

**The American University in Cairo (AUC)  
Provost's Council March 18, 2021  
ZOOM Meeting**

**Present:**

Ehab Abdel-Rahman	Provost
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
Sherif Kamel	Dean, Business
Zeinab Taha	Interim Dean, HUSS
Aziza Ellozy	AP-TLT
Alaa-Eldin Adris	AP-RIC
Adham Ramadan	Dean, Graduate Studies
George Marquis	Dean of Students
Rachel Awad	Senior Director, Academic Affairs Projects
Sherine Mahfouz	Manager of Academic Communication
Randa Kamel	Associate Provost for Academic Student Services
Hend Elziki	Executive Assistant, Office of the Provost
Dina Adly	Associate Provost, Sponsored Programs
Zeinab Amin	AP-AA
Michael Duckworth	Director AUC Press
Yvette Fayeze Isaac	Assistant Provost for Faculty Affairs

**1. Approval of the Agenda**

Agenda Approved

**2. Approval of the Full Minutes of March 4, 2020**

Minutes approved

**3. Approval of the Online Minutes of March 4, 2020**

Minutes approved

**4. Spring 2021 Updates from Deans**

In terms of courses and teaching, there are no main issues.

**5. Selection of the 6th AUC Distinguished University Professor (DUP)**

After following the full process, the DUP Advisory committee made its recommendation to the Provost for the appointment of the 6th DUP of the American University in Cairo. This will now be reviewed by the Tenure and Promotion Committee.

## **6. Intramural Grant Guidelines**

A review of the procedures and criteria for intermural grants for:

- Organizing conferences/academic events
- Mini grants and publishing fee grants
- Faculty Teaching Release Award (FTRA) Program for Publication Enhancement

## **7. Textbook Purchase Guidelines**

The overall picture is to move toward digital textbooks and online resources as quickly as possible as efficiently as possible. Over the past ten years, the bookstore has experienced a marked decline in textbook usage, increased inventory of unsold textbooks, and the increasing use of digital books and online resources, which are preferred by faculty and students. AUC Press is recommending a new process which aims to support this shift and minimize the university's purchase of books – including e-copies, that go unpurchased by students.

## **8. Nomination of Faculty for Emeritus Status**

A retiring faculty member was nominated for Emeritus status. All such nominations are also reviewed by the Promotion and Tenure Committee, and are subject to the approval of the President and BOT.

## **9. Bring Your Own Device**

In the BYOD initiatives we are aiming to replace desktop-based labs with mobile labs, so all requests for purchasing desktops should be reviewed with this in mind. Departments should be determining the specs for laptops that students in the major should have, so that this can be shared with applicants prior to admission and enrollment.

## **10. Faculty Recruitment and Retention (continued from previous meeting)**

We will continue to address issues that impact faculty satisfaction.

## **11. Faculty Hand Book**

The Senate asked to “restore the responsibility of Amending the Faculty Handbook back to the Senate's Faculty Affairs Committee.” The Provost approved this request and to follow the normal procedure to recommend to the President changes in the FHB.