



Meeting Minutes

Monday, 13th April, 2009
The Petroleum Institute

The Electrical Engineering Department Advisory Board

Those Present:

1. Mr. Mohamed Salem Bin-Braik, Manager Integrity, ADMA
2. Mr. Faisal Al Haram, Zirku Site Manager, ZADCO,
3. Dr. Najib Dandachi, Network Services Director, TRANSCO,
4. Mr. Ismail Al Hammadi, Manager-Maintenance GASCO-Ruwais,
5. Mr. Nabeel Humood Al-Afifi , Team Leader (Power/Utilities), ADCO-ASAB,
6. Mr. Mohamed Ghazi Alshaikh Ali Balfaiah, EMPD-ADCO,
7. Mr. Tarek Ahmed Fouad Ahmed, NDC-MD,
8. Mr. Yaaqoub Yousif Al Hammadi, GASCO - ORE/EED1,
9. Dr. Abdurrahim El-Keib, Professor and Chair-Electrical Engineering Department,
10. Dr. Youssef Abdel-Magid, Professor of Electrical Engineering Department,
11. Dr. Charles (Qi) Su, Professor of Electrical Engineering Department,
12. Dr. Braham Barkat, Associate Professor of Electrical Engineering Department,
13. Dr. Mahmoud Meribout, Associate Professor of Electrical Engineering Department,
14. Dr. Majid Poshtan, Assistant Professor of Electrical Engineering Department,
15. Dr. Khalid Al Hammadi, Assistant Professor of Electrical Engineering Department,
16. Dr. Khaled El-Wahedi, Assistant Professor of Electrical Engineering Department,
17. Dr. Lana El-Chaar, Assistant Professor of Electrical Engineering Department,
18. Dr. Lisa Lamont, Assistant Professor of Electrical Engineering Department,
19. Dr. Balanathi Beig, Assistant Professor of Electrical Engineering Department.

1. Background

The first meeting of the EE AB was held on the 13th April 2009 at the Petroleum Institute (PI) with the main objective to launch the EE AB. Dr Abdurrahim El-Keib welcomed all and gave a brief introduction into the background thinking behind setting up the EE AB before handing over to Dr Michael Ohadi (PI Provost), who in turn highlighted the vision of the PI as a lead Institute in the region.

2. Briefing on the EE @ the PI

Dr El-Keib briefed the meeting on the Vision of the EE Department to be recognized as premier electrical engineering program of world-class caliber. He then emphasized the importance of cooperation with lead industry sectors and organizations to support the achievement of the EE Department vision and mission. Dr El-Keib then advised the AB of the department set up and its faculty and staff.

3. EE Department

Following a presentation on the EE Program Educational Objectives, Outcomes, Assessment process and implementation results, and the achievements of the department, the meeting reviewed quickly various

aspects of its objectives, outcomes, its core competencies and its relevance and suitability to relevant local industries.

4. EE AB Election

Following nominations and consideration by all attendants, the followings were elected to office:

Chair of the EE AB: Mr. Mohamed Salem Bin-Braik

Vice Chair: Mr. Isamil Al Hammadi

Secretary: Dr. Najib H Dandachi.

5. EE AB Discussion

The EE AB Chair opened the discussion on industry needs and challenges and invited contribution from all members of the EE AB; the key points raised were as follows:

- The Terms of Reference (TOR) of the EE AB were noted and agreed.
- The Meeting reviewed the EE Program Objectives, Outcomes, and Curriculum and key courses in the program.
- The EE AB has determined that the EE Department Educational Objectives and Outcomes are well designed and appropriate to produce engineers who are ready to join industry and be productive and effective engineers.
- The meeting discussed the need to perhaps enhance the component of the Instrumentation and Measurements and Telecom, given the national needs.
- The EE AB members have agreed on the importance of having a minimum level of competency in the soft skills such as communication, report writing, team working, etc. PI undertook to provide more details on the report writing taught and practiced at the Institute.
- Additionally, few members of the EE AB emphasized the importance of teaching basic finance and contracting to prepare graduates for the industry at least outside the curriculum.
- The EE Department advised that it has two technical elective courses and informed that such courses are in the program to provide the flexibility needed to help broaden the background of its graduates.
- The EE Department agreed to provide the EE AB with copies of its course syllabi and suggested that in the next meeting the Instrumentation and Control may be discussed to identify possible areas of enhancement/improvements.
- Past graduates of the EE Department at the PI, who were present in the meeting, gave their views on the knowledge and experience picked up at PI prior to going to industry; this has provided a positive feedback on PI Program outcomes.
- The EE AB members have agreed on the need to consider proposing research ideas and means to support research at the Electrical Engineering Department at the PI.
- Finally, it was agreed the EE AB meetings will be held on 6 monthly bases.