 101 course listed in the last year of the study plan should be moved to the first or second year. It was agreed during the meeting that the program will not change it for next academic year but will consider this issue.
- Study overlap with the CS program.

- **CENG: Change in Master and PhD in Electrical Engineering Programs**

The Electrical Engineering department requested a major curriculum changes for their Master and PhD programs with the following main changes:

Master program:

- Decrease the number of credit hours in the Major core requirement package from 12 CH to 9 CH. The Major requirements will slip into two packages: A Major Core Requirements that includes two mandatory courses “GENG 606 Graduate Seminar (0 CH)” and “GENG 602 Applied Research Methodology (3 CH)” and a core-supporting sub-package in which the students need to take 6 CH.
- Increase the number of credit hours to be taken from the Major Elective package from 12 CH (4 courses) to 15 CH (5 courses).
- Adding five new major elective courses to the Master program in Electrical Engineering.
- Adding a new course “Optimization Methods” to the Major core requirement package of the Master Program.
- Change the Master thesis course ID from GENG 699 to ELEC 699.
- Change the title of the course ELEC 559.

PhD program:

- Adding five new major elective courses to PhD in Electrical Engineering program and removing one existing course due to similarity to one of the new proposed course.

- Adding three existing Major elective courses in the Master Program to the list of PhD elective courses.

Committee Action/ Recommendation

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

- Correct the total number of CH for the Thesis package to 12 CH.
- Update the number of credit hours for the Thesis course from 12 CH to “0 to 12” CH since the course is offered over two semesters.
- Change the course number for ELEC 699 to ELEC 690.
- Revisit the course title of ELEC 559 Biomedical Signal Processing & Diagnosis. The word diagnosis should be reconsidered because Biomedical Diagnosis is usually performed by Physicians and not engineers.
- Correct the DENG 699 course title in Tables 3 and 4.
- Most of the new courses are 500 level courses while it is recommended to add course code at 700 level for the PhD program.

Additional Topics:

The following two additional proposals submitted by the College of Business and Economics and the College of Education will be communicate to Committee members for feedback and recommendations:

- Offering dual tracks (Arabic and English) for all Business programs.
- Program restructuring for the Secondary Education program.

7. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Review the CBE proposal for offering dual tracks	All College Representative	<u>Tuesday</u> <u>March 24</u>	Feedback and Recommendations
Review the CEDU proposal of restructuring the Secondary Education Program	All College Representative	<u>Tuesday</u> <u>March 24</u>	Feedback and Recommendations
Revised version of the CSE major change proposal for CS and CE programs	CENG representative	<u>Sunday</u> <u>March 22</u>	Revised version of proposals
Finalize details of the Drugs in Sport Course	Committee chair and CPH College representative	<u>Tuesday</u> <u>March 24</u>	Revised Syllabus
Submit requested docs for “Alliance of Civilization Course”	CSIS College representative	<u>Tuesday</u> <u>March 24</u>	Requested materials
Study Impact on students of CEDU proposed update in course prerequisites.	CEDU College representative	<u>Tuesday</u> <u>March 24</u>	Report on student impact
Revise Electrical Engineering proposal for changes in the MSc and PhD programs	CENG College representative	<u>Tuesday</u> <u>March 24</u>	Revised version of request base don committee member’s observations

8. Next Meeting

TBD