



To: Professor Hassan Hamdan Al Alkim, President

From: Prof. Stephen Wilhite, Provost

Re: Academic Council Actions AY 2022- 2023 / MTG 6

Date: 13 June 2023

The Sixth Academic Council Meeting was held 13 June 2023 through Microsoft Teams. The main purpose of this meeting was to approve the List of Graduates for Spring 2023 and to consider Policies related to the Library, Substantive Change: BS in Petroleum Engineering Withdrawal and curriculum changes in a variety of programs.

The Chair and seven other members attended the meeting. The Chair of University Curriculum Committee was invited to present the curriculum materials.

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

At its meeting of 13 June 2023 the AURAK Academic Council took the following actions, which I hereby submit for your consideration:

AY 22-23. 6.1 Welcome

- The meeting started at 12:00 pm with welcome remarks made by the Provost.
- The Provost informed the members that Associate Provost for Research and Community Service and Vice President of Operational Excellence and Financial Management would not attend this meeting

AY 22-23.1.2 Minutes and Actions from Previous Meeting:

- The Academic Council members unanimously approved minutes of the Fifth Academic Council Meeting which were circulated on June 2023 without any changes.
- The Action Grid:
 - ✓ The Provost updated the members that the 2 pending items AY 22-23.5.3 and AY 22-23.5.5 remain to be addressed by the Provost.

AY 22-23.6.3 List of Graduates for Spring 2023:

I. School of Arts and Sciences

- **The Academic Council members unanimously approved the list of graduates (Bachelor and Master) submitted by the Dean, School of Arts and Sciences. The Council did so with the understanding that the three potential graduates lacking admission requirements (equivalency issue)**



will not be presented to the Board until such time as the equivalency documentation is provided.

II. School of Business

- **The Academic Council members unanimously approved the list of graduates (Bachelor and Master) submitted by the Dean, School of Business. Approval was granted with the understanding that the five students who have met program requirements but have not met the admission requirements will not be presented to the Board for the award of their degree until such time as they provide the required missing admission documentation.**
- **The Registrar confirmed that the technical issue for approving the substitution of the student Ahmed Mohammed Humaid Albasti Alfalasi has been solved in the system.**

III. School of Engineering

- **The Academic Council members unanimously approved the list of graduates (Bachelor and Master) submitted by the Dean, School of Engineering, with the understanding that the six students who have met program requirements but have not met the admission requirements will not be presented to the Board for the award of their degree until such time as they provide the required missing admission documentation.**
- **The Registrar confirmed that the student Lorans Ahmad Al Ghanem received approval from the Ministry of Education.**
- **The Dean confirmed that Khaled Saif Mohammed Saif Alshehhi retook the failed course and passed it, so he completed the degree requirements.**

Note: the final list of all Graduates for Spring 2023 will be sent on 15 June to provide more time to receive the Ministry of Education feedback regarding the student with equivalency issues.

General Note:

- **The Registrar confirmed that a list has been sent to the Ministry of Education containing the students who completed the degree requirements and did not meet the admission requirements with respect to the equivalency issues.**

AY 22-23. 6.4 Policies and Procedures:

- The Chief Strategy and Excellence Officer presented the following policies which are related to the library.



- Cataloging Policy Revision
 - **The Academic Council members unanimously approved the Cataloging Policy Revision with one modification as follows:**

“*Passwords*: The Cataloger will be provided with all passwords for the cataloging module and pursuant to AURAK policy will not share these passwords with any unauthorized librarian or staff member.”
 - Circulation Policy Revision
 - **The Academic Council members unanimously approved the Circulation Policy Revision with one modification to remove the following statement from the Restricted Privileges section:**
 - **“The Restricted Privilege List will prevent a student from graduating, registering for classes, or obtaining any official University transcripts.”**
 - Collection Reduction Policy Revision
 - **The Academic Council members unanimously approved the Collection Reduction Policy Revision without any modifications.**
 - Collection-Development Policy Revision
 - **The Academic Council members unanimously approved the Collection-Development Policy Revision with one modification to change “Gift” to “Gifts”.**
 - Library Technical Support - Withdrawal Proposal
 - **The Academic Council members unanimously approved the discontinuation of the Library Technical Support Policy.**
- AY 22-23. 6.5 Substantive Change: BS in Petroleum Engineering Withdrawal
- **The Academic Council members unanimously approved the Substantive Change: BS in Petroleum Engineering Withdrawal**
 - **The Academic Council members unanimously approved creating a new major in Petroleum Engineering within the Bachelor of Science in Chemical Engineering.**

AY 22-23. 6.6 Curriculum Items:



- **The Chair of UCC alerted the members that most of the proposed changes were not presented to the UCC due to submission following the committee's last meeting of the year.**
- **The Academic Council members unanimously approved the following requests:**

Graduate Programs:

✓ **School of Business:**

✚ Change of Existing Course:

- **MBFN 500:**
 - Course Title from MBA Foundation to Business Graduate Foundation
 - Catalog Description
 - Grading Scale (from S/U to AURAK Grading System)

✓ **School of Arts and Sciences:**

✚ New Course:

- **EDUC 500**

✓ **School of Arts and Sciences, School of Business and School of Engineering: (motion made by the Graduate Studies Committee)**

✚ Program Revision (Master's Remedial Courses):

- ❖ EMBA Program Revision
- ❖ MBA Program Revision
- ❖ MEPM Program Revision
- ❖ MSRE Program Revision
- ❖ M.ED. Program Revision
- Note: the course EDUC 500 code needs to be corrected in all forms.
- The Academic Council members unanimously approved that the remedial courses for all master's students in any program whose bachelor's degree CGPA falls between 2.0 and 2.49 will be:
 - MBFN 500
 - ENGR 500
 - EDUC 500

✚ Change of Existing Course:

✓ **School of Arts and Sciences: (motion made by the SAS)**

- **EDUC 511: Introduction to Applied Research – CLOs**
- **EDUC 515: Educational Psychology for Inclusive Education (Name changed from "Theories of Teaching and Learning") – Course Title, CLOs and Course Description**
- **EDUC 525: Theories and Applications of Leadership (Name change from "Theories and Principles of Leadership") - Course Title and CLOs**



- EDUC 545: Budgeting and Resource Management (Name change from "Coaching, Mentoring, and Developing School Staff") - Course Title, CLOs and Course Description
 - EDUC 620: Evaluation of Instruction and Continuous Development (Name change from "Supervision and Evaluation of Instruction")- Course Title, CLOs and Course Description
 - EDUC 640: Inclusive Leading of Diverse Groups – CLOs
 - EDUC 660: Organizational Change and Continuous Improvement (Name change from :Implementation and Evaluation of Comprehensive School Reform") - Course Title, CLOs and Course Description
 - EDUC 675: Educational Policy and Community Engagement (Name change from "School Governance and Community Engagement") – Course Title, CLOs
 - EDUC 680: Applied Research I - CLOs and Course Description
 - EDUC 685: Analytics for Data-Driven Leadership (Name Change from "Continuous Improvement Through Data-Driven Leadership")- Course Title, CLOs and Course Description
 - EDUC 695: Applied Research 2 - CLOs and Course Description
- The DSAS explained that these changes came as a result of discontinuing the PGDE and moving from intensive mode of delivery to regular semester scheduling.
 - The Council endorsed the 2 year degree plan and the new structure of the program with one modification on the label for the second year, second semester in the provided study plan.
 - The Council agreed to propose to the President’s Cabinet to treat the students in Master of Education: Educational Leadership who are enrolled in 6 credits in the first semester of study only as full-time students.
 - The Provost will discuss the curriculum changes approval process in the next Provost’s Council Meeting because of a lack of clarity as to which changes require review by the University Curriculum Committee.
 - The Chief Strategy and Excellence Officer confirmed that the changes of the Master of Education Program are a part of the CAA self-study which was submitted to the CAA in May. The only change which was not included is the remedial courses which was proposed after the submission.

Undergraduate Programs

- ✓ **School of Arts and Sciences:**
 - ❖ Biotechnology Program:
 - ✚ New Course:
 - BIOL 390 (previously UNIV 390)
 - ✚ Program Revision:



Removal of three elective course that have not been offered for the last 5 years.

These courses are:

- BIOL 240 – Ecology
- BIOL 354 – Biophysics
- BIOL 355 – Biophysics Lab

❖ Mass Communication Program:

✚ Program Revision:

- The Dean confirmed that the changes involve only the credit hours distribution and therefore do not constitute a substantive change.

- Reduction of Foreign Language Requirement from 15 credit hours to 3 credit hours as follows Arabic courses will be:

✚ New Courses:

- ARAB 210 – Arabic for Media Native Speakers OR
- ARAB 21 1 – Arabic for Media Non-Native Speakers (3 credit hours)

- Redistribution of the 12 credit hours originally allocated to foreign language as follows:

- Mass Communication Electives changed from 6 credit hours to 15 credit hours – (9 credit hours)

COMM 221

COMM 225

COMM 226

COMM 227

COMM 322

COMM 422

COMM 425

BUSN 301

- The Dean SAS confirmed that the electives will be offered at least once every five years as expected by the CAA.
- The Dean SoB confirmed that BUSN 301 can serve as an elective course for the MASS COMM program.

- Program Core Course Requirements changed from 32 credit hours to 35 credit hours) (3 credit hours)

- COMM 450 has been moved from the Mass Communication electives to core courses.

✚ New Courses:

- ARAB 210 – Arabic for Media Native Speakers



- ARAB 211 – Arabic for Media Non-Native Speakers
- COMM 225 - Visual Communication and Digital Photography
- COMM 226 – Graphic Communication Design and Print Production
- COMM 227 – Film and Video Editing
- COMM 425 – Media Management and Entrepreneurship "
- ARAB 301 Previously was listed with no Course Code Number but had the title of "Special Topics in Arab Culture and Civilization" (course to be designed) without a course code or course number.
- COMM 390 (previously UNIV 390)

✚ Change of Existing Courses:

- COMM 222 - CLOS
- COMM 334 – Title Change, CLOs, Course Description
- COMM 344 – Title Change, CLOs, Course Description
- COMM 422 Title Change, CLOs, Course Description
- COMM 423 – Course Title, CLOs, Course Description
- COMM 450 - Course Description
 - The Dean confirmed that COMM 450 has no pre-requisite.
 - The Provost agreed that the faculty can start preparing the advising plan reflecting the new changes as soon as the President approves the recommended changes.

(Please refer to the Summary of Curriculum Changes proposed by relevant school)

AY 22-23. 6.7 Any other relevant business:

- ✓ The Provost thanked the Chair of Faculty Senate for her leadership during her tenure as Faculty Senate Chair.

Notes:

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

The meeting was adjourned at 2:00 pm. The minutes of meeting will be sent soon.