

**COURSE COMMITTEE MEETING FACULTY OF ENGLISH LANGUAGE STUDIES**

**MINUTES OF MEETING NO.1 HELD IN S 204 AT 10:30 A.M. ON 18TH APRIL 2016**

**In Attendance:**

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| Dr. Rajat Ghosh (Chair)  Dr. Tulika Mishra  Mr. Abdelseid  Dr. Farhad Tayebipour  Mr. Philip Barber  **Apologies:**  Dr. Larysa Nikolayeva  Dr. Brian Poole |  |

**In Attendance (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** |
| Rahaf Harib Al Shukaili | EL1 | 15901470 |
| Husam Abdullah Yaqoob Al Harthi | EL1 | 15901455 |
| Teena Clara Joseph | EL2 | 15201198 |
| Khadija Humaid Rashid Al Sumri | EL2 | 14901462 |
| Sara Mohammed Ismail | EL3 | 2013369 |

**Apologies (Student Representatives):**

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| Rahma Nasser Al Yahyaee | EL2 | 2012688 |
| Yusra Abedalnaser Abdallah Al Sakhil | EL2 | 15201071 |

The Chair welcomed all present for the first course committee meeting of this semester (February – June 2016). There was a formal introduction of all Class Representatives (CRs) and English staff.

The Chair emphasized on the importance of this forum and urged student representatives to raise their concerns and appreciation to the management. The discussions in this forum will enable the college to serve students better.

**Minutes of previous meeting:**

The Chair read through the minutes of the previous course committee meeting held on 25th November 2015. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following points for discussion:

1. **STUDENT ACADEMIC ISSUES:**

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| --- | --- | --- | --- |
| **S/No.** | **Class Groups** | **A Concern raised by students** | **Response/Action** |
| **1.1** | **EL0** | Students were requested to have a 12:00 class on Tuesday instead of 9:00 in the Morning. | It was said that if the whole class group will agree to change the class timing and also if the lecture is free at that time it will be adjusted according to the student’s request. |
| **1.2** | **EL2** | Students requested for hand-outs for modules because it would be easier for them to make some revisions. | It was informed that the lecturer is not supposed to give detailed hand-outs to students as it’s an institutional decision. When lecturer is teaching in class students can take note of the points or what is written on the board. |
| **1.3** | **EL2** | Students were requested not to have Thursday’s CRWSE Class: It’s the only lecture on Thursday. Students would like to shift the class to Sunday. | It was informed that timetable are made depending on lecturer’s availability. Students should understand this. It was stated that next semester more classes will be added on Thursday. |
| **1.4** | **EL2** | It was suggested that In HEL class lecturer is uses more power point slides. It would be better if lecturer upload the slides on MOVE Page. | The concerned lecturer will act on this soon. |
| **1.5** | **EL3** | The submission deadline for level three modules are in same week. Students find it difficult to finish their assignment on time. | It was informed that link is open for two weeks before students finish their assignment. They should submit on time and they shouldn’t wait until deadline. |
| **1.6** | **EL3** | Students said that when they submit assignments on turnitin similarity percentage makes them feel nervous. | It was informed that for less similarity percentage students not need to worry. |

1. **STUDENT PERFORMANCE:**

**EPP:** In general some students are doing well. Some students are not attending the class and their performance is low.

**CES:** In general they are good in class.

**Sp.D:** Some students are not attending the class.

**IAR:** Students are performing well in class. In general some students not attending class.

**English Project 2:** Students do not come to show the draft of projects. All supervisors should send mail to their students reminding about the projects.

**ITL:** In general students’ performance is good in class.A number of students did not follow the stages of assignment which were put on MOVE and did not even ask the lecturer how to follow. The Referencing part need improvement. It was noticed that every students has Academic Advisors. Students do not make use of Academic advising hours. They are not meeting the advisors during consultation hours. Students who need Academic support are not coming to meet the lecturers. The hard working students are the only ones approaching the lecturer.

**PIE:** In level 3 students are good. But some students are having attendance issue. Participation on MOVE is good.

**TOLL/ CRWSE:** Students are active in class. Whatever task given in class students are doing it. A couple of students have attendance issues. Some students have not shown their draft of assignments.

1. **DATE OF NEXT MEETING**

The next course committee meeting will be scheduled during the 6th or 7th teaching week of the next semester (September 2016 - January 2017)

The Chair thanked all for attending the meeting and appreciated the CRs for representing their class groups in this forum.

The meeting was adjourned at 11:30a.m.