

**The American University in Cairo (AUC)
PC Meeting October 07, 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
Shereen Shaker	VP, Management and Operation
Ahmed Tolba	Associate Professor

1. Approval of the Agenda

Agenda approved

2. Approval of the Full Minutes of September 24, 2020

Minutes Approved

3. Approval of the Online Minutes of September 24, 2020

Minutes Approved

4. Proposed Triggers for Return to Campus

We are proposing to the SLG that we use these triggers to determine if we are ready to fully open the campus or if there is a need to further close the campus.

Proposed open campus indicators related to Egypt:

- National Overall Fatalities equals zero on trends for the 7-day rolling average
- National R Infection Rate equals one (for every COVID-19 case, how many people does this case infect?) on a 7-day rolling average.

Proposed open campus indicators related to AUC:

- AUC contact tracing equals zero for the last seven days.

Proposed close campus indicators related to Egypt:

- Government decree to close higher education institutions
- COVID Cases exceeds 1000 per day
- Mortality rate exceeds 100 per day

Proposed close campus indicators related to AUC:

- Hospitalized COVID cases exceed two currently

5. Planning for Winter and Spring 2020

Feedback will be required to plan for the Spring. Winter is also included in the discussion. The initial thought is to keep the Winter online unless there is a course that has to be face-to-face and preapproved before. The following points were discussed:

- Request for flexibility for international students (remaining online even if others resume face-to-face)
- Timelines for transitioning from online to face-to-face classes

6. Reports from Deans: Issues with Remote Learning Fall 2020

- Some faculty members are finding it difficult to conduct the exams online.
- Concerns about the frequency of the surveys sent out to students.
- Challenges with implementing campus access requests.
- Connectivity continues to be an issue.
- SCE challenges with the payment technology (payments and refunds).

7. Assessment of Teaching: Issues at Hand

At the last Provost Council, two issues concerning the assessment of teaching were brought to the table. The two issues are different but fundamentally related.

- How will peer observation take place during online teaching for those faculty who are up for contract renewal, 1st, 3rd-year review, or P& T?
- The establishment of a formal peer observation system for all faculty.

According to the AUC Faculty handbook: "Each department should establish efficient and transparent procedures and design a rubric with benchmarks for such teaching evaluation, and have it approved by the respective school."

What is needed?

- Address the immediate issue at hand
- Review (and develop) departments' Rubric And Benchmarks for summative assessment
- Work with departments to develop a plan for formative assessment. Need to train peer assesslors within departments
- Develop a post-tenure review of teaching modelled on the pre-tenure one.

8. ORICU Assessment Plan

First-Round Review-self assessment to:

- Implement the URB-approved guideline
- Build a realistic baseline of the centers' intellectual output and governance
- Evaluate the impact of each center
- Align AUC resources with the current or expected outcome
- Explored the possibility of growing centers into the center of excellence
- Provide the needed support for future

Common Observations:

- Almost all centers have research as a fundamental part of their mandate, but few of them live up to it
- Lack of institutional governance despite its importance, in all centers
- Strategic planning with clear KPIs and effective financial planning is either lacking or needs improvement

Second-round potential outcome:

- Growth
- Sustain
- Shrink
- Shut down

Next steps:

- Launch the review process
- Working phase
- Reporting results and recommendations

9. Announcements

- Tahrir Dialogue runs joint events on topics that have policy components.
- Three of our faculty won the state award this year. Dr. Hassan Azzazy, Dr. Nagy Allam, and Dr. Omar Abdelaziz.
- A conflict of interest and commitment disclosure form will be sent to deans that all faculty and staff are required to sign.