**QU Health**

**Undergraduate and Graduate Curriculum Enhancement Committee**

**Terms of Reference**

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Qatar University

Prepared by Academic Quality Assurance, Qatar University Health

1. **Introduction**
	1. The purposes of the QU Health Undergraduate and Graduate Curriculum Enhancement Committee are to: foster academic excellence at the undergraduate and graduate levels; ensure currency of program curriculum; and provide guidance for decisions in support of continuous improvement.
	2. The Committee oversees and supports major undergraduate and graduate curricula changes, program initiation, and termination processes at QU Health. These terms of reference should be read in conjunction with Qatar University Policy, [PL-ACADEMIC-011: Curriculum Enhancement Policy](http://www.qu.edu.qa/static_file/qu/offices%20and%20departments/VPAA/documents/ACADEMIC_011_Curriculum_Enhancement__EMC_Approved.pdf).

**2. Roles of QU Health Undergraduate and Graduate Curriculum Enhancement Committee**

The roles of QU Health Undergraduate and Graduate Curriculum Enhancement Committee are as follows:

* 1. Curriculum Enhancement
* Maintain and oversee procedures for reviewing undergraduate and graduate curriculum proposals at QU Health.
* Prevent curriculum duplication by reviewing proposals for modification in undergraduate and graduate courses at QU Health.
* Review proposals for introducing major undergraduate and graduate curriculum changes at QU Health in line with the relevant governing policies and procedures and by considering the following:
	1. Academic soundness:
		1. Ability to offer:
			+ Adequacy of resources (faculty, equipment, etc.)
			+ Academic preparedness in the respective department
		2. Appropriateness of curriculum changes:
			+ Conflict/ complementarily vis-a-vis other departments
			+ Utilization of university resources (other departments)
			+ Academic-based added value with respect to achieving the learning outcomes of academic programs
			+ Impact on students
	2. Adherence to institutional policy and procedures
* Liaise closely with other committees as necessary, ensuring compliance with professional accreditation and quality assurance requirements.
* Advise on all matters relating to undergraduate and graduate curricula such as the review the current curriculum and any proposed changes.
* Provide strategic advice and recommendations on the development, revision and implementation of changes in curricula.
* Ensure that undergraduate and graduate curricula remain current, adequate and are amended as appropriate.
* Assess appropriateness and achievability of proposed timelines for the introduction of new curricula.
* Ensure that the proposed curricular changes do not adversely affect students already enrolled in the program.
* Provide recommendations for action.
* Recommend necessary administrative procedures for informing interested colleges concerning courses under consideration.
	1. Program Initiation
* Review proposals for new undergraduate and graduate academic programs at QU Health in accordance with relevant policies.
* Review preliminary proposals prior to submission to Qatar University Academic Planning task Force.
* Review full proposals prior to sending for external review
* Discuss external reviewers’ evaluations with the concerned department/college.
* Review full proposals following revision.
* Provide report and recommendations for submission by the department/college to Qatar University Academic Council and then the Executive Management Committee.

 **3. Responsibilities of QU Health Curriculum Undergraduate and Graduate Enhancement Committee**

* 1. Responsibilities of the Committee Chair are as follows:
* Sets the agenda for each meeting and invites representatives from the program that is requesting the curriculum enhancement/ initiation.
* Ensures that the agenda and supporting materials are circulated in advance of meetings.
* Ends each meeting with a summary of recommendations provided and assignments, if any.
* Prepares a written summary and recommendations on academic program, and curricular change proposals.
* Prepares written reports of decisions and recommendations to the Vice President of Medical and Health Sciences.
* Ensures that written reports are circulated to all relevant departments.
	1. Responsibilities of Committee Members are as follows:
* Understand the goals, objectives, and desired outcomes of the Committee.
* Support open discussion and debate, and encourage fellow members to voice their insights.
* Hold meetings and discussions with pertinent academic departments and colleges during the various stages.

**4. General**

* 1. Membership

The Committee shall include:

* One representatives from each QU Health College, nominated by Dean and will be a member of the committee for two years.
* The Associate Dean for Academic Affairs of each QU Health College will be an ex-officio member of the committee.
* One representative from Qatar University Student Affairs.
* One representative from Qatar University Core Curriculum Program.
* One representative from the Vice President for Academic Affairs office.
* One representative from the Vice President for Research and Graduate Studies.

The Committee Chair will be the Director of Qatar Health Academic Quality Assurance, supported by other members of the team.

* 1. Frequency of Meetings
* The committee shall meet twice per semester. It is important for the committee to outline the schedule for meetings.
	1. Agenda, meeting minutes, supporting materials
* English is the primary language of the committee.
* The agenda and supporting documents will be circulated to committee members one week prior to the meeting.
* Draft meeting minutes will be circulated to members for comment not more than five working days after the meeting.

**QU Health Undergraduate and Graduate Curriculum Enhancement Committee**

**Membership 2021/ 2022**

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| **Nominee** | **Position:** | **Name:**  |
| Qatar University Health | Director of Academic Quality Assurance | Dr. Ahmed Malki, Chair |
| Qatar University Health | Senior Academic Accreditation and Assessment Specialist | Dr. Abderrezzaq Soltani |
| Qatar University Health | Academic Planning and Curriculum Coordinator | Ms. Roua Hassan Dalli |
| Qatar University Health | Planning and Coordination Specialist | Ms. Lama Alsarraj |
| College of Health Sciences | Faculty representative | Dr. Reema Tayyem |
| College of Medicine | Faculty representative | Dr Farhan Cyprian |
| College of Pharmacy | Faculty representative | Dr. Hazem Elewa |
| College of Dental Medicine | Faculty representative | Dr. Kamran Ali |
| Office of AVP for Academic Planning and Quality Assurance  | Curriculum Development Specialist | Ms. Dana AlGool |
| Office of Graduate Studies | Senior Graduate Programs Review Specialist | Dr. Sandy Youssef Rahme |
| Office of Student Affairs  | Section head of schedules  | Ms. Maha Hussain |
| Office of Core Curriculum Program | Faculty representative | Dr. Lamia Romdhani |
| *Ex-officio*  |
| College of Health Sciences | Associate Dean for Academic Affairs  | Dr. Layla Kamareddine |
| College of Medicine | Associate Dean for Academic Affairs  | Dr. Mubarak Bidmos |
| College of Pharmacy | Associate Dean for Academic Affairs  | Dr. Maguy ElHajj |
| College of Dental Medicine  | Associate Dean for Academic Affairs | Dr. Faleh Tamimi Marino |