



To: Professor Hassan Hamdan Al Alkim, President

From: Prof. Stephen Wilhite, Provost

Re: Academic Council Actions AY 2021- 2022 / MTG 4

Date: November 16, 2021

The Fourth Academic Council Meeting was held on November 16, 2021 at 11:00 a.m. 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 the pre-requisites and co-requisites approval and waivers, strategies for increasing student participation in surveys and annual assessment report template.

The Chair and nine other members attended the meeting. No guest were invited to attend this meeting.

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

At its meeting of 16 November 2021 the AURAK Academic Council took the following actions, which I hereby submit for your consideration:

#### AY21-22.4.1 Welcome

- The meeting started at 11:00 am with welcome remarks made by the Provost.

#### AY21-22.4.2 Minutes and Actions from Previous Meeting:

- The Academic Council members unanimously approved the Third Academic Council Minutes which were circulated on 6 October 2021 without any changes.
- Action grid:

The Provost confirmed that he completed the following task last week:

AY21-22. 2.8	The Provost will form a sub-committee to revise and prioritize the actions can be taken to create the Ranking Action Plan
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#### AY20-21.4.3 Approval of revised Catalog language regarding pre-requisites and co-requisites and withdrawal of pre-requisite/co-requisite waiver/override form:

- The Academic Council members unanimously approved the following:
- ✓ The proposed language as drafted by the Provost without any modification.  
(Please find attachment number 2.)
  - ✓ To replace the current language regarding pre-requisites and co-requisites in the AURAK Catalog, p. 56 with new approved language



- ✓ Retired the Course Pre-Requisite Override Form
- ✓ Eliminate the Course Pre-Requisite Override Request in the EUMS.
- ✓ The Provost asked the Deans to ensure that the faculty of each program check all course pre-requisites and co-requisites and confirm or modify them as needed.
- ✓ The Provost asked the Deans to send him a report confirming that a review of all course pre-requisites and co-requisites has occurred and summarizing the actions that will follow from that review.

AY21-22. 4.4 Strategies for increasing student participation in surveys:

- The Provost will form a Taskforce to discuss and evaluate all proposed strategies and provide recommendations for the appropriate strategies to be adopted.
- The Committee will be chaired by Ms Amanda
- The Committee members are:  
Mr. Kevin  
Ms. Amanda  
Dr. Hamed  
Dr. Fathia
- Taskforce will start its meetings after the Commencement Ceremony
- The Council suggested to use the first 15 minutes of the class to ask the student to do the course evaluation for Fall Semester 2021.
- The Council agreed that the Provost will instruct faculty will leave the classroom while students complete the survey so that students will feel free to provide a candid assessment of the course and the professor.

AY21-22. 4.5 Annual Assessment Report Template

- The Provost asked the members, especially the Deans, and all members with faculty duties to look carefully at the proposed template and provide feedback.
- The Council agreed that the CAA responses can be used as evidence for SACSCOC submission, but noted that such evidence may not be sufficient..

AY21-22. 4.6 Any other relevant business

- **Nil**

**The meeting was adjourned at 12:35 pm. The minutes of meeting will be sent soon.**