Foundation Program
Department of English Accreditation

CEA Site Review team Dr. Teresa O'Donnell, Dr. Rebecca Smith-Murdock and Dr. Susan Marie Rumann, meet with QU President Dr. Sheikha Abdulla Al Misnad with Dr. Khalid Al-Ali, Foundation Program Director and Mr. Justin Richards, Accreditation Project Coordinator.

Accredited by

CEA

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Acknowledgments

Mission

Qatar University Mission Statement

Qatar University is the national institution of higher education in Qatar. It provides high-quality under-graduate and graduate programs that prepare competent graduates, destined to shape the future of Qatar. The university community has diverse and committed faculty who teach and conduct research, which address relevant local and regional challenges, advance knowledge, and contribute actively to the needs and aspirations of society.

The Foundation Program Department of English Mission Statement

The Foundation Program English Department is committed to developing students' English Language proficiency to a level that will allow them to gain entry to and succeed in the academic programs offered by the colleges at Qatar University. The program also aims to help students achieve academic readiness by equipping them with skills such as independent learning, critical thinking and the appropriate use of information and communication technology as a learning tool.

Introduction

Accreditation Announcement

The Foundation Program Department of English at Qatar University is accredited by the Commission on English Language Program Accreditation for the period April 2010 through April 2015 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S.

Accreditation Quotes

Foundation Program Director

Dr. Khalid Al-Ali "This is a very proud moment for us. It comes after a very rigorous process involving our faculty, staff and students who participated wholly throughout. With this award, our Program is one of the biggest in the world to gain accreditation from CEA. Accreditation of the Program is part of a larger reform process undertaken by Qatar University as a whole under the leadership of QU President Prof Sheikha Abdulla Al-Misnad to bring its colleges and programs in line with international standards and to reflect the objectives of Qatar Vision 2030".

Qatar University Vice-President & Chief Academic Officer

QU Vice-President and Chief Academic Officer Dr. Sheikha bint Jabor Al-Thani: "The Foundation English Program has joined other colleges, departments, centers and programs at QU that have achieved the international stamp of quality and excellence. It attests to the success of the university's Reform Plan as well as the strong determination of our faculty, staff and students to contribute to its goals and objectives".

Head of Department, Foundation English

Mr. Robert Kennedy: "As we went through the process, faculty involvement increased as it became clear that feedback was having a direct influence on program development. The success of this approach made the process an inclusive one, which led to greater transparency and belief in accreditation as a force for positive change".

Accreditation Project Coordinator (2006-2007)

Ms. Linda Wettlaufer "CEA-accredited programs enjoy world-wide professional and public recognition that their educational offerings and administrative practices have undergone intensive review against benchmarks set by the profession and have been judged to be among the best."
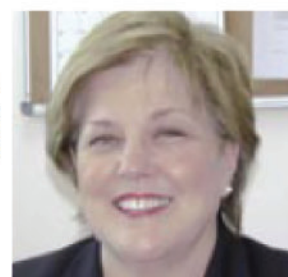
Accreditation Project Coordinator (2007-2010)

Mr. Justin Richards: "The Program now has clearer policies and procedures, greater standardization, and most importantly, an outcomes-based curriculum aligned with assessment, which accurately measures attainment of learning outcomes. This has made the Program more effective in meeting the needs of the students and consequently in fulfilling our mission to prepare them for entry to colleges at Qatar University."

Accreditation Project Coordinator (2010)

Ms. Stephanie Pinnacle: "The Program is dedicated to the maintenance of CEA standards. Accreditation committee members and program coordinators will regularly review our curriculum, student services and achievement, administration, and facilities to ensure CEA compliance and continued program improvement."

Accreditation

Overview of the Foundation Program Department of English (FPDE)

In Fall 2003, The Foundation Unit Committee was established to develop a common Foundation Department that would serve to prepare students for entry into the Colleges of Business and Economics, Engineering and Science at Qatar University. In Fall 2004, The Foundation Program was implemented to provide necessary academic skills in English, Math and Computer.

As part of the Foundation Program, the Department of English (FPDE) had 696 students. Structurally, the FPDE consisted of the Head of Department, Mrs. Amna bint Saud Al-Thani, and two Coordinators for Curriculum and Administration. Dr. Medani Othman was appointed Head of Department in 2005, followed by Mr. Robert Kennedy in 2006.

Dr. Medani Othman

Mr. Robert Kennedy

Over the years, the management structure of the FPDE expanded and changed to meet the needs of the growing student population. In fall 2009, the Program opened 93 sections accommodating approximately 2000 students. Presently, the organizational structure of the Program includes five committees covering Administration & Facilities, Curriculum, Testing & Assessment, Student Services, and Faculty Development & Accreditation. In addition, the scope of colleges for which the Program now serves includes most colleges on campus.

The Program offers two semesters (Fall & Spring) of pre-credit English for Academic Purposes (EAP) courses with 4 levels of instruction. The aim of the program is to develop students' level of English and academic skills so that they will be able to function efficiently in English medium classes at Qatar University.

In addition to EAP courses, the Program also offers a number of student services. Over the years, Foundation English Student Services ran various support centres and activities such as the Foundation Student Learning Support Centre (SLSC), peer tutoring, IELTS and TOEFL examination preparation, clubs, competitions, debates, movie lab and field trips.

"Radio Program with Mr. Giovanni Espinal, Ms. Erica Silva and Ms. Susan Kniseley-Foy".

Peer tutoring with Mr. Bisher Al-Homsi

Aspire trip with Ms. Carmel Underwood and Ms. Victoria Howard

Overview of the Commission on English Language Program Accreditation (CEA)

The Commission on English Language Program Accreditation (CEA) is an independent accrediting organization based in Alexandria, Virginia, USA. CEA is recognized by the U.S. Secretary of Education and seeks to promote excellence in the field of English language teaching and administration through accreditation of English language programs and institutions worldwide. Over the past 10 years, CEA has accredited 85 programs and institutions and currently has over 35 new programs (11 of which are international) seeking accreditation. CEA achieves its mission by using widely-held standards that reflect current best practice in language teaching and administration and promoting ongoing self-assessment. For further information, please contact CEA, 801 North Fairfax St., Suite 402A, Alexandria, VA 22314 (703.519.2070), or visit the CEA website at www.cea-accredit.org.

Accreditation Project Committee

The Accreditation Committee was led by two coordinators, Linda Wettlaufer (2006-2007) and Justin Richards (2007 – 2010), and followed by Stephanie Pinnacle (2010). All faculty participated in the accreditation process; in particular, the Head of Department, Program Coordinators and Level Supervisors. The following faculty & staff contributed to the accreditation project:
Accreditation Committee Members 2006 - 2010

Roger Barlow	Benjamin Crace	Sushma Das
Amy Gerhiser	Amr Salah Hammam	Lynn Hassouna
Janice Henderson	Victoria Howard	David Ingels
Abir Ja'afar	Gavin Johnson	Mary Lanaghan
Kira Litvin	Eileen Plumb	Ridha Rejeb
John Savery	John Tribuna	Pavel Tzenkov
Dr. Fatima Ali Zumrawi		

Accreditation Project Coordinator, Mr. Justin Richards and Head of English Department, Mr. Robert Kennedy with Program Coordinators, Level Supervisors and Accreditation Committee Members

Program Coordinators and Level Supervisors

Robert Kennedy, Head of Department	Kira Litvin
David Coupland	Rula Momani
Constandinos Demetriades	Patrick Murphy
Amr Salah Hammam	Mark Watson
Berta Huszar	Mu Mu Winn
Allyson Young	

Foundation Program Support Staff

Support Staff

Hana Ali	Lulwa Al-Mansouri
Shahnaz Ismail Ali	Mariam Al-Nuaimi
Mariam Al-Ahmad	Hind Jaber
Aisha Al-Mansoor	Stella Peck

Process of Accreditation

The accreditation process began with an application for eligibility and an initial self-study plan in spring 2006. In September 2006, the Program hosted a 3-day CEA orientation workshop led by Teresa O'Donnell, CEA Executive Director and Mary Reeves, CEA Former Commissioner to instruct committee members in conducting and reporting on a comprehensive self-study of the Program. An Accreditation Booklet was published to inform faculty of CEA accreditation.

In the initial stages of the self-study process, committee members gathered information about the Program's facilities, student services, and administration through extensive interviews with QU housing and admissions, and Foundation English faculty and students. From 2007 to 2009, the Program worked towards completing a Self-Study Report. The Program's Accreditation Coordinator and committee members responded to 52 CEA standards. As the committee addressed each standard, they embarked on a self-assessment which described and evaluated current practices. Current practices were measured against the standards and, where appropriate, improved to ensure compliance. This process of self-study was cyclical and initiated a road map for program development whereby input from all stakeholders provided the basis for positive change. See chart below.

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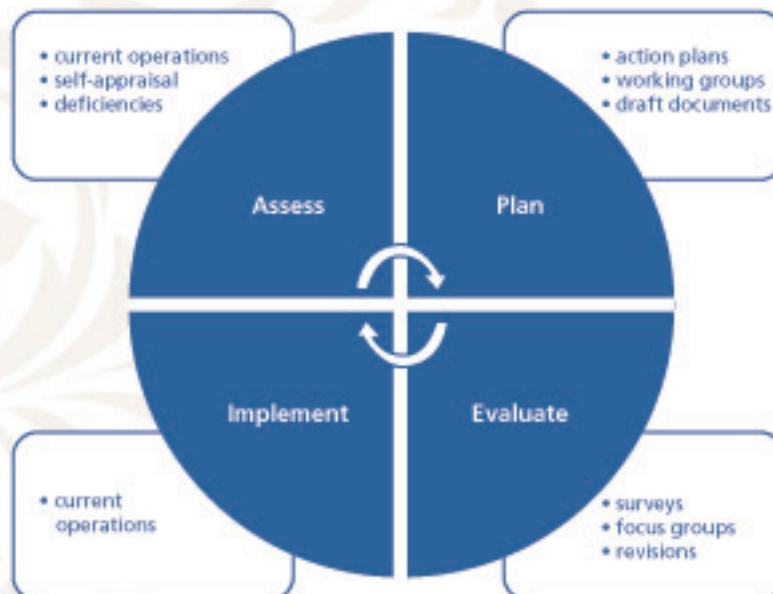
The Accreditation Coordinator, Justin Richards, worked closely with the Foundation Program Director, Dr. Khalid Al-Ali, the Head of English Department, Robert Kennedy, and other Program Coordinators to review and revise policies. Changes in the program's policies and administration have also been reviewed by the Academic Board and other decision-making bodies within the University. In November 2008, Teresa O'Donnell, CEA Executive Director, visited the Program once again to inform faculty and guide committee members in completing the Self-Study Report. The Report was submitted to CEA in June 2009. The complete Report, including supporting documentation, can be found on the English Foundation website at:

http://www.qu.edu.qa/foundation/english/accreditation/self_study_report.php

The Site Visit

Upon submission of the Self-Study Report, the Program underwent a site visit review in November 2009. Over 4 days, the site-review team, Teresa O'Donnell, Executive Director and review team members Rebecca Smith-Murdock and Susan Marie Rumann met the Foundation Program Director, Coordinators, faculty and students, and held classroom visits and interviews to determine whether the CEA standards had been met, and to assess the level of preparedness of the Program for accreditation. In April 2010, a 13-member CEA Commission used the Self-Study Report, the Review Team Report and a review of finances to make its accreditation decision.

From left to right: Mr. Roger Barlow, Ms. Stephanie Pinnacle, Mr. Justin Richards, Dr. Teresa O'Donnell, Dr. Khalid Al-Ali, Dr. Rebecca Smith-Murdock, Dr. Susan Marie Rumann, Mr. Robert Kennedy. Gulf Times, November 4, 2009

Highlights of the Accreditation Letter

Accredited by CEA
Leading by Advancing Standards

May 12, 2010

Dear Mr. Kennedy

At its April 2010 meeting, the Commission on English Language Program Accreditation reviewed the application for accreditation of the Foundation Program English Department (FPED) at Qatar University. I am pleased to inform you that the Commission has granted initial accreditation to the program for a period of 5 years. The enclosed Certificate of Accreditation signifies the program's achievement in meeting the CEA Standards for English Language Programs and Institutions.

In reviewing a program or institution for accreditation, the Commission seeks to determine that the mission and educational objectives are being communicated and met; that the program or institution is organized so that its mission and educational objectives are supported by adequate human and fiscal resources; and that there is evidence of sufficient financial stability for the site to carry out its educational objectives. The Commission has determined that your program meets these requirements and commends the program for its achievement.

Program strengths

The Commission concurs with the site review team that the program exhibits an array of strengths, among which are the following:
- The FPED is a fully mission-driven program.
- All classroom instruction, materials, and assessments derive from the learner outcomes at each level, making the program a truly learner outcomes-driven program.
- The FPED has strong faculty-led committees that make decisions and guide the program's curricular and extensive student-services activities.
- Faculty are well-informed, involved, professional, and empowered change-agents who participate fully in the success of the program.
- The FPED benefits from the excellent facilities, well equipped smart classrooms, extensive student services, and progressive leadership of Qatar University.
- There is a comprehensive, unified system to assess, monitor, and track students' attainment of the learning outcomes, as well as a comprehensive data collection system.
- Students appear to be well informed regarding the meaning of grades in terms of proficiency as a result of receiving detailed information on student learning outcomes for each level.

Accreditation is an intensive process of self-evaluation and review, involving many faculty and staff. Congratulations on your achievement. Please contact me at the CEA National Office by email if you have questions.

Sincerely,

Teresa D. O'Donnell, Executive Director

Congratulatory Messages

What cheerful news. We were confident from the outset that all the hard work exerted from all FP's team would pay off. Well done and my sincere congratulation to all.
Regards Dr. Shaikha Bint Jabor Al-Thani
QU Vice-President for Academic Affairs

Congratulations to you and your team, Dr. Khalid. It is a well deserved achievement.
Regards Dr. Omar Al-Ansari
QU Vice President of Student Affairs

Congratulations on receiving accreditation for the Foundation Program. It represents the culmination of a huge amount of sustained hard work and testifies to your talented leadership that the whole department was united in this goal. As we in the Department of English Literature and Linguistics are working towards accreditation, we look to you as inspiration about what can be done given determination and dedication. Once again, congratulations. Best wishes.
Moneera Al-Ghadeer, Associate Professor
Chair, Department of English Literature and Linguistics
QU College of Arts and Sciences

Congratulations to you and your faculty and staff on the good news of accreditation of your English Program. Your leadership of the foundation program is well known and exemplary. We are very proud of you and your accomplishments. Thank you for all your efforts to improve Qatar University.
Dr. Nitham M. Hindi, CMA
Professor of Accounting and
Associate Dean for Academic Affairs
QU College of Business and Economics

Our most sincere congratulations on a job well done! You have been the trailblazers in this. We hope to join you as a CEA accredited institution in 2011.
Dr. Miles Lovelace Director
The Academic Bridge Program

This is certainly exciting news. Congrats! You must have worked really hard to get this accreditation from such a distinguished body. I wish you all the best.
Regards, Saleh Al-Busaidi, PhD
Acting Director, Language Centre
Sultan Qaboos University

CONGRATULATIONS! This is great news and I hope that you will share it with our Steering Committee members, since accreditation and the associated recognition and benefit that follow are so important in higher education.
Thanks and again, Congratulations!
Regards,
Judith M. L. Hansen, Ph.D. Dean
The Community College of Qatar

Congratulations!!!! I understand the Commission on English Language Program Accreditation (CEA), has granted Qatar University a 5-year accreditation. That is great news and well deserved. I know that you and your team are very excited about this accomplishment. We are all cheering for you.
Regards Patsy Hinojosa, Specialist
Community College of Qatar Project

Continued Excellence

Foundation Program Achievements

The Foundation Program continues to excel in professional development and course delivery. In 2010, the Program sent the largest contingent of presenters to the TESOL International Convention in Boston, U.S.A. In addition, Mr. Justin Richards successfully completed CEA site-reviewer training at TESOL Boston.

Foundation faculty are recognized for their excellence in teaching and learning. The following received QU awards:

Dr. Mohammed Ali Ayari, Foundation Math Program Coordinator and Lecturer of Mathematics - 2007-08 Winner Award for Excellence in Teaching for Exemplary Online Instruction

Dr. Maha Nabhan, Head of Math & Computer Department & Assistant Professor of Mathematics - 2008-09 Winner Award for Excellence in Teaching for Exemplary Online Instruction

Ms Liji Jose, Foundation Computer Lecturer - 2010 Winner Exemplary Online Course Award for the course "Foundation Computer II 122"

Mr. Aladdin Halwani, Foundation English Lecturer - 2010 Runner-up Winner Exemplary Online Course Award for the course "English Language I Post Foundation"

## Foundation Program Department of English Accreditation

Ms. Stephanie Pinnacle, Faculty Development & Accreditation Coordinator: "As a CEA-Accredited Program, we are now members of the CEA Constituent Council. And as members, we agree to maintain CEA standards and adhere to CEA policies and procedures. Each year, we must submit an annual report showing that CEA standards continue to be met and provide CEA with current marketing materials and an end-of-year financial report.

The re-accreditation process will begin in 2013. Once again, the Program will complete a Self-Study Report and welcome a re-accreditation site visit team in 2014. According to CEA criteria, re-accreditation may be given for one year for programs and institutions that substantially meet CEA standards, or 10 years for programs and institutions that fully comply with the standards. Our goal is to continue to excel in program development and improve policies & procedures in accordance with CEA standards".

Foundation Program Department of Math & Computer Achievements

Dr. Maha Nabhan, Head of Department Foundation Math & Computer: "Being part of Qatar University for the last eight years and witnessing in fall 2004 the establishment of the Foundation Program in line with Qatar University Reform, I can assure readers that Qatar University is leading the way in providing excellent teaching and services. The Foundation Program administration, faculty and students are very pleased and proud that the English Program has been CEA accredited for 5 years.
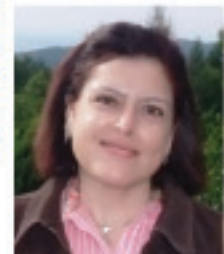
The excellence, of the now officially accredited English Program, is paralleled in the outstanding accomplishments of the Math & Computer Program. Presented here are some highlights of the special Achievements of the Department of Math & Computer, Foundation Program:

Leader in Using Blackboard as a Course Management System at Qatar University

Since the introduction of the Learning Management System Blackboard at QU, the department took the lead in using this system in all courses. To achieve that, the department offered intensive in-house training in Blackboard during its Professional Development Days and a weekly open lab throughout spring 2007 semester. By fall 2007, the use of blackboard for all department courses became mandatory – two years ahead of other QU departments.

Provider of experts in Blackboard & ICDL training to Qatar University Community

Several department members, in particular, the Computer Program Coordinator Dr. M. Arslan Ayari, took the lead in providing a campus-wide training in beginning, intermediate and advanced levels of Blackboard. This training took place during the academic years 2008/2009 and 2009/2010 under the auspices of OFID.
Also, the department took the initiative in the establishment of Qatar University ICDL center which is now run under the supervision of Qatar University Continuing Education Office. Mr. Ali Izzat, the center manger & Mr. Osman Albashir, the center exam coordinator are both members of Department of Math and Computer. In addition, many department faculty members pioneered in teaching ICDL courses since the establishment of the center.

Innovator - Migration from Excel spreadsheet to an online class and record keeping management system

Starting Fall 2009, the department introduced the new online grade and attendance management system dubbed "E-monitoring System" developed by Mr Fethi Ferjani. The system serves as an electronic tool to record all students' data and to provide instant access online to all groups' attendance and grades record for the department administration.

Networker: CISCO Academic Courses

Beginning summer 2008 a group of computer instructors in the Department of Math and Computer successfully passed the theoretical and practical parts of the Information Technology Essentials CISCO courses. The skills, knowledge, and in-depth theoretical and practical know-how acquired by the participants will reflect in computer courses offered and ultimately to all Foundation students. The Foundation program is now officially nominated by CISCO as Local Cisco Academy."

Qatar University Colleges & Programs Accreditation

Ongoing developments at the institution are the successes by several colleges, programs and centres in gaining international accreditation. Achieving international accreditation is one of the priority areas of QU's Reform Plan towards institutional excellence and quality.

The institution's research centers -- the Environmental Studies Center (ESC), Materials Technology Unit (MTU) and Central Laboratory Unit (CLU) were recently awarded ISO 17025 accreditation. In December last year, the College of Business and Economics celebrated its accreditation award from the Association to Advance Collegiate Schools of Business (AACSB). The successes follow those in 2009 of the College of Pharmacy and the Chemistry Program; in 2008 the Biomedical Program, and in 2006, 4 programs of the College of Engineering. Most other QU colleges and programs are in the process of achieving similar international accreditation status.