

Meeting Portal for American University in Cairo (AUC)

Provost's Council January 17, 2019

Bacon-Crary Meeting Room

Thursday 17 January 2019, 9:00 — 1:15 EET

Present:	Francis J. Ricciardone Ehab Abdel-Rahman Alaa-Eldin Adris Ahmed Tolba John Swanson Lamia Eid Heba El Deghaidy Hassan El-Fawal Shahira ElSawy Ghada Elshimi Nabil Fahmy Sherif Kamel George Marquis Adham Ramadan Robert Switzer Yvette Isaac Kathleen O'Neill	President Provost AP-RIC AP-SEM AP-AE Interim Dean, LLT Interim Dean, GSE Dean, SSE Special Adviser to the Provost Dean, ALA Dean, GAPP Dean, Business Dean, Students Dean, Graduate Studies Interim Dean, HUSS Assistant Provost for Faculty Affairs Director, Academic Affairs Projects
Also Present:	Sherif Elsheemy Ranya Boraie	Director, Planning & Administration VP for University Affairs & Chief of Staff
Apologies:	Aziza Ellozy Alia Shoeib	AP-TLT Interim Dean, SCE

1 Approval of Agenda

Vote

Approval of the Agenda

12 Yes

Agenda approved

2 Approval of the Minutes

Vote

Approval of the Minutes

11 Yes 1 Abstain

With correction that Mahmoud Allam is the Associate Dean for ESS.

Minutes approved

3 Remarks by President Ricciardone

President Ricciardone offered an overview of the Cabinet retreat that had taken place the weekend prior. He remarked on the issues of morale and its connection to compensation, noting that while we are not in peril, things cannot continue in the current fashion. He discussed the need for more robust communication that is both vertical and horizontal, and that goes both ways, noting that the Provost's Council should communicate up, down and across.

4 Announcements

No announcements.

5 AUC Institutional Ranking (with Iman Megahed, Heba Fathelbab and Rasha Radwan)

Review of presentation. Discussion of the difference between process between last year and this year.

Regarding the responses from the departments, some said they were trying to collect from the faculty. Some said they felt awkward sending this information to contacts. Some said they were not interested in participating.

All of this is standard practice and has been recommended by QS so as to encourage participation.

Question: I received this from my department chair a couple of days ago. I think there may be some confusion with the department chairs. I did not get the impression that the faculty member would send the email to their contacts. It seems to be a miscommunication on what needs to be sent and by whom.

Question: I'm confused by some chairs who said they do not have contacts. Are they excluding alumni, because they are also employers.

Response: We expected this too, but we do get employer information from the Career Center.

Comment: In response to the earlier response, this indicates the chair acted late. Even if there was confusion about the message, they could have clarified with DAIR/SMIE. There is no one-size fits all approach.

Some chairs suggested other ways to do this. One chair asked their faculty to copy DAIR on the email, rather than provide the date of email. They did not do that, but it's another approach.

Question: Last year we contacted the deans, and that didn't work great. This year we went to the department chairs, and that did not work. Do we want to approach the faculty directly next year?

Comment: Many chairs want to be academic chairs, but not administrative chairs. Ultimately, this is a communication problem. We are not communicating the right information/message to the right people.

We still have a small window to get the contacts and emails. Please encourage the faculty to send this out.

Comment: What I found difficult to do was the the spreadsheet because it took time to compile. It would have been much easier to send an email to my contacts, but it was the spreadsheet that took so much time.

Response: The employer survey needs to be complete because we send it as is to QS.

6 Student Exit Survey for UG Students

Exit Survey

Feedback due by COB on Monday. Please send the survey to Chairs as well.

I want to form a small task force to develop a comprehensive survey for the next cycle.

Task Force Members:

- Zeinab
- Heba
- Ghada
- Sherif Kamel
- DAIR

Comment: Many departments run exit surveys. I would suggest sending the chairs the requirements you want included into one survey because students will not respond to multiple surveys.

Response: We need collaborate so as not to duplicate work on removing overlap, but at an institutional level, this needs to be centralized.

7 Approval of Petroleum Engineering Proposal for Resources

Review of presentation

We do not need any additional labs or software for these programs. As per faculty we will not need any additional faculty in the first year, but in the second year we will need one more full-time faculty.

Provost: This is to confirm, no operational budget change, no space needs, no supply needs. The only need is only one full time faculty. I assume then that you have an office for the faculty.

Response: We will need an office for the new faculty.

Discussion of the credit needs. This needs to be reviewed.

Comment: My comment is about sustainability. Your first slide showed that demand is conditional on the market, which shows that there is not sustained interest.

Response: When there is drops in prices on a short term, we do not see an impact. However, when prices decline you see an increase in the graduate programs.

Question: Is there a need for fellowships? Previous conversations revealed that there was no need for fellowships, but the market survey indicated that 64% of respondents said that they would be dependent upon fellowships.

Response: BP gives one fellowship per year for students to do graduate studies. We will approach companies for sponsorship later.

Question: Are you targeting international students?

Response: Yes. We are in discussion with several universities. Probably the only successful program in MENA is at King Fouad University because it receives support from ARAMCO.

Comment: I would push people on the department board to make commitment for funding. I would also put pressure on Dean Ramadan for fellowship support.

Response: We are currently speaking with different companies. I will speak with Dean Ramadan about fellowships.

Question: You said that there is a drop off when prices decline. Did employers say they will be rehired?

Response: It's known that people will be hired back, and even with layoffs

Resource: Library needs. When accreditation visits happen, we need to make sure the needs are covered.

ACTION ITEM: Send to DAIR to incorporate library needs in the market survey.

Provost Abdel-Rahman congratulated Dr. El-Banbi on his efforts in securing ABET accreditation for PENG. The ABET team suggested an interdisciplinary graduate program. Do we want to pursue a narrow-focused petroleum program?

Response: It's a good idea, but this the PENG program would still be needed. The future program would draw from some of these courses and other departments.

A Master's program does not attract research funding.

For wind and solar markets, its technicians that are needed.

Comment: Energy planning, and other types of programs require engineers.

Vote

Vote to approve resources

10 Yes 3 No 0 Abstain | Approved on 17 January 2019

All voting members of the Council present voted for the measure.

8 Approval of Interior Design Minor Proposal for Resources

This program was originally submitted last year. As an architecture department alone, we could not do this minor, so it's a collaboration with graphic design.

Additional sections of these existing courses may be needed on occasion.

Question: Why are students going to be permitted to double count for the major. Minors also double count for CORE curriculum. Double counting dilutes the programs by allowing students to avoid diversifying their studies.

Response: There are some basic skill courses are usually introduced in the minor and if you require the students to take them.

Question: Is this open to architecture students? If so, they will take all the seats.

Response: We will set a cap to diversify enrollment.

Question: Is this something that will be grow into a major in the future?

Response: If something succeeds it's the requirement of the university to support it. It has the potential to grow into a department with both graduate and undergraduate programs.

Question: How many seats will be open for this minor?

Response: 15-20 per cohort.

Question: Which courses require studio spaces?

Response: The three design courses in the second level require studios. For the additional sections, they will need studio spaces for those additional sections.

The message we have been getting for the last two years is that there is not enough studio spaces in architecture and graphic design. This program ind

The program is capped at 15 students every year. The department will not require additional studio space. They may require a part-time faculty on occasion.

Ahmed Tolba: We did the analysis. ARCH will not require additional spaces, they will be filling vacant seats. For GRDSN we may need more slots in classes, but it will not require additional studio space.

Question: Is the cap of 15 indefinite?

Response: There is demand now. It's up to the program to tell us their needs.

Question: Do you have fixed caps per major?

Response: We cannot set those caps now.

Question: Who would be able to minor in this? We worked out the pre-requisites?

Response: Students from, psychology, for example, would have to take the prerequisites in addition to the minor requirements.

Question: We are not waiving the prerequisites for the minor.

Response: We are not waiving the prerequisites.

Comment: If GPA is the sole criteria for admission and we don't have a set seat cap by major, and architecture has such a high major requirement all students will be architecture.

You need to tell us if it's 15 students or 20, based on what will not require additional space.

PROVOST: As long as you are confirming that 20 students can be accommodated by the program without requiring additional space, then the number will be 20 students. The cap on students is tied to space. No additional space will be provided.

Dean HUSS: Start with 15 students, and then see if there are additional spaces available.

Vote

Vote to Approve Resources

13 Yes 0 No 0 Abstain | Approved on 17 January 2019

Everyone eligible to vote and present has voted.

9 Approval of MSc in Architecture Proposal for Resources

Resource requests: 1 lab, 1 full-time faculty member, library resources, space for the lab, 1 faculty office.

Question: Have you spoken to the philosophy department for bridge building? Are you envisioning team teaching or other requirements in HUSS departments? Seat availability in other programs need to be factored into the decision.

Response: The three specialized courses would be taken in other programs. Thesis supervision between architecture and the specialized program.

Question: Will there be prerequisite needs for the specialized courses outside of architecture?

Response: Students would be responsible for any needed prerequisites.

Question: Do you need fellowships?

Response: We did not ask for any because demand is high.

Question: Are departments aware they will be co-supervising theses?

Response: We have reached out to some. We have not reached out to all, but the response is positive.

Comment: I believe that if accreditation is available, we should acquire the accreditation before expanding programs.

Response: We are preparing to move into the NAB component. It will take 3-4 years. I do not see a problem in starting the graduate program while we are pursuing the NAB.

Is there a lab and an office for the faculty in SSE?

We do not know if we have the space. There is a double height lab that we can close off.

Was the cost of renovation not included in the budget?

PROVOST: Start the program in Fall 2020. Then they have the chance to put this in the budget. No Additional studio space needed; and none will be provided.

Vote

Vote to approve resources

9 Yes 1 No 3 Abstain | Approved on 17 January 2019

Approved for resources. All members eligible to vote voted.

10 Centennial Communication and Calendar (VP Dina Abulfotuh)

We can create a special seating area for faculty with recognition by the President. We could also do a faculty procession into the hall.

Comment: It's difficult to put a priority list of faculty.

Response: Ewart Hall has a set capacity limit. So we do need to have some sort of selection criteria.

Tickets are going to be for sale. The cost is nominal, 150 EGP. Our capacity is 3000 people for the day, and this is to help ensure that we do not exceed capacity. We can find a mechanism to refund if needed. Schools can purchase tickets for all of their faculty if they want to do so. We could give every member of the faculty 1 ticket.

There is also an issue where some people are going to be paying who will not be able to go to Ewart. There should be limited numbers of free tickets, and that should be limited to the Ewart capacity.

We are currently running reports on long-serving faculty and staff (current and retirees).

We have expanded invites to associate deans and center directors.

Suggestion: Invite all faculty. Give them the option to RSVP within a certain window. Then it's up to the faculty to decide if they want to attend, but it will be inclusive.

Comment: We want inclusion rather than exclusion.

Response: If we are talking inclusion, why are we not talking about inclusion of staff and alumni and other stakeholders?

Follow-Up Response: There is no constituency that was invited 100%.

Comment: We have limited seats for commencement, and chairs solicit the number of seats. Why can't we do the same for this now.

Comment: Let the chairs nominate who can go into Ewart. Make the garden open to everyone.

Provost: I will purchase tickets for all faculty and distribute them to the schools. At the same time, we send to the departments, nominate x number of faculty in Ewart.

Limit the number in the hall as determined by the department, all faculty members in the garden, no plus ones.

Consensus:

Recognition by President but no designated seating.

Spouses can purchase tickets for the garden.

Process for Ewart will mimic commencement.

**Clear explanation that spaces are limited and constituencies will be representative.
All members of the faculty are invited to the garden to be collected from the dean's office.**

Share the entire centennial calendar with all invitees.

11 Nominations for Honorary Degree Recipient

History of the nomination process.

The process now resides in the Provost's office.

Review of the bio of Dan Weiss

Solicitation of comments for process. Will also solicit feedback from the Senate.

Dan Weiss-

He would make a good speaker as a strong supporter of the liberal arts.

Consensus: Yes.