

<b>Academic Committee Meeting Minutes</b>			
<b>Wednesday, November 20<sup>th</sup>, 2024</b>		<b>13:40 pm – 15:00 pm</b>	<b>CLASSROOM: MGT106</b>
<b>CHAIRPERSON</b>	Dr. Adam Lawrence Fenech (AF)	Chair & Provost	Present
<b>ATTENDEES</b>	Ms. Pari Shamsi (PS)	Executive Assistant to the Provost	Present
	Dr. Sherif Moussa (SM)	Dean, SEAST	Present
	Mr. Massimo Imperato (MI)	Dean, SAID	Present
	Dr. Aseel Takshe (AT)	Dean, SEHS	Present
	Dr. Evangelos Moustakas (EM)	Dean, SCMS and SCI	Present
	Dr. Timothy Richard Jordan (TRJ)	Acting Dean, Psychology	Apologies
	Dr. Martin Spraggon Hernandez (MSH)	Dean, SOM	Present
	Dr. Robert McClung (RM)	Dean – First Year Students	Apologies
	Dr. Kweh Qian Long (KQL)	Dean of Research and Innovation	Present
	Dr. Gandeve Bayu Satrya (GBS)	Assistant Professor and Program Coordinator of CNET	Present
	Dr. Rita Zgheib (RZ)	Assistant Professor and Program Coordinator of Computer Science	Apologies
	Dr. Tamer Mohamed Abdellatif Mohamed (TMAM)	Assistant Professor and Program Coordinator of Cyber Security	Apologies
	Dr. Ahmed Al Gindy	Associate Professor and Program Coordinator of Electrical Engineering	Present
	Dr. Constantin Victor Spiridonidis (CVS)	Professor and Head of Dept, Architecture	Present
Ms. Sophie Johnson (SJ)	Senior Lecturer and Head of Dept, Interior Design	Present	
Dr. Rima Mishlawi (RM)	Associate Professor and Acting Associate Dean (Program Coordinator of MBA)	Apologies	

	Dr. Ibrahim Tabche (IT)	Associate Professor and Acting Associate Dean – UG programs and Program Coordinator of IB and HRM	Present
	Dr. Farooq Haq (FH)	Professor and Program Coordinator of MKT	Present
	Dr. Ikhlaas Gurrib (IG)	Professor and Program Coordinator of Finance	Present
	Dr. Saida Harguem (SH)	Associate Professor and Program Coordinator of E-Business and MIT	Present
	Mr. Mohammad Elmoshrib (ME)	Registrar	Present
	Dr. Anwar Abaidullah (AA)	Dean, IRP	Present
	Mrs. Menchie Armillo (MA)	Director, LRC	Present
	Mr. Aftab Khan (AK)	Director, ICT	Present
	Dr. Rami El Khattib (RK)	Vice President Student Services	Apologies
	Ms. Shaima Alhai (SA)	Student Council President	Present
<b>INVITEES</b>	Mr. Junos Andrino (JA)	HSE/Facilities Officer	Present
	Ms. May El Khoury (MEK)	Career Services and Internship Coordinator	Apologies
	Ms. Eva Allouche (EA) on behalf of Dr. Rami El Khatib (RK)	Communication Manager	Present

<u>No.</u>	<u>Items</u>	<u>Responsible</u>	<u>Deadline</u>	<u>Completed</u>
1.	<b>Approval of Agenda</b>  <b>The agenda was unanimously approved by all present members of the Academic Council</b>			
2.	<b>Approval of Previous Minutes of Meeting dated June 11, 2024</b>			

	<b>The minutes was unanimously approved by all present members of the Academic Council</b>			
3.	<p><b>Safety Moment</b></p> <p><b><u>EHS Cultural Awareness</u></b></p> <ul style="list-style-type: none"> <li>➤ To increase awareness of the safety culture amongst the community, the department has Integrated EHS in the planning stage of 80% of organized event.</li> <li>➤ A CUD Public Health student has shown interest in observing our EHS Management system. This served as a great opportunity for the student to gain real world experience in managing safety. <ul style="list-style-type: none"> <li>• The Dean of SPH stated that EHS will be integrated into the occupational safety courses in collaboration with the institutions Safety officer strengthening the connection between academic learning and practical application</li> </ul> </li> </ul> <p><b><u>Government Regulatory visits</u></b></p> <ul style="list-style-type: none"> <li>➤ Sallora Restaurant located in the Hub building was inspected by Dubai Municipality on November 9, 2024, for food and safety <ul style="list-style-type: none"> <li>• They have passed the inspection.</li> </ul> </li> </ul> <p><b><u>Feedback from a Person of Determination Student</u></b></p> <ul style="list-style-type: none"> <li>➤ High Tables in the Hub building – the student is requesting lower height tables for easier access for wheelchair users. <ul style="list-style-type: none"> <li>• The area has already been assessed and the lower height tables are ordered.</li> </ul> </li> <li>➤ Some classroom doors are difficult to open serving as a challenge to students that fall under the category of people of determination. <ul style="list-style-type: none"> <li>• The doors have been accessed and the department is looking at either installing automatic doors or ensuring the handles are easy to operate for those with limited hand strength.</li> </ul> </li> <li>➤ Requesting easier access to elevators in the SOM building as currently they need security staff to escort the students due to non-accessibility of the door by the people of determination. <ul style="list-style-type: none"> <li>• CUD is in discussions with Meeras to offer support on this.</li> </ul> </li> </ul>	Recorded		

	<ul style="list-style-type: none"> <li>The elevator in SOM is part of the common area of City Walk thus we are obligated to discuss this with Meeras to ensure it is POD friendly.</li> </ul> <p><b><u>Emergency Response Procedures</u></b> The exit points closest to the Meeting room, MGT 106 were displayed to the present members of the academic council meeting.</p> <p>The exit point was identified as being just behind the SOM building, opposite the Rolls Royce Showroom.</p> <p><b><u>Fire Drill</u></b> As presented in the previous meeting that a scheduled fire drill was to be conducted towards the end of 2024.</p> <ul style="list-style-type: none"> <li>➤ The meeting was already conducted with Dubai Civil Defense</li> <li>➤ The fire drill will be unannounced to ensure the realistic feel.</li> </ul>			
4.	<p><b>Curriculum Changes Approval – LNG 171 &amp; LNG 172</b></p> <p>Due to the unavailability of the Dean of First Year Student, Dr. Robert McClung (RM), this agenda items will be discussed in the next Academic Council Meeting.</p>	Recorded		
5	<p><b>Finalizing the Implementation of Mandatory Internship Preparation Sessions (Follow up Item)</b></p> <p>Due to the unavailability of the Career Services and Internship Coordinator, Ms. May ElKhoury (ME) and the Vice President of Student Affairs, Dr. Rami El Khatib (RK), this agenda item will be discussed in the next Academic Council Meeting.</p>	Recorded		
6.	<p><b>Change in Incomplete grades policy – duration (Follow up Item)</b></p> <p>The Dean of SOM presented the draft amendment of the incomplete grades policy in reference to the previous Academic Council Meeting.</p>	Recorded	-	-

<p><b><u>Incomplete Grade Policy</u></b></p>		<p><b>MSH to prepare the amendments to be presented in the Senate meeting for approval.</b></p>							
<p>Suggested modifications to the Section on Incomplete Grade (I), Page 880 of the PPM 2024 -25</p>									
<table border="1"> <thead> <tr> <th data-bbox="271 448 875 488">Current Statement</th> <th data-bbox="882 448 1480 488">Suggested Statement</th> </tr> </thead> <tbody> <tr> <td data-bbox="271 493 875 735"> <p>Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete" (I).</p> </td> <td data-bbox="882 493 1480 735"> <p>Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete" (I).</p> </td> </tr> <tr> <td data-bbox="271 815 875 1023"> <p>Students may be granted up to twelve (12) calendar months after the scheduled end of the course to complete required additional work as determined by the Faculty/Instructor who assigned the “I” and to thereby qualify for a passing grade.</p> </td> <td data-bbox="882 815 1480 1054"> <p>Students may be granted up to one semester (equivalent to 4 calendar months) after the scheduled end of the course to complete required additional work as determined by the Faculty/Instructor who assigned the “I” and to thereby qualify for a passing grade.</p> </td> </tr> <tr> <td data-bbox="271 1102 875 1241"></td> <td data-bbox="882 1102 1480 1241"> <p>An additional period of up to 4 months may be granted once with the approval of the Dean for extenuating reasons.</p> </td> </tr> </tbody> </table>	Current Statement				Suggested Statement	<p>Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete" (I).</p>	<p>Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete" (I).</p>	<p>Students may be granted up to twelve (12) calendar months after the scheduled end of the course to complete required additional work as determined by the Faculty/Instructor who assigned the “I” and to thereby qualify for a passing grade.</p>	<p>Students may be granted up to one semester (equivalent to 4 calendar months) after the scheduled end of the course to complete required additional work as determined by the Faculty/Instructor who assigned the “I” and to thereby qualify for a passing grade.</p>
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<p><b>Action Item:</b> The members of the council unanimously recommended to amend the last statement as follows:</p>									

	<p><i>On an exceptional basis, a student may request a further extension of four (4) months subject to approval of the Dean.</i></p> <p><b>The motion to approve the Incomplete grade policy with the above-mentioned amendment was moved by ME and seconded by IT.</b></p> <p><b>The motion to approve the incomplete grade policy with the above-mentioned amendment was unanimously approved by all present members of the academic council.</b></p>			
7	<p><b>ICT Application Management Policy</b></p> <p>The new ICT Application Management Policy was presented to the members of the Academic Council</p> <p><b><u>ICT Application Management Policy</u></b></p> <p><b><u>Introduction</u></b></p> <p>The purpose of this policy is to establish framework for introducing and managing applications into the CUD application ecosystem without compromising confidentiality, integrity, availability and security of data and applications.</p> <p>This Policy promotes the following goals:</p> <ul style="list-style-type: none"> <li>• Ensure the confidentiality, integrity, and availability of CUD applications.</li> <li>• Ensure applications containing sensitive data are protected and compliant to regulatory authorities.</li> <li>• Prevent unauthorized access and data leaks.</li> <li>• Minimize risks to users and the University’s reputation.</li> <li>• Align with strategic goal of operational excellence.</li> </ul> <p><b><u>Scope</u></b></p> <p>The Application Systems Management Policy applies to all applications used by CUD for work-related purposes whether hosted internally on CUD equipment or externally.</p>	Recorded <b>AHK to correct the template for presentation in the Senate meeting for approval.</b>	-	-

	<p><b>Action Item:</b> It was advised by the Dean of IRP that ICT use the CUD standards template when presenting the policy</p> <p><b>Motion to approve the ICT Application Management Policy was moved by AF and seconded by AMA.</b></p> <p><b>The motion to approve the ICT Application Management Policy was unanimously approved by all present academic council members.</b></p>			
8	<p><b>Proposal of LRC Database - Sciencedirect</b></p> <p>A list of LRC databases were presented to the Deans to address their requirements to be budgeted for AY 2025-26.</p> <p><b>Action Item:</b> The provost will present this in the Deans Council meeting with a final selection to be made and presented to the LRC department</p>	Recorded <b>PS to add this agenda item into the Deans Council meeting</b>	-	-
9	<p><b>Converting the concentrations of BSc Public Health into Majors</b></p> <p>The course syllabi for the current BSc Public Health Program with two (2) concentrations currently runs on thirty three (33) credits which is equivalent to converting concentrations to majors as per the requirement of the CAA.</p> <p>The dean of the school is requesting approval of the academic council to convert these concentrations into majors to be reflected in the degree as well as for enhancing recognition to each program separately for marketing purposes in attracting prospective students.</p> <p>The 1<sup>st</sup> draft of the substantive change document has been submitted to the IRP and an initial approval is requested for the Academic year 2025/26 pending approval of the CAA.</p> <p><b>The motion to approve converting the two (2) concentrations in BSc Public Health into Majors was moved by AT and seconded by MI.</b></p> <p><b>The motion to approve converting the two (2) concentrations in BSc Public Health into Majors was unanimously approved by all present academic council members.</b></p>	Recorded	-	-

10.	<p><b>The tittle of UG degrees in the department of Psychology: changing from BA to BSc</b></p> <p>Due to the unavailability of the Dean, Dr. Timothy Richard Jordan (TRJ), this agenda item will be discussed in the next Academic Council Meeting.</p>	Recorded	-	-
11.	<p><b>Guidelines for Creative Works</b></p> <p>During the reaccreditation of the Architecture and Interior Design program, the ERT requested the school to demonstrate assessment in creative works in the school.</p> <p>The first (1<sup>st</sup>) draft was submitted to the ERT, and their response has requested for further clarification in distinguishing academic research with creative scholarship contribution.</p> <p><b><i>The second (2<sup>nd</sup>) draft was presented to the academic council with motion to approve the same as requested by the CAA.</i></b></p> <p><b>Action Item:</b> Creative Repository Section to be rephrased by stating the existing repository with the library. The mentioned Panel members need to be amended to include an equal number of those in the professional practice that can recognize and assess creative work.</p> <p><b>The motion to approve the second (2) draft of Guidelines for Creative Works was moved by MI and seconded by AT.</b></p> <p><b>The motion to approve the second 92) draft of Guidelines for Creative Works was unanimously approved by all present members of the academic council</b></p>	Recorded  <b>MI to make the necessary amendments for presentation in the senate meeting</b>	-	-
12	<p><b>Guidelines for Streaming Student Access to Studios and Computer Labs after 9:00PM</b></p> <p>The CAA has requested a document to confirm and outline the institutions guidelines for students when accessing the studios and labs post 2100pm on campus. These guidelines must include safety concerns and procedures.</p> <p><b><i>The draft guidelines prepared by SAID were displayed to all academic council members.</i></b></p>	Recorded  <b>MI, SM and AMA to draft the policy for presentation in the next academic</b>	-	-

	<p><b>Feedback for actions items:</b></p> <ul style="list-style-type: none"> <li>➤ The guidelines to include a section on incidents that may occur and protocols to follows</li> <li>➤ These guidelines to be converted into a policy to apply.</li> <li>➤ Given its relevance to the SEAST as well, both schools – SAID and SEAST are to work together to draft the final policy on these guidelines.</li> </ul> <p><b>Action Item:</b> The draft policy is to be presented in the next academic council meeting.</p>	<b>council meeting.</b>		
13	<p><b>New Process – Marcom Requests</b></p> <p>Given the high demand of requests made to the Marcom office through different schools and departments in the institution, the marcom department has created a new request process.</p> <p>The new process requires all departments seeking marcom assistance to raise their requests through a comprehensive Microsoft jot form. This new process will ensure requests are made in a timely manner and ensures that all requests are streamlined.</p> <p><b>The draft request form was presented to the council members.</b></p> <p><b>Action items:</b> It was recommended that the marcom team shorten the form to stick to main requirements only. The final review is to be presented by the VPSA to the Provost which will then be presented in the dean’s council meeting for further feedback before dissemination .</p>	Recorded <b>RK to present the final review to AF.</b>	-	-
14.	<p><b>Appointment of Honorary CUD Adjunct Faculty (Research)</b></p> <p><b>Appointment of Adjunct Honorary Research Professors policy</b></p> <p>This policy is designed to address</p> <ul style="list-style-type: none"> <li>➤ Productive researchers who wish to have a formal and professional affiliation with the Canadian University Dubai in an honorary position.</li> <li>➤ A means by which interested productive researchers could affiliate their research paper authorship, research project investigator ship, and presentations with the Canadian University Dubai, in lieu of salary.</li> </ul>	Recorded <b>AF to present the final policy in the next academic committee meeting.</b>	-	-

	<ul style="list-style-type: none"> <li>➤ The honorary Adjunct Professors (Research) will advance CUD’s research and innovation ranking and reputation for addressing UAE priority areas and fostering knowledge creation through international collaborative projects and publishing.</li> </ul> <p>Researchers hired against the said policy will be on a contractual non-financial agreement with the institution.</p> <p><b>The draft policy was presented to the academic council members</b></p> <p><b>Action Item:</b> With the feedback received, the provost will make the minor amendments and inclusions into the policy to be presented in the next dean’s council meeting.</p>			
15.	<p><b>Any Other Business</b></p> <p><b><u>Classroom Observations</u></b> On behalf of the VPSA, the Registrar informed that council members that through a student disciplinary committee in referenced to the exam violations, it was stated that students were identified to attend classes they are not registered for, without the permission of the faculty.</p> <p>Emphasis was made on the importance of faculty awareness towards recognizing those registered students in their class. The importance of faculty attendance in class was stressed as these incidents may lead to critical factors if not supervised.</p> <p><b>Action Items:</b> All deans to disseminate this information to all their faculty.</p> <p><b><u>New Program Accreditations</u></b> It was announced that CUD has received the accreditation from the CAA for its two (2) new programs expected to start in Spring of AY 2024 – 25.</p> <ul style="list-style-type: none"> <li>➤ MSc in Artificial Intelligence</li> <li>➤ Master in Public Health</li> </ul>	Recorded	-	-
16.	<p><b><u>Adjournment of meeting</u></b> The meeting was adjourned at 15:00 pm.</p>			



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