

Provost's Council Meeting of Thursday, November 1, 2018

Official Minutes

Location: Bacon-Crary Meeting Room, 9:06 am - 12:12 pm

In attendance: Provost Ehab Abdel-Rahman, Associate Provost Alaa-Eldin Adris, Associate Provost John Swanson, Associate Provost Ahmed Tolba, Acting Dean Heba El-Deghaidy, Dean Hassan El-Fawal, Dean Shahira El Sawy, Dean Ghada Elshimi, Dean Nabil Fahmy, Dean George Marquis, Dean Alia Shoeib, Dean Robert Switzer, Dean Sherif Kamel, Ms. Kathleen O'Neill

Guests: Sherif Aly

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1. **Approval of the Agenda (2 minutes)**
 - a. Motion to approve.
 - b. Seconded
 - c. Approved

 2. **Approval of the Minutes**
 - a. Motion to approve
 - b. Seconded
 - c. Minutes approved

 3. **Speed Rounds**
 - a. **Digitization of the Provost's Council:** Contract has been approved by legal, so we are proceeding with the purchase. It is hoped that we will be digitized by the next meeting.
 - b. **Dean of Students:** Students from the school upset about the cancellation of honor's assembly. It appears students are more on board with commencement than the changes to the honor's assembly. Under the Dean of Students, we have student ambassadors who are trained to give tours. Statistics for Office of Student-Wellbeing: 10% of UG students are seeking counseling. Of those students, 30% have disabilities. The number of students with stated disabilities has increased by 40% in the last year. 42% of the disabilities are physical, and 28% are learning.
 - c. **AP-TLT:** One of the task forces I am working on has to do with grade inflation. I previously requested names of departments who would participate in focus groups with students. I received the names of 8 departments; 1 department objected, so we are proceeding with the other seven. We are continuing our review of formal and informal learning spaces. We are going to have a design thinking bootcamp.
 - d. **GAPP:** Regarding honor's assembly, I have also had students coming up to me. We used to have two honor's assemblies each year, I reduced it to one, and they want to return to two, but with the new commencement model, and our 10 year anniversary of GAPP and the related events for that, we cannot do all of these events. In the next few weeks you will get new program proposals, including a joint-program with King's College. University of Pennsylvania has just requested to collaborate with us. We are doing a leadership seminar in January with the Talbot Foundation. We are reviewing our programs; not as thorough as the project John is conducting, but looking at curricula of programs.

- e. **SSE:** We have an ABET visit next week for Petroleum Engineering.
- f. **AP-RIC:** We are going to launch probably this week a post-doctoral research fellow position. It would require teaching one course a year. We are trying to remedy the cancellation of second assignments by establishing a principal investigator's support unit for all projects (internally and externally funded). We are setting the proposal to HR today. We hope to have this up and running within a month. We are working on the International Conference on African Challenges, which will be end of September 2019. We need your support to develop white papers and themes. Regarding centennial, we are selling give laps (science, architecture, design, additive manufacturing lab).

Question: For ongoing projects, what happens to the staff?

Answer: If you hire full time staff for the project, they are yours. If you are using second assignments, there will be centralized support in the AP-RIC office. All continuing second assignments will stop once the new unit is established.

Question: What if it's a full-time position?

Answer: Would still be located in the unit under AP-RIC, but they can be physically located in the school of hire, but through the new unit.

- g. **GSE:** Heba El-Deghaidy acting dean. We are signing an MOU with British University in Dubai, as a result of a DVP. Working on a collaboration with Psychology.
- h. **Library:** We are moving to making the library 24/7. We are assisting A/C with the 10 year anniversary of the new campus which will open this week.
- i. **SCE:** We are progressing with the associate degrees. We have interviewed the director candidates, and the curriculum is being developed.
- j. **DGS:** We are developing an internationalization plan for graduate students. We are processing admission and fellowship applications for spring. We are also discussing whether we should have a full-time teaching assistant position at AUC.
- k. **AP-SEM:** We are planning to double the number of international students next year. We are hiring a consultant in the US. Our goal is to have recruitment on the ground. We are hiring an international recruitment manager on the ground. We are coordinating the efforts between the different team. We are looking at addressing security concerns on the ground in the US, and are aligning with our digital marketing campaigns from A/C.
- l. **ALA:** We appointed a new chair in ALI. Iman Soliman will begin this next year. We are trying to revamp our Arabic courses. We are restructuring our Arabic courses for Egyptians. Part of the course will be online to make it easier for them to schedule. The Provost is supporting 20 CASA students next year. The program will return to a 12-year program. We are about to launch the Centennial text for the common reader program, with support from AP-RIC. Regarding College Bound, I need to discuss this with the Senate. They have concerns about the lesser tuition and the flat-fee for faculty. They are also requesting a feasibility study, which I am discussing with DAIR.

Suggestion RE AP-SEM: If we focus on Asia, the security concerns are less. If we promote the reduced tuition for international students this may be a draw.

- m. **BUS:** I think we need an Africa plan. We are getting increased competition from Morocco. We are revamping all academic programs within the school, looking at the curriculum, and it's

possible we will be cancelling some of the concentrations. It will take about a year to complete. We are developing a family business, which constitutes about 90% of Egypt's economy, and we are establishing a consortium of family business consisting of business schools in the region. Hosting IMF Chief on November 7. We are continuing with strong support for our venture lab. Our collaboration with Babson will result in an event in spring 2019.

- n. **Provost:** College Bound is one initiative related to increasing student centered programming in the summer. This includes Boot Camps, which can be a week. Please encourage your faculty to submit proposals. We are also working on a Meet Cairo program.
- O. **HUSS:** We have the first ever conference of the Association of Middle East Analytical Philosophy. Arts is very active right now. We are looking at participating in the centennial by bringing back music from 100 years ago, in collaboration with AP-RIC. Graphic Design has an exhibit in the Sharjah Gallery called Travel Light Ya Loulou.
- p. **AP-AE:** Please continue to record the names of all external faculty who have been invited to serve, those who accepted, those who did not accept, and those who did not respond. We want to know who was recommended by the candidate, the department and the dean.

4. **Commencement**

- a. **Honor's Assembly:** being left to the dean. Please communicate any change to your students.

Decision: We will not make a decision here on the honors assemblies; this is left to individual deans to decide, but it needs to be clearly communicated to the students.

- b. **Role of Provost/Dean within the ceremony.** Provost is willing to play any role, but whatever the deans agree, the Provost will follow.

Vote by the five schools on the question: Should the Provost play the role of the president during the ceremony? 3 out of 5 voted in favor of the provost playing the role of the President. (dean is the master of ceremony, provost gives a preamble before distributing the degrees, the dean hoods, provost and dean; associate dean hands diploma to provost)

- c. **Invited & Internal Speakers:**

Decision: All ceremonies will have one student speaker.

Decision: Invited speaker: No invited speaker. (vote: 1 for invited speaker, 3 against)

- d. **Calling Names (school v registrar)**

Decision: Registrar, by unanimous vote

- e. **School Awards (endowed awards)**

Decision: Vote: Yes, as long as not previously awarded during the main ceremony.

Decision: Second ceremony will begin at at 3:00 pm.

5. **Core Curriculum Announcement**

AP Ahmed Tolba is working with Dean Elshimi to determine who is taking each course and why they are taking it. This is an effort to ensure the courses are achieving the core learning outcomes. There are a number of initiatives associated with this:

1. Identify courses that do not serve the Core. We are going to be meeting with departments suggesting modifications, and reduce the course offerings.
2. Start a periodical review system so that we can ensure that they still meet core requirements.
3. We will be able to assess the learning outcomes and what kind of assessments are being used.
4. I would like to have a writing course in each school. Some department chairs have approached us individually, but we would like to take a school approach.
5. We are developing a CLT track with Hoda Mostafa focusing on Core curriculum learning pedagogies.

Core centennial competition courses have been submitted. We selected one course from GSE, and one course from law & political science (all are interdisciplinary). This will be announced at the RCC. We will also ask non-winning courses to pilot because they are strong.

Question: Were there any courses from SSE?

Response: There were a couple submissions. One was a joint from graphic design and architecture. It was interesting, but it was not selected as a winning course. We will be asking schools that are not well-represented in the Core to develop courses.

6. **CEMS Budget**

You may know that the program passed through the Senate, now it is being returned to the Council for resources.

On points raised in the last meeting:

1. Many of the programs in CEMS have tuition below AUC's tuition.
2. One course was removed as the elective from HUSS after consultation with the department.
3. The narrative of two years experience has been adjusted as recommended.
4. Regarding the Arabic requirement, we are working with Dean Elshimi, and AUC will be the main place of Arabic study for all participants.

As the budget currently stands, it's approximately \$55,000 (CEMS membership, \$15,000; equipment for support staff; support staff salary; travel to the CEMS meeting) and one faculty member.

Motion to approve the program.

Seconded.

No objection. Program Approved.

7. **Viability Study Definitions and Criteria**

Tabled.

I would like to form a small committee to support AP-AE and I in developing and fleshing out the definitions and criteria that we will then present a more fleshed out proposal next meeting.

Committee: Hassan El-Fawal, Alia Shoeib, Alaa-Eldin Adris, John Swanson, and Ehab Abdel-Rahman

Please review the email that was sent, but please send comments and proposed definitions. These are not the only way to define the issues, but we need to think about data availability.

Action Item: John Swanson will circulate the criteria established by the Senate a few years ago.

8. Bring Your Own Device (BYOD) Update

Review of the presentation.

Action Item: Kathleen O'Neill will send emails to the deans asking them to remind departments who have not completed the information form to do so.