

**The American University in Cairo (AUC)
PC Meeting September 10, 2020
ZOOM Meeting**

Present:

Ehab Abdel-Rahman	Provost
Zeinab Amin	AP-AA
John Swanson	Special Adviser to the Provost
Ghada Elshimi	Dean, Undergraduate Studies
Hassan El-Fawal	Dean, SSE
James Ketterer	Dean, SCE
Daniel Ortiz	Dean, LLT
Nabil Fahmy	Dean, GAPP
Rachel Awad	Senior Director, Academic Affairs Projects
Hend Elziki	Executive Assistant, Office of the Provost
Heba El Deghaidy	Interim Dean, GSE
Sherif Kamel	Dean, Business
Zeinab Taha	Interim Dean, HUSS
Aziza Ellozy	AP-TLT
Randa Kamel	Associate Provost for Academic Student Services
Alaa-Eldin Adris	AP-RIC
Sherine Mahfouz	Manager of Academic Communication
Dina Adly	Associate Provost, Sponsored Programs
Adham Ramadan	Dean, Graduate Studies
George Marquis	Dean of Students
Wessam Maher	Chief Information Security & Risk Officer
Ahmed Zeidan	Manager, Business Continuity

1. Approval of the Agenda

Agenda approved

2. Approval of the Minutes of August 27, 2020

Minutes Approved

3. Approval of the Online Minutes of August 27, 2020

Minutes Approved

4. Business Continuity Planning

The overall idea is to make sure that we identify across the university those activities that are critical for us to achieve our mission in particular areas and do we have appropriate backup plans in place. Our goal is to be ready in case if there are any crises and to have documented procedures. We are working on business continuity from all perspectives and all scenarios. This includes

documenting all the functions and standardizing them according to the international standards while making sure that they serve the objective of the university.

5. Start of the Fall Semester – Issues

Comment:

There are concerns being raised regarding social insurance documentation for adjunct faculty.

Question:

For exceptional access, what is the procedure?

Answer:

The exceptional access, if it's one-time access, has to be done via gate pass. The library is not granting access to students unless they already have access to campus. Exceptional access comes from the approval of the individual faculty member and does not have to go to the Dean of students, the Dean of the school, or the library.

6. Fall 2020 Admissions Updates

Graduate students:

The newly registered students are 327. We have a 60% increase this Fall. Within this total, the number of international students is 62.

Undergraduate students:

We have a 15% increase in the application. We have this year about 4005 applications. With regard to international students, we have a 42 % increase.

For both UG and G these are preliminary figures which will be finalized after the census day.

7. Quality of Education Initiative Updates

Four Key Goals:

Enhance Students' Learning Experience
Develop and support AUC's strategic digital education initiatives
Reinvent AUC's learning spaces to support better learning
Strengthen the culture of academic integrity at AUC

There are 2 Types of Training

Professional and academic development training. Ongoing every semester for new and continuing students.

TA training which takes place early in the semester and only targets TA.

Now what is happening is that the training targeting only the TAs is converted to online.

8. Faculty Salary Updates

Faculty salaries are based on discipline, rank, and qualification. We have one salary scale for all faculty based on the three criteria. Questions of salary denomination are being discussed. This issue is based on a decision by the BOT to denominate salaries in USD and EGP.

9. Office Hours

All departments are now operating virtually and responding by email, but sometimes it is easier for the student to get an answer by a quick phone call. So, the suggestion is that different departments could have either full-time or office hour coverage by phone or set up a zoom waiting room.

10. Appointment of Graduate Program Directors - Follow Up

We finalized the document; the idea is to bring stability to the appointment of graduate program directors with terms and process, and if there are any changes. School deans are requested to rediscuss this with their departments to start implementing.