To: Professor Hassan Hamdan Al Alkim, President

From: Prof. Stephen Wilhite, Provost   *Stephen C. Wilhite*
Re: Academic Council Actions   AY 2021- 2022 / MTG 11
Date: July 15, 2022

The Eleventh Academic Council Meeting was held on 15 July 2022 through Microsoft Teams due to application of precautionary measures to limit the spread of COVID-19. The main purpose of this meeting was to consider curriculum changes, review of the Online and Distance Learning Policy and discuss English Language Proficiency and other Admission Conditions.

The Chair and five other members attended the meeting. Mr. Khalid Kunna, the Associate Registrar was invited to this meeting to follow up with the actions taken at this meeting since the position of Registrar is currently unfilled.

The Provost applied the motion procedure in considering all of the agenda items.

At its meeting of July 15 2022 the AURAK Academic Council took the following actions, which I hereby submit for your consideration:

AY 21-22.11.1   Welcome
  ➢ The meeting started at 11:15 am with welcome remarks made by the Provost.
  ➢ The Provost informed the members about the MoE Unannounced Inspection visit which has conducted yesterday and this morning. This inspection focused on conditional admissions at the undergraduate level.
  ➢ The Provost announced that the most important feedback from the inspectors is that our policies and procedures should be updated based on the decrees received from the MOE.
  ➢ The Provost thanked the Enrollment Management Department team and Office of Institutional Strategy and Excellence for their responsiveness to the inspectors.

AY 21-22.10.2   Minutes and Actions from Previous Meeting:
        ➢ **The Academic Council members unanimously approved the following**:
                • Minutes of Eighth Meeting which were circulated on 16 June 2022 without any changes
                • Minutes of Ninth Meeting which were circulated on 16 June 2022 without any changes

        ➢ The Minutes of Tenth Meeting will be circulated shortly.

AY 21-22.10.3   Curriculum Items:

➢ **The Academic Council members unanimously approved the following curriculum changes:**

⬭ **Curriculum Changes submitted by the schools directly:**

I. School of Business

▪ Rational: Based on the ERT team request the PLOs for the MBA and EMBA have been modified.

✛ Program Modifications

❖ MBA (PLOs)

❖ EMBA (PLOs)

Document R09-7
DC Proposed set of MBA PLOs to address MBA ERT concerns

QF Emirates Mapping		MBA Program Learning Outcomes (PLOs) On successful completion of this program the graduate will be able to:
A Knowledge	PLO 1	Evaluate core business knowledge for the effective functioning of local and international organizations across business sectors. OK
C Competence c. Role in context	PLO 2	Enhance strategic management role through analysis of the corporate strategy, constructing viable and effective solutions in the process. Replaces Enhance strategic management roles by applying program knowledge to solve complex business problems, constructing viable and effective solutions in the process
C Competence a. Autonomy and responsibility	PLO 3	Assess effectiveness of corporate governance, ethical functioning, and socially responsible organizational behavior. Replaces Justify corporate governance, ethical functioning, and socially responsible organizational behavior
B Skill	PLO 4	Develop teamwork, interpersonal, communication and leadership skills for communicating business requirements to organizational personnel and stakeholders. Replaces Cultivate teamwork, interpersonal, communication and leadership skills for communicating complex business requirements to organizational personnel and stakeholders.
C Competence a. Autonomy and responsibility	PLO 5	Produce critical and entrepreneurial thinking to support decision-making for business innovation and sustainability. Replaces Stimulate critical and entrepreneurial thinking to support decision-making for business innovation and sustainability.

C Competence c. Role in context	PLO 6	Integrate research principles and techniques to address business issues. OK
C Competence b Self-development	PLO7	Combine personal reflection with further learning for professional development of own career. Replaces Demonstrate personal reflection for professional development of career.

DC Proposed set of EMBA PLOs to Address MBA ERT concerns

QF Emirates Mapping		EMBA Program Learning Outcomes (PLOs) On successful completion of this program the graduate will be able to:
A Knowledge	PLO 1	Evaluate advanced business knowledge for the effective functioning of local and international organizations across business sectors. OK
C Competence c. Role in context	PLO 2	Enhance strategic leadership roles by applying program knowledge to solve complex business problems constructing viable and effective solutions in the process.
C Competence a. Autonomy and responsibility	PLO 3	Assess effectiveness of strategic leadership in corporate governance, ethical functioning, and socially responsible organizational behavior. Replaces Justify corporate governance, ethical functioning, and socially responsible organizational behavior
B Skill	PLO 4	Develop skills of collaborative decision making through teamwork and leadership to communicate complex business requirements to organizational personnel and stakeholders. Replaces Cultivate teamwork, interpersonal, communication and leadership skills for communicating complex business requirements to organizational personnel and stakeholders
C Competence a. Autonomy and responsibility	PLO 5	Produce critical and entrepreneurial thinking for effective decision-making towards business innovation and sustainability. Replaces Stimulate critical and entrepreneurial thinking to support decision-making for business innovation and sustainability.
C Competence c. Role in context	PLO 6	Integrate research principles and techniques with prior work experience to execute a major business project. OK
C Competence b Self-development	PLO7	Combine personal reflection with program learning for professional development to executive level. Replaces Demonstrate personal reflection for professional development appropriate to mid-stage of career.

- The Council approved the revised PLOs, noting that the proposal came directly from the School to the Council without review by the University Curriculum Committee because of the short time frame for responding to the ERT report. The School of Business will submit the relevant curriculum forms to document these changes.

II.   School of Engineering

> **The Academic Council members unanimously approved the following curriculum changes:**

♣   Program Modifications:

▪   Rationale: Based on the ERT team request. These changes were approved by the School Curriculum Committee and submitted to the UCC in June 2020, but no action was recorded by the UCC. Some of these actions have been implemented on the system and some have not yet. Most of the changes below are reflected in the current university catalog.

▪   The changes below do not affect the total credit hours in effect at that time.

❖   Mechanical Engineering Program

1. Theory of Machines (MENG 421) was moved from elective to core courses.

2. HVAC (MENG 461) and Design of Thermal Systems (MENG 462) were moved from core courses to elective courses.

3. HVAC (MENG 461) and Refrigeration Systems (MENG 467) have been merged into one course as HVAC and Refrigeration Systems (MENG 461).

4. The two elective courses Energy Conversion and Management (MENG 463) and Energy Conservation (MENG 465) have been merged into one course as Energy Conversion and Management (MENG 463).

5. Product Design (IENG 412), Building Services (MENG 466) and Metrology (IENG 413) were removed from the elective courses.

6. IENG 311 was reduced to 2 credits and IENG 313 with 1 CH was added to the program.

➕ Change of Existing Couse:

✓ MENG 463 (Course Title): Change of title from Energy Conversion to Energy Conversion and Management.

❖ Industrial Engineering Program

1. Course title Manufacturing Processes I was changed to Manufacturing Processes since the course IENG 312 Manufacturing Processes II was removed from the study plan.

2. Manufacturing Processes Lab (IENG 313) and Human Factors Lab (IENG 324) courses have been added as a core courses.

3. Facility Planning (IENG 422), Project management (IENG 425), Simulation (IENG 427), Operation Research II (IENG 428) and Design of Experiment (IENG 441) have been moved from technical electives to core courses.

4. Supply chain Management (IENG 430) and Advanced Manufacturing Technologies (IENG 429) courses have been added as technical electives.

5. Manufacturing Processes II (IENG 312) and Machine Element Design (IENG 453) have been removed from IE core courses.

6. The technical electives CAD/ CAM (IENG 411), Product Design (IENG 412), Metrology (IENG 413), Industrial Engineering Design (IENG 442), Control Systems (IENG 451), and Industrial Automation (IENG 452) have been removed from the technical electives.

7. No changes with the total number of credits (133) for IE Program at the time when the application was made in 2020.

✦ New Courses:

❖ Industrial Engineering Program

▪ Rationale: These courses are very important for the current students, and they are a part of their teach out plans.

➢ **The Academic Council members unanimously approved the creation of the following courses:**

✓ IENG 313
✓ IENG 324
✓ IENG 429
✓ IENG 430

◉ **Curriculum Changes submitted by the University Curriculum Committee:**

➢ **The Academic Council members unanimously approved the following curriculum actions proposed by the University Curriculum Committee listed below:**

I. School of Engineering

1) Graduate remedial courses, and changing the number of credits of ENGR500 from 4.5 to 3 credits.
   a) The School of Engineering has put into place the following 9 credits of remedial/foundation courses which do NOT count toward fulfilling the requirements of the MEPM Program that students conditionally admitted with an undergraduate CGPA of equal or higher than 2.0 and less than 2.5 must complete within one semester the following courses in order to be fully admitted to the program. The student must achieve a minimum CGPA of 3.0 in these nine credits of courses studied for the graduate program or be subject to dismissal:
   - ENGR 500 Engineering Foundation for Graduate Students (3 CH)
   - MBFN 500 MBA Foundation (3 CH)
   - One of the following two courses:
     o EDUC 525 Theories of Leadership and Administration (3 CH)
     o EDUC 640 Inclusive Leading of Diverse Groups (3 CH).
   b) ENGR 500 has been changed from 4.5 CH to 3 CH to satisfy the above.

II. School of Arts & Sciences:

- ✓ EDUC 680 and EDUC 695 courses (change of grade from letter grade to S/U)
- ✓ MATH 225 - Changes: CLOs changed / AI Program Mapping changed.

    The CLOs were changed (at the request of the Engineering Department) so that mapping for AI could be completed according to the recommendations/requirements of the External Review Team.

- ✓ EDUC 680 - Changes:
    (1) the title was changed to Applied Research I. The MOE required 6-9 hours of research for all graduate degrees which made it necessary to take an existing course and modify it to meet the research requirements.
    (2) The pre-requisites/co-requisites were changed - the current program MUST have multiple starts and this makes pre-requisites problematic with the limited number of faculty who can teach. Education can offer 7-8 courses per semester with the current faculty, and to keep the prerequisites the program would have to offer 11 courses per semester. This is not possible currently.
    (3) The course description was changed to reflect the course content.
    (4) The CLOs were changed to reflect the course content.
    (5) The grading scale reflects the changes to S/U approved by the committee for EDUL 685 last academic year. EDUC 680 is basically a modified version of EDUL 665.
    (6) The CLO/PLO mapping was altered to correctly reflect the correct mapping.

- ✓ EDUC 695 Changes:
    (1) Title change from Applied Research Project to Applied Research II. This change is needed for compliance with MOE requirements.
    (2) Course description was slightly modified to make it align with the research paper "thesis" rather than a project.
    (3) CLOs were rewritten to reflect the goals of the course.
    (4) The assessment tools were changed to reflect the changes in the course content.
    (5) The "S/U' grading scale was added taking the correct wording from the Current Grading Policy.
    6) The weekly schedule was adjusted to incorporate course content, CLOs, and Assessment Tools.
    (7) Course CLO to PLO mapping was updated to reflect the change.

III. Student Affairs

New Course Creation:

a) New Course: UPAS 100
   The focus of this course is on the development and application of college-level study skills, personal success strategies, and the use of campus resources that enhance individual student achievement. This course is designed for matriculated students who are on Academic Warning and are in danger of being placed on Academic Probation 1 in the subsequent term.

The course will be graded as Satisfactory/Unsatisfactory.

This course is taught using a combination of classroom lecture and discussion, small group activities, ongoing personal reflection, independent readings and assignments, and individual meetings with the instructor.

➢ The Academic Council members agreed that this course will be housed in the School of Arts and Sciences under the Department of Humanities & Social Sciences. The form has been modified based on this agreement.
➢ The Registrar suggested that we may revise the Academic Progress Policy to exclude remedial courses from the total credits that a student on probation can take.
➢ The Provost confirmed that no changes or modifications to the Academic Progress Policy is required now.

IV. School of Business – Graduate remedial courses

The University Curriculum Committee approved the following request from the School of Business:

The school used to offer one foundation course, MBFN 560 – MBA foundation for students admitted to the MBA and EMBA program on a conditional basis with a non-business undergraduate degree. Based on the recent MOE recommendation, students with a CGPA of 2.0 points or more, but lower than 2.5 can be offered a conditional admission (as per CAA standard 6.3). Such students are required to complete 9 credit hours of remedial courses in one semester before being formally admitted to the postgraduate program. Following the MOE recommendation, the school has proposed two additional foundation courses to be taken by students whose CGPA is 2.0 points or more, but lower than 2.5 that are admitted on a conditional basis. The students are expected to complete three courses (9 credit hours) from the following list of courses. The student must achieve a minimum CGPA of 3.0 in these nine credits of courses studied for the graduate program or be subject to dismissal:

- MBFN 560 – MBA foundation (3 CH) – Required course. This course is offered by the Business school.
- The students are also required to complete two courses from the following list
    - ENGR 500 – Engineering foundation for graduate students (3 CH) – offered by school of Engineering
    - EDUC 525 – Theories of Leadership and administration (3 CH) – offered by school of Art and Sciences
    - EDUC 640 – Inclusive leading of diverse groups (3 CH) - offered by school of Art and Sciences
- The Academic Council discussed that the EDUC 525 and EDUC 640 courses may not be offered on the same semester, so the student should enroll in the available course to meet the requirement to complete three remedial courses in one semester before being formally admitted to the postgraduate program.

AY 21-22. 11.4   Policies and Procedures:

I. Review of the Online and Distance Learning Policy

➢ **The Academic Council members discussed the Online and Distance Learning Policy and confirmed that no changes are required now. It will be reconsidered after the transition of one of the programs to online mode.**

AY 21-22.11.5   English Language Proficiency and other Admission Conditions

➢ **The Academic Council members agreed to keep the Admission requirements tracking responsibility with the Admission Team.**

➢ **The Provost will schedule a meeting with the IT Manager, Registrar, Interim Dean SoE, Chief Strategy and Excellence Officer and Associate Provost for Student Affairs to discuss the best automated mechanism for tracking and reporting the updated status of the students conditionally admitted.**

AY21-22. 11.6   Any other relevant business

➢ The Council discussed if a student applied for a second master degree while his/her CGPA in the Bachelor level is 2.5 or less, and his CGPA in the master's program was 3.0 or higher. **The Council decided that each case will be sent for the CAA approval.**

➢ **The Provost thanked the Interim Dean of the School of Engineering for his leadership role during his appointment as Interim Dean. The Provost confirmed that the Interim Dean will return to the role of Associate Dean and continue as the Chair of the University Curriculum Committee.**

Notes:

➕ The curriculum changes documents are attached.

The meeting was adjourned at 1:15 am. The minutes of meeting will be sent soon.