



Meeting Minutes

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

Date of Meeting:	Thursday, April 5, 2015		
Time of Meeting:	8:00 to 10:00		
Minutes Prepared by:	APLOA Office		
Meeting No:	6		
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. Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520
3. Absent / Apologies			
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
Dr. Yaser Khalaileh	Assoc. Dean for Acad. Aff., CLAW, member	khalaileh@qu.edu.qa	4403 5277
4. Invited			
Dr. Lina Kassem	Assoc. Director, CCP, member	linamk@qu.edu.qa	4403 4046
5. Detailed Meeting Agenda			
<p>→ Follow up on Previous Committee Meeting:</p> <p>→ 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>→ CBE Proposal for offering Parallel Tracks for all Arabic taught programs</p> <p>→ Curriculum Enhancement Requests</p> <ul style="list-style-type: none"> - CEDU – Bachelor in Secondary Education – Major Changes in the Physics Concentration area - CEDU – Bachelor in Secondary Education – Major Changes in the Math Concentration area - CEDU – Bachelor in Secondary Education – Major Changes in the Biology Concentration area - Revisiting of the CCP proposal for the offering of English ESP courses - Revisiting the CENG Major Change proposals for the Master and PhD in Electrical Engineering <p>→ Additional Topics</p>			

6. Meeting Notes, Decisions, Issues

Follow up on Previous Committee Meeting

Feedback and updates in accordance with the committee recommendations for the requests listed below were received from the concerned programs, these requests will be submitted to the VP&CAO for final decision with a recommendation for approval from the committee:

- Request submitted by the College of Engineering for the Master and the PhD in Electrical Engineering programs was updated in accordance with the APR&CE Committee's recommendations.
- Additional material including benchmark and updated course syllabus for the new ARAB 225 course proposed by the College of Arts and Sciences was submitted by the program.
- The College of Pharmacy submitted the updated course syllabus for the Drug in Sport course.
- The College of Education submitted the requested study of impact on students of CEDU proposed update in course prerequisites.

Course Designation

Following up on agreement reached during the APR&CE Committee meeting held on November 18, 2014 about the need to review and update the current course designations recorded in Banner for all offered courses in compliance with the new course designations introduced in the Faculty Workload policy, the list of courses offered by all Colleges with the associated course designation as currently recorded in Banner were sent to each College representative. Colleges and Programs completed their review of course designations and suggested new course designations when appropriate. The APLOA office reviewed the college and program suggestions and requested feedback and justifications for some of the requested changes. Feedback from all colleges for whom a request for additional information was sent by the APLOA office, is expected by the end of next week. The College of Arts and Sciences and the College of Education have already provided the required justification. The final list of proposed changes will then be submitted to the VP&CAO for decision and will be sent to VPS for implementation according to the VP&CAO decision.

Restructuring of the CRU unit

The proposal submitted by the College of Engineering to restructure the existing College Requirement Unit (CRU) was communicated to Committee members for review and a brief written report including feedback and recommendations was requested from each member. The proposal is also scheduled for review by the Academic Council. Additional feedback and recommendations were provided during the meeting and are summarized in the following:

- The combination of technology innovation and engineering education in the same department is not a common practice except for Penn State as per the provided benchmark.
- A problem in the distribution of workload among faculty in the new department might be faced.
- The Unit should develop clear plans for finding and recruiting multidisciplinary faculty members.
- There should be further details on the collaboration between the different departments at the college and the affiliation of faculty.
- There is a need to place greater emphasis on professional development in order to encourage team work between multidisciplinary faculty members and to avoid resistance.
- It is unclear how the College will be able to restructure the Unit at "zero" cost.
- The proposal does not seem to be a transformation, rather a creation of a new unit using existing resources.

Establishing a new department of Foreign Languages at the College of Arts and Sciences

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

Currently the university is offering a number of foreign language courses. Faculty teaching these courses are

working in isolation, and also have little commonality with faculty in the Departments where they are currently affiliated with. At present, faculty members who teach Persian, Hebrew and Turkish are located within the Department of Arabic Language; faculty members who teach French and Spanish are located within the Department of Humanities; faculty members who teach Japanese are located in the Department of International Affairs.

The department will also offer Korean, German and Mandarin Chinese languages in addition to hosting the recently approved new minors in French and Spanish. Combining all foreign languages within a single department, will enhance teaching and learning of foreign languages.

Committee member's discussion included the following:

- The different languages can be offered under the English Literature and Linguistics Department instead of creating a new department.
- A unit within the department may be a more appropriate option. The proposal does not show plans for the proposed department to offer degree awarding programs.
- The proposed name for the department may best be changed from "foreign" to "modern".
- It's important to ensure that the proposed department establishes and maintains close collaboration with the continuing education program.
- The rationale for the proposal focused mainly on Faculty but not on the implications on students.

Committee Action/ Recommendation

Committee members recommends **Revision of the request** based on the following observations and recommendations:

- Foreign languages may be best offered under a ***Unit*** and not a department. The majority of committee members voted for a unit instead of a department.
- There should be consultation and prior agreement with the Foundation Program for the use of their labs. It is to be noted that currently the Foundation Program is using some of the labs of the College of Business and Economics due to limited availability of labs. Evidence of agreement and/or prior communication with FP is to be joined with the final version of the proposal.
- It is important to ensure that offered foreign language courses are college level courses.
- The unit should offer non-credit courses as bridge courses to help students in improving their basic skills in foreign languages before enrolling in credit bearing courses.
- The Unit should provide details on where the Unit will be physically hosted (Male/Female Campus).

CBE proposal for offering Parallel Tracks

The proposal of offering dual tracks at the College of Business and Economics was communicated to Committee members for feedback and recommendations.

In compliance with the SEC decree issued in 2012, the language of instruction of programs offered at CBE was changed from English to Arabic (Arabic track). However, to fulfill the university commitment towards students already enrolled in the programs where the language of instruction is English (English Track) the College continued offering the programs in English to students already admitted at QU. To satisfy stakeholders' demand and in order to help maintain its AACSB accreditation, there is a need for the college to reopen the English track for all Business programs with the same credit and graduation requirements as the Arabic track. There is also possibility of transfer to allow students to move from a track to another when applicable.

Committee member's discussion included the following:

- A cost analysis is deemed necessary to demonstrate the potential impact of offering a dual track.
- There are clear and convincing justifications of the need of dual Arabic-English tracks. However the

implication of offering two tracks should be considered as this might create inequality at the job market.

- The impact on Faculty is not detailed. The proposal should clearly indicate whether additional faculty will be needed to support either or both tracks as those teaching in Arabic may not necessarily be able to teach in English and vice-versa.

Committee Action/ Recommendation

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

- The proposal needs to clearly highlight the need and advantages of having two separate tracks instead of a single track where students gain proficiency in both languages. The current version of the proposal and the provided rationale and data including feedback from stakeholders seems to favor the offering of a single program where proficiency in both languages is needed instead of two separate tracks.
- The College should study the implication of having two tracks on student employment.
- The College should develop a clear implementation plan to support the implementation of both tracks in Banner and the transfer of students from one track to another. The program should consult with the office of the Vice President for Student Affairs on the details of such plan.
- Clear requirements should be defined for the transfer of students from one track to another.

Foundation program: ESP (English for Specific Purpose) Courses

The proposal of offering English ESP courses developed by a taskforce established by the VP&CAO was communicated to Committee members and a brief written report including feedback and recommendations was requested from each member. Additional feedback and recommendations were provided during the meeting and are summarized in the following:

- The mandate of the taskforce was presented in the proposal but not the rationale for the changes.
- The following statement should be reedited or removed “The Foundation Program Department of English strongly disagrees with the use of an external standardized exam as the ENGL 251 course final exam, because it creates a barrier to graduation for students”. The main issue with the statement is the use of the word “barrier” as such exam does not necessarily represent a “barrier”.
- The assessment components and weightings are not unified among the four strands (versions of the course).
- External examinations are outside the control of the university and so any changes made by the owners might produce significant effects.
- The risk in the use of such exams is to have courses geared towards preparing students to succeed in these exams.
- The College of Arts and Sciences firmly supports and strongly requests the inclusion of the Cambridge First Exam as the final exam for ENGL 251. The same for the College of Business and Economics.
- There is a lack of connection and progress between ENGL 250 and the new ENGL 251 courses.
- The universities used as benchmark do not reflect the same situation as Qatar University and thus considered as not highly relevant to the comparison.
- The content of developed courses is not clear and requires clarification.
- The same format should be adopted for the syllabi of the developed courses.

Committee Action/ Recommendation

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

- The Implementation plans should be revised to include a transition period during which the Foundation

Program will pilot the offering of the new ESP courses and the implementation of the standard exam for a limited number of students before full implementation of the courses.

Curriculum Enhancement Requests

CEDU: Replace a course in the Mathematics Concentration of the Secondary Education program

In collaboration with the department of Mathematics, Physics and Statistics department at the College of Arts and Science, the Secondary Education program requested to replace the GENG 106 “Computer Programming” course by MATH 365 ‘Scientific Computation & Programming’ course to better serve the student’s need.

Committee Action/ Recommendation

Committee members recommends **conditional approval** of the request. While committee members approve the replacement of the GENG 106 course by the Math course. There is a need to develop the detailed syllabi for the MATH 365 course.

CEDU: Major changes in the Physics Concentration of the Secondary Education program

The Secondary Education program requested major changes in its Physics Concentration as detailed below:

- Delete the course PHYS 201 “Renewable Energy” from the list of required courses.
- Delete the courses BIOL 101 from the list of the required courses.
- Delete General Physics II (PHYS 102) and the General Physics II Lab (PHYS103).
- Delete the course Electronic 1 (PHYS 221)
- Delete the course Electromagnetic theory (PHYS 301).
- Add the following physics courses to the list of required courses:
 - PHYS 261 Thermodynamic & Statistical Physics*
 - PHYS 303 Mathematical Physics
 - PHYS 351 Nuclear Physics I
 - PHYS 371 Optics
 - PHYS 104 General physics I Lab

Committee Action/ Recommendation

Committee members recommends **delaying decision on the request** for the following reason:

- The College of Arts and Sciences submitted a proposal for reactivating the Physics program and for updating the program curriculum which may result in the introduction of new courses and deletion or revision of existing courses. The Physics program proposal is to be subject to external review and further changes may be made following external reviewer’s feedback. Changes in the physics courses offered as part of the Secondary Education program should take into account the revision of the courses offered as part of the Physics program. Thus, it is recommended that the requested change in courses be conducted in parallel with the CAS request for reactivating the Physics program.

CEDU: Major changes in the Biology Concentration of the Secondary Education program

The Secondary Education program requested major changes in its Biology Concentration as detailed below:

- Replace the course PHYS 183 “Introduction to General Physics” by PHYS 110 “General Physics for biology”.
- Delete the courses BIOL 312 “Animal Histology” from the list of the required courses.
- Delete the course BIOL 467 “Regional Ecosystem” from the list of the required courses.
- Delete the course BIOL 442 “Environmental Mgmt and Conservation” from the list of the required courses.

- Add the following Chemistry courses to the list of required courses:
 - CHEM 211 “Organic Chemistry I”
 - CHEM 351 “Basic Biochemistry”
 - CHEM 352 “Experimental Biochemistry”

Committee Action/ Recommendation

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

- PHYS 111 should be considered to be included in the proposal as it is the practical course of the PHYS 110 course.
- CHEM 211 should be replaced by CHEM 209.

Additional Topics:

The committee chair informed members of the committee that the university is studying the possibility of establishing a committee similar to the APR&CE committee to focus on graduate programs while the APR&CE committee will be focusing on undergraduate programs. Formal announcement will be made by the VP&CAO once the proposal is reviewed by the EMC and final decision reached by the President.

7. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Revised version of the CBE proposal for offering dual tracks	CBE representative		Revised version of proposal
Detailed syllabi for the MATH 365 course	CEDU and CAS representatives		Course detailed syllabi
Revised version of the proposal for establishing a Department of Foreign Languages at the College of Arts and Sciences	CAS representative		Revised version of proposal
Pilot the implementation of ESP courses	Committee chair and CCP representative		Implementation Plan

8. Next Meeting

TBD