

**Petroleum Institute
Electrical Engineering Advisory Board
(27-May-2010)**

CONFERENCE:

Date / Time : 27-May-2010 / 0800-1600 hrs

Place : Petroleum Institute Habshan Building

Subject : Petroleum Institute –
Electrical Engineering Advisory Board Meeting no.2

Recorded By : Nabeel Humood Al Afifi

Date of Issue : 01-June-2010

PARTICIPANTS

Sl. No.	Name	Designation
Advisory Board Members		
1	Ismail Al Hammadi	Maintenance Manager – GASCO
2	Talal A Rahman Al-Sayed	Manager Integrity – ADMA OPCO
3	Nabeel Hummod Al Afifi	Team Leader (Power/Utilities) – ADCO
4	Dr. Najib Hassan Dandachi (didn't attend)	Planning Manager - TRANSCO
5	Faisal Al Haram (didn't attend)	Zirku Site Manager - ZADCO
Petroleum Institute Staff		
6	Dr. Michael Ohadi	Provost and Acting President
7	Dr. Abdurrahim El-Keib	EE Program Director
8	Dr. Qi Su	Professor
9	Dr. Youssef Abdel-Magid	Professor
10	Dr. Mahmoud Meribout	Associate Professor
11	Dr. Majid Poshtan	Assistant Professor
12	Dr. Khalid Al-Hammadi	Assistant Professor
13	Dr. Lisa Lamont	Assistant Professor
14	Dr. Lana Chaar	Assistant Professor
15	Dr. Khaled Al-Wahedi	Assistant Professor
16	Dr. Ehab El Saadany	Visiting Associate Professor
17	Dr. Redy Mardiana	Visiting Research Assistant Professor
Others		
18	Mohamed Ghazi Alshaikh Ali Balfaqih	Electrical Engineer - ADCO
19	Yaaqoub Yousif Al Hammadi	Electrical Engineer – Gasco
20	Tarek Ahmed Fouad Ahmed	Electrical Engineer - NDC

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Attachment: Meeting Agenda.

MINUTE NO.	DESCRIPTION	ACTION REQUIRED	
		BY	DATE
1.0	INTRODUCTION		
1.1	Dr. Abdurrahim El-Keib welcomed the members of the Advisory Board and those who were in attendance.	INFO.	
1.2	Dr. El-Keib introduced EE faculty and students.	INFO.	
2.0	PRESENTATIONS (Overviews)		
2.1	Refer ATTACHMENT # 1 for meeting agenda.	INFO.	
2.2	The EE Program Chair, Dr. Abdurrahim El-Keib presented an updated overview of Electrical Engineering the Vision and Mission of the Department, Program Objectives and Outcomes, including achievements over the past year, changes to the curriculum since last meeting and reasons, faculty and students' activities and achievements, new facilities, and near and far future goals. He requested the Board feedback on the content of the presentation.	INFO/ Discussion and feedback.	
2.3	PI Provost, Dr. Michael Ohadi gave an overview of PI current status and where it stands in the process of becoming a world class university.	INFO.	
2.4	Several EE faculty members gave presentation summarizing the results of committees they lead: <ul style="list-style-type: none"> • Dr. Mahmoud Meribout reported on the status of the EE ABET preparation and assessment process and assessment results. • Dr. Khalid Al-Hammadi presented the students activities and their active participation in national and international competitions. • Dr. Khaled Al-Wahedi gave a presentation on the Master of Science and Master of Engineering Programs offered by the Department including statistics regarding student enrollment and courses offered. • Dr. Qi Su gave a presentation on a collaborative research project on condition monitoring of underground distribution cables, involving the EE Department and GASCO. • Dr. Majid Poshtan gave a presentation on a research project involving the EE Department and NDC on power quality. • Dr. Lana Char presented departmental activities in the area of solar energy and the ongoing activities involving the EE Department and ADMA. 	INFO	
3.0	DISCUSSION		

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- 3.1 The Board's recommendations from last meeting which follows were discussed:
- 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. and noted the effort of the EE PI (teaching and practice) to enhance the ability of students in the area of writing reports and preparing and delivering presentation. The Board commended the EE Department's effort in this area.
 - A 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.

EE Response:

- Dr. El-Keib informed that the Department has introduced a new senior elective course "Instrumentation & Measurement II," which he distributed the syllabus for and informed that CAMS (Competency Assurance management System) was a major source for topics covered in the course.

The Board expressed support to the addition of the new elective course.

- Dr. El-Keib presented the new approach being used by the Department which involves an AUP faculty member who discusses technical writing and oral communication with students and reviews their lab reports, proposals, and progress and final reports of the Senior Design Projects and provides feedback for students to use in revising their reports and proposals in a two iteration process. She/he also provides with material on making presentations and feedback on how they do following their presentations. Also, students are assessed by their audience on their presentations.

The Board praised the approach being currently used.

- Dr. El-Keib informed that such courses are within the scope of the college of Arts and Sciences and can be requested but not necessarily offered. However, students are required to take a basic economics course. The other recommended topics can be covered in the Design course through visiting speakers from industry and requested support from Board members to help in the process beginning next year.

An assessment report of the new approach will be provided by the EE Department

Next EE Board meeting.

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3.2	The Advisory Board recommended that students be trained to use their course textbooks more often to improve their reading habits. Dr. Majid Poshtan informed that students are given assignments for reading certain subjects from both the textbooks and other technical books where a report representing their understating is to be submitted.	PI to report on what extent student are dependent on notes.	
3.5	Advisory Board suggested that some incentives / awards to be in place for using the PI library.	PI	
3.6	The emphasis of electrical and control/instrumentation engineering within the EE Department was discussed. Dr. El-Keib explained that the combination of such subjects is meant to serve the employers of the EE PI graduates.	INFO	
3.8	The Board raised the issue of inaccurate notion that the EE Department focuses only on power engineering. The Advisory Board advises that the PI approach ADNOC to balance the recruitment between Electrical and Instrument/Control of PI graduates, so as to benefit ADNOC and also to achieve career desires of graduates. The good quality of PI EE graduates shouldn't be recruited in only for the electrical (power) discipline.	PI EE	
3.9	Dr. El-Keib went over the curriculum and discussed the newly introduced courses such as Instrumentation & Measurement.	INFO	
3.10	Dr. El-Keib informed that the description of courses offered by PI EE will be sent to Advisory Board Members for review.	PI EE	
3.11	The Advisory Board requested to modify the "Engineering Economy" course to reflect the engineering practice that also involves the contractual/tendering process. Dr. El-Keib informed that PI EE will revisit the contents of the course to see if can be modified. The review will seek specialists on contracts and other economic study experts from ADNOC.	PI EE	
3.12	Dr. Ehab El Saadany proposed that ADNOC group companies to accommodate PI students during summer to benefit from familiarization of ADNOC's operation in an early stage. This is expected to ease their task being ready to contribute to their employers soon after they join ADNOC. The Advisory Board welcomed the idea and requested to give approximate number of those who are willing to join ADNOC for summer training in order to raise this suggestion. Dr. El-Keib informed that there is a 7-week required summer internship. He expressed appreciation of interest to accommodate students and informed that he will inform students of the opportunity.	PI and Advisory Board	
4.0	CONCLUSION		

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4.1	Mr. Talal A Rahman Al-Sayed, Manager Integrity at ADMA-OPCO was selected as the chairman for the PI EE Advisory Board.	INFO	
4.2	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 ADNOC and be productive and effective engineers.	INFO.	
4.3	Dr. El Keib has encouraged the Board members to share with PI their R&D issues for the PI to assist in addressing/solving them.		
4.4	Dr. El-Keib thanked Advisory Board Members for their valuable comments, and all attendance for their participation.	INFO	

The meeting discussed to perhaps enhance the component of the Instrumentation and Measurements and Communications, given the existing needs.

The EE AB members have agreed on the importance of having a minimum level of competency in the soft skills such as communication in English, report writing, teaming, etc. PI will provide more details on the report writing taught and practiced at the Institute.

Additionally, few members of the EE AB suggested teaching basic finance and contracting to prepare graduates for the industry at least outside the curriculum.

Past graduates of the EE Department at the PI, who were present in the meeting, gave their views on the knowledge and experience they have received at PI prior to joining industry; this has provided a positive feedback on PI Program outcomes.

The EE AB members has agreed on the need to consider proposing research ideas and means to support research at the Electrical Engineering Department at the PI.