

The American University in Cairo (AUC)
Meeting of February 28, 2018
Bacon-Crary Meeting Room
Thursday 28 February 2019, 9:00 — 12:00 EET

Present:	Ehab Abdel-Rahman	Provost
	Alaa-Eldin Adris	AP-RIC
	Aziza Ellozy	AP-TLT
	John Swanson	AP-AE
	Heba El Deghaidy	Interim Dean, GSE
	Ghada Elshimi	Dean, ALA
	Nabil Fahmy	Dean, GAPP
	George Marquis	Dean of Students
	Adham Ramadan	Dean, Graduate Studies
	Alia Shoeib	Interim Dean, SCE
	Robert Switzer	Interim Dean, HUSS
	Diaa Noureldin	Associate Dean, BUS
	Kathleen O'Neill	Director, Academic Affairs Projects

Absent:

Apologies:

1 Approval of Agenda

- (i) Vote
Approval of Agenda of Meeting of 28 February 2019
10 Yes 0 No 0 Abstain 8 | Approved on 28 February 2019

2 Approval of Minutes

- (i) Vote
Approval of Minutes from Meeting of 14 February 2019
10 Yes 0 No 1 Abstain 7 | Approved on 28 February 2019

3 Announcements

- March 31, GAPP will hold an event and the Provost's Council will hold an event. AUC will also hold an event regarding the AlMostakbal Celebration
- International Day is March 4, 2019 (Monday) and it may be an issue for graduate students as it

will be in the afternoon.

- Two upcoming centennial events: Tomorrow Gala El Hadidi and March 9, 1919 Revolution event
- Launch of the inclusive diploma between GSE and psychology will be on Saturday.
- Regarding international day, we had previously agreed that International Day is held on Tuesday when there are fewer class conflicts. This was a unilateral decision to accommodate undergraduate students without concern for graduate students
 - Anything that could affect the academic area should come to the Provost's Council for discussion in advance of the decision. We will not cancel graduate or continuing education classes for International Day.
 - Action Item: How did the change to the academic calendar happen without the knowledge of the Provost's Council?
- Feedback on the minutes. Faculty have started informally sending feedback on the PC minutes. It is not necessarily positive. The consensus is that there is a disconnect between the real issues as felt/believed/perceived by the faculty and what is being discussed at the PC.

4 P&T Action Plan (Samer Atallah)

Review of presentation.

We are not a committee that presents the opinions of the faculty, but the views of the members.

Provost: I have signed off on this report.

There was a question posed to the task force: Does AUC need a post-tenure review? The answer was the annual performance review can serve as a post-tenure review.

Slide G: Development of P&T criteria.

Comment: The way I read the report was that the criteria is initiated by the department. The role of the dean and the PC is to ensure the standards are consistent across the board.

Comment: For research there can be variations. For teaching and service, it should be consistent across the university.

Comment: I think the language should be school approved criteria.

Slide H

Suggestion: Create a standard template for communication with external reviewers.

Comment: There are departments that will say you can only find external reviewers from this specific field. That is not always practical or possible. There is a healthy back-and-forth with the departments.

Comment: In my opinion, the way to do this is make the departments justify why the names are being recommended.

Comment: We can make a template for both departments and the candidate. We can ask things like: Do you know this person? Has this person taught at AUC? This can help make the recommendations more transparent.

Comment: We need to avoid conflict of interest, but we also need to ensure we have qualified reviewers.

Comment: The main issue here is clear accountability.

Comment: I would hope that there be more dynamic review about the weights of faculty, service and research. There also needs to be a more strategic, longer review of the need of different positions.

ACTION ITEM: Council to send feedback on the report to Samer Atallah.

5 HUSS Dean Candidate Phil Enns

6 Commencement Discussion (Deena Boraie)

We arranged a meeting between the BoT and students. The Board of Trustees has sent to the students through me that they are listening and will follow up with me on the progress. One of the issues is that they want to bring back the midyear commencement. I support this request. In time, the need for the midyear commencement will end with the new admission cycle. It's also unfair to tell students in their junior year to change their plan. At the very least, I am asking that you commit to the 2020 midyear ceremony.

Comment: I think what we have suffered from is precipitous change. This would add a lot of work to the schools, but despite that, my team has put the students first and do not want to delay their graduation.

Comment: I don't think we will eventually reduce the need for the midyear commencement because with the incoming cohort, half of the students went into ELI.

Comment: What is the new model? What is the plan for the future?

Answer: There will be school based ceremonies for diplomas with one large ceremonial ceremony in June for all graduates who graduated in the year.

Comment: As of right now, (now that the midyear has been cancelled) the model is that there will be school-based ceremonies in June followed by a university-wide event. The issue now is whether to reinstate the school-based midyear commencement.

Comment: There has to be one decision by the schools. We cannot have different models between the

schools.

Suggestion: Rather than make a decision now, why not we reassess the situation after the June ceremonies.

Response: Yes, we will do this. We will reconvene after 20 June to assess.

Dates: June 18 & 19 (School based); June 20 (University Wide) with rehearsals on Sunday/Monday

7 Recording Class Lectures (George Marquis)

We do not have a policy on classroom recording, but many universities do. This was prompted by a concern by a faculty member who said that a student had an app on our phone that converted the conversation into a Word document. I spoke with a group of students who said they all recorded lectures and took photos of the lectures. Using existing policies from other universities, I developed this policy.

The proposed agreement would give students with an accommodation or who need to record the lecture the right to record the lecture, but not personal information. It also protects the IP rights of the faculty. It stipulates that the recordings are only permitted for the duration of the semester and must be destroyed at the end of the semester.

Comment: Make accommodations stipulate when recording is needed for a disability. How can we implement that material won't be shared outside of the course?

Response: They sign.

Follow-Up: What prevents other students in the course from sharing the materials?

Response: We can't prevent this, but right now, we don't currently have any policy.

Comment: There are two issues here: 1) accommodation and 2) everyone else. We need to have policies that can be implemented. Accommodation aside, students who wish to record should be transparent and give faculty the authority to determine what information can be recorded.

Comment: We need to codify the hows and whos of recording, but we need to ensure that students are not using these materials to attack faculty or other students.

Comment: Recordings are just audio notes. What currently prevents students from discussing what was discussed in class?

Comment: There could be impacts on faculty and teaching if faculty are being recorded.

Comment: There needs to be transparency for the class that classes are being recorded. Students should need to get the permission of the class.

Comment: It seems like we're getting into dangerous territory where students with legitimate accommodations are going to be "outed" with their disability.

Response: This is an important issue. It should be announced to the class that someone is recording the class without announcing who is recording it.

Comment: What happens if at the end of the semester the student disputes the grade and uses the recording as evidence. Would we allow this?

Comment: I think it should be a simple statement: Classes may be recorded with the consent of the faculty member. The faculty member then needs to announce that the class is being recorded.

ACTION ITEM: AP-TLT to work with the Dean of Students to work on the statement before coming back to the PC.

8 Academic Integrity Update (Aziza Ellozy)

Academic integrity is now under the AP-TLT

Review of Presentation

Comment: There are also plagiarism cases that come without turnitin.com.

Comment: We need to develop exams that do not allow cheating.

Comment: A lot of faculty just look at numbers only.

9 AlMostakbal Centennial Project (Nabil Fahmy)

The initiative will launch March 14th and extend for three years. There will be a conference in April and at the end of the project. There may be a conference in the middle. This is not a GAPP project; BUS and HUSS are members of the coordinating committee and working with GAPP on this project. There will be a report on policy recommendations, a full record of the work that has taken place. We are encouraging all participants to discuss this in the media and publish in the public domain to generate discussion. The academicians will be encouraged to publish in journals. We have some money but we will need to develop more money.

10 AOB

(i) No item(s).