



To: Professor Hassan Hamdan Al Alkim, President

From: Prof. Stephen Wilhite, Provost

Re: Academic Council Actions AY 2022- 2023 / MTG 2

Date: 13 December 2022

The Second Academic Council Meeting was held 13 December 2022 through Microsoft Teams. The purpose of this meeting was to approve a group of policies and procedures and some curriculum items and to discuss some additional academic matters.

The Chair and eight other members attended the meeting. No guest was invited to this meeting.

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

At its meeting of 13 December 2022 the AURAK Academic Council took the following actions, which I hereby submit for your consideration:

AY 22-23. 2.1 Welcome

- The meeting started at 12:00 pm with welcome remarks made by the Provost.

AY 22-23.2.2 Minutes and Actions from Previous Meeting:

- The Academic Council members unanimously approved minutes of the First Academic Council Meeting which were circulated on 5 December 2022 without any changes.
- The Action Grid was modified with item AY 22-23. 1.6 marked as completed.

AY 22-23.2.3 Policies and Procedures:

I. Faculty Promotion Policy and Procedure Revisions

- **The Academic Council members unanimously approved the proposed Faculty Promotion Policy Revision without any changes**
- **The Academic Council members unanimously approved the proposed Faculty Promotion Procedure Revision without any changes**

II. Academic Advisement Procedure

- **The Academic Council members unanimously approved the Academic Advisement Procedure Revision without any changes as endorsed by the CAA.**



- **The implementation of keeping the maximum advisees to 20 students and the efforts can be made by different schools to achieve this target will be discussed at the Provost's Council after the Deans discuss this issue with their leadership teams.**

III. Graduate Admission Procedure

- **The Academic Council members unanimously approved the Graduate Admission Procedure Revision without any changes as endorsed by the CAA.**

IV. Faculty Hiring Procedure

- **The Academic Council members unanimously approved the Faculty Hiring Procedure Revision which was suggested by the Academic Policies Review Committee after applying the following amendments:**

- ✚ Page 1, point 1 : AURAK values diversity and inclusiveness and strongly encourages qualified and experienced **women** **individuals from underrepresented groups** to apply
- ✚ Page 1, point 3: HR will receive all applications and ensure that they are complete. Applicants will be required to disclose any relationships with **existing currently employed** faculty and staff.
- ✚ Page 2, point 8: With the approval of the Provost and the committee chair, the HR manager may contact candidates to see if they are still interested in being interviewed after being informed about the salary ranges for the **Dean/Associate Provost Faculty** position they are applying for.



V. Dean Hiring Procedure

- **The Academic Council members unanimously approved the new Dean/Associate Provost Hiring Procedure which was suggested by the Academic Policies Review Committee after applying the following amendments:**



✚ Page 1, point 1 : AURAK values diversity and inclusiveness and strongly encourages qualified and experienced **women** **individuals from underrepresented groups** to apply

✚ Page 1, point 3: HR will receive all applications and ensure that they are complete. Applicants will be required to disclose any relationships with **existing** **currently employed** faculty and staff.

AY 22-23. 2.4 Curriculum Items: Graduate Program

The Academic Council members unanimously approved the Curriculum Actions taken by the University Curriculum Committee as follows:

1. School Business:

❖ New Courses

- MBGN 556 - MBA Investigative Thesis or Project II (3.0 credits)
- EMGN 556 – EMBA Investigative Thesis or Project II (3.0 credits)

❖ Change in the Existing Courses:

- The Council decided that the implementation of the changes below will take effect in Spring 2023

Course syllabi changes to MBA courses

Courses	Changes
MBFN 500	Change in the Course Description
	Changes in the CLO - CLO 1, 2 & 3
MBFN 514	Change in the Course Description
	Changes in the CLO - CLO 5
MBFN 560	Changes in the CLO - CLOs 1 – 5
	Change in the Course Description
MBFN 562	Change in the Course Description



MBFN 564	Change in the CLO - CLO 1
MBGN 525	Changes in the CLO - CLOs 1 – 5
MBGN 555	Change in the Course Title
	Change in the Credit Hours
	Change in the Course Description
	Changes in the CLO - CLOs 1 – 5
MBHR 592	Change in Course Title
MBIB 524	Changes in the CLO - CLO 4 & 5
MBMG 510	Change in Course Description
	Changes in the CLO - CLOs 1 – 5
MBMK 518	Change in the Course Description
	Changes in the CLO - CLOs 1 – 5

Course syllabi changes to EMBA courses

Course	Changes
EMFN 514	Change in the CLO – CLO 6
EMFN 560	Change in the Course Description
	Changes in the CLO – CLO 1, 4 & 5
EMFN 562	Changes in the CLO – CLO 3
EMFN 564	Change in the CLO – CLO 1
EMGN 525	Changes in the CLO – CLO 2 & 3
EMGN 555	Change in the Course Title
	Change in the Credit Hours
	Change in the Course Description
	Changes in the CLOs 1-5



EMGN 556	New Course
EMHR 594	Change in the CLO – CLO 5
EMIB 524	Changes in the CLO – CLO 4 & 5
EMMG 510	Changes in the CLO – CLO 2 & 3
EMMG 515	Changes in the CLO – CLO 4 & 5
EMMK 518	Changes in the CLO – CLOs 1 – 5

Undergraduate Programs

❖ Program Change

1. School of Business

Add the following 8 three-credit business as new elective courses to the BSBA program. These courses were requested by the MOE to accommodate transfer students from the Al Ghurair University.

- The Council approved the creation of the following new elective courses to accommodate transfer students from the Al Ghurair University. These courses will not be a part of the BSBA program and it will not be offered by the school going forward. After admitting the transfer students from the Al Ghurair University these courses will be closed.
- BUSN 308 -International trade
- BUSN 313- Ethics at workplace
- ECON 312-Economy and Business in the GCC
- MGMT 302-Achieving business excellence
- MGMT 303-Managing sustainable performance
- MKTG 314-Managing service quality
- OPMT 302-Project management
- OPMT 303-Principles of Total quality management

❖ Change in the Existing Courses:

- The Council approved the request below:

1. School of Engineering:

The School of Engineering requested changing the pre-requisites of EEEN 481 to become (EEEN 220 or CSCI 462) instead of (EEEN 320 or CSCI 462) since EEE 320 is not part of the EEE program is deemed equivalent to EEE 220 as approved by the course instructor

**General Note:**

- **The Council members agreed that the implementation date for any curriculum changes need to be clear and does not conflict with syllabus used in the current semester.**

AY 22-23. 2.5 Internship Grade Weightings

- **The Academic Council members agreed that the Deans will discuss the Internship course assessments weighting with the faculty and submit a report following that discussion.**

AY 22-23. 2.6 Concentrations Declaration

- **The Dean, School of Arts and Sciences will discuss with the Department of Biotechnology the option that the students must declare their concentration at the time of admission with the provision that they will be allowed to change their concentration if they wish to do so in future.**

AY 22-23. 2.7 Catalog Course Descriptions

- **The Provost will draft a proposal to address confusion resulting from the way in which lecture hours, lab hours/contact hour, and credits are currently displayed in course descriptions in the catalog.**

AY 22-23. 2.8 Any other relevant business

- Nil.

Notes:

- ✚ The final recommended Policy and Procedures will be submitted by Ms. Amanda Fiona Forte, Chief Strategy and Excellence Officer, on behalf of Academic Council.

The meeting was adjourned at 1:40 pm. The minutes of meeting will be sent soon.