



## Meeting Minutes

### QU Learning Outcome Assessment Committee (QU - LOAC)

<b>Date of Meeting:</b>	Wednesday, November 25, 2015		
<b>Time of Meeting:</b>	09:00 to 10:00 AM		
<b>Minutes Prepared by:</b>	Mr. Mohammad Sabbagh		
<b>Meeting No:</b>	2		
<b>Meeting Location:</b>	Executive Meeting Room, Administration Building, 3 <sup>rd</sup> Floor		
<b>1. Purpose of Meeting</b>			
<i>Review and make any amendments to the Internal Review Template Report.</i>			
<b>2. Attendees</b>			
<b>Name</b>	<b>Department/Division/Role</b>	<b>E-mail</b>	<b>Phone</b>
Dr. Sherief Khalifa	Director of Quality Assurance, AP&QA, Chair	sherief@qu.edu.qa	4403 5561
Dr. Nabil Litayem	Quality Enhancement Coordinator, AP&QA, member	nlitayem@qu.edu.qa	4403 7269
Dr. Husam Aldamen	Assist. Prof. of Accounting, member	haldamen@qu.edu.qa	4403 5060
Dr. Yahya Al-Nakeeb	Assoc. Dean for Academic Affairs, CEDU, member	alnakeeb@qu.edu.qa	4403 6505
Dr. Wael Yousef	Assist. Prof., CCP, member	wyousef@qu.edu.qa	4403 4049
Dr. Aiman Erbad	Assist. Prof. of Computer Engineering, CENG, member	aerbad@qu.edu.qa	4403 4278
Dr. Abdou Ndoeye	Assessment Coordinator, CAS, member	abdou.ndoye@qu.edu	4403 4522
Dr. Roger Barlow	English Lecturer, FP, member	Roger.barlow@qu.edu.qa	4403 5477
Mr. Mohammad Sabbagh	Assessment & Technology Specialist, AP&QA, member	msabbagh@qu.edu.qa	4403 4013
<b>3. Excused</b>			
Dr. Andrew Dahdal	Assist. Prof. of Law, CLAW, member	adahdal@qu.edu.qa	4403 7780
Dr. Mahroof Athambawa	Assist. Prof. of Islamic Studies, CSIS, member	mahroofa@qu.edu.qa	4403 4434
Dr. Basem Ezbidi	Assist. Prof. of International Affairs, Honors, member	bezbidi@qu.edu.qa	4403 7591
Dr. Hossam Hamdy	Advisor to QU President and Prof. of Surgery, CMED, member	hossam.hamdy@qu.edu.qa	4403 7810
Dr. Kyle Wilby	Assist. Prof. Clinical Pharmacy & Practice, CPH, member	kjw@qu.edu.qa	4403 5606
<b>4. Detailed Meeting Agenda</b>			
<ol style="list-style-type: none"> <li>1. Approval of previous minutes</li> <li>2. Finalization of the internal review of annual assessment reports template.</li> <li>3. Structure and membership of internal review teams.</li> <li>4. Timeline and schedule of the internal review of annual assessment reports.</li> </ol>			

## 5. Meeting Notes, Decisions, Issues

### 1. *Approval of previous minutes*

Minutes were approved as circulated.

### 2. *Finalization of the internal review of annual assessment reports template*

A copy of the Internal review template was distributed earlier to all committee members for review and comments. Members agreed on the following suggestions:

- In the checklist section, it has been noted that the *Detailed Assessment Plan* would be more useful if it refers to the entire assessment cycle and not just the assessment plan of the academic year. Members recommend to modify the Annual Assessment Report to reflect this.
- It was recommended that the criteria statements should avoid words such “Reasonable”, “Suitable”, and other similar expressions that are difficult to measure. Therefore, these terms were modified/removed as appropriate.
- The Core Curriculum Program is different from all other programs in the sense that all its courses are introductory level. Therefore, the program is not expected to fully address “multiple levels of mastery”.
- There was a consensus to remove the ratings column “**Exceed Expectations**” since it is difficult to identify those programs exceeding expectations. Moreover, it was noted that “**Exceed Expectations**” might be linked to performance appraisal and the internal review would become more biased. It was agreed for a program performing extraordinary in any given criteria, a note to include this would be included in the column labeled “**Recommendations/ Comments / Observations**”.
- Revised template is attached

### 3. *Structure and membership of internal review teams*

Members agreed on the following:

- There will be 5 review teams.
- Every review team will be composed of 3 members plus a subject matter expert (SME). The SME will focus on appropriateness of the context (course) and the assessment tool to the measured outcome. Sample(s) of student work and scoring will be reviewed as well. SMEs will be designated by team members using a sheet (attached). Communication in this regard will be coordinated by Dr. Nabil.
- Dr. Nabil is a member on all teams.
- Although we have 65 programs to review, the designated teams will review 30 programs only (6 programs per team). The other 35 programs will be reviewed by Dr. Nabil. Members will identify volunteers from respective colleges to help Dr. Nabil with these programs.

#### ***4. Timeline and schedule of the internal review of annual assessment reports (attached)***

Each team will be receiving a packet by Sunday November 29:

- Annual Assessment Report for AY 2014/2015
- Curriculum Map
- Assessment Tools
- Rubrics used
- Sample(s) of Student Work

The timeline for the review extends over a period of six week and all reviews will be submitted by January 15, 2016. One program will be reviewed every week.

#### **4. Next Meeting**

TBD