  
**COURSE COMMITTEE MEETING: FACULTY OF ENGLISH LANGUAGE STUDIES (FOUNDATION PROGRAMME)**

**MINUTES OF MEETING NO.1 HELD IN S 105 AT 12:30 P.M. ON 30TH APRIL, 2015**

**Present:**

Dr. Rajat Ghosh (Chair)

Ms. Aziza Saghir Syed

Mr. Majid Shatery

Mr. Shaik Inam

Ms. Leena Roymon

Dr. Sadiq Sheikh

Ms. Samya Jabr

Dr. Tulika

Ms. Pramila Krishnan

Ms. Alina Rebecca

Dr. Daisy Lamis

Ms. Aliya Parveen

Ms. Hajer Al Majrafi

Mr. Samih Al Busaidy

Mr. Abdullah Al Badi

Mr. George Puthery

Ms. Belema Edet

Ms. Alina Rebecca

Ms. Jainy

Ms. Ruchitha

**Apologies:**

Mr. Muhammad Farooq

Mr. Mubarak Al Menwari

Ms. Zainab al Lawati

**In Attendance:**

Ms. Jacintha

**In Attendance (Student Representatives):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Name** | | | | **Group** | **MCUC #** | | | |
| Aisha Abdullah Al Abri | | | | F2 | | 15201073 | | |
| Mahnad Masoud Al Alawi | | | | F2 | | 15201182 | | |
| Farha Masoud Ali Al Balushi | | | | F3 | | 15201099 | | |
| Mahran Akhter Al Balushi | | | | F21 | | 14901054 | | |
| Abdullah Talib Al Hiali | | | | F22 | | 14901479 | | |
| Najma Nasser Al Alawi | | | | F22 | | 14901264 | | |
| Naila Ali Rashid Al Harthi | | | | F24 | | 14901445 | | |
| Yahya Nasser Awlad Thani | | | | 1PTB | | 15201278 | | |
| **Absent:** | | | | | | | | |
| Rawnaq Abdul Al Zadjali | | | F1 | | | | 15201009 | |
| Yousef Hilal Al Maashari | | | F1 | | | | 15201014 | |
| Khalid Hamed Al Hinai | | | F3 | | | | 15201062 | |
| Hakim Ali Al Hasani | | | F4 | | | | 15201269 | |
| Aisha Khalil Ahmed Al Balushi | | | F5 | | | | 15201246 | |
| Wadhah Said Khamis  Al-Siyabi | | |  | | | | 15201145 | |
| Nasser Ali Jaffar Al Ubaidani | | | F20 | | | | 14901008 | |
| Fatma Rafeeq Ramadhan Al Balushi | | |  | | | | 14901051 | |
| Nadra Hamood Al Tooqi | | | F21 | | | | 14901263 | |
| Mahran Akhter Al Balooshi | | |  | | | | 14901054 | |
| Riham Mahmood Harith Al Habhani | | | F23 | | | | 14901193 | |
| Nabras Ali Jan Mohammed Al Zadjali | | |  | | | | 14901579 | |
| Najla Abdullah Saud Al Shukairi | F 25 | | | | | | | 14901190 |
| Abdallah Humaid Rashid Mohammed AL‑Rasbi |  | | | | | | | 14901585 |
| Anood Said Rashid Nasser AL Busafi | F26 | | | | | | | 2013899 |
| Ahmed Mohanned Khalil Mohammed |  | | | | | | | 14901354 |
| Khalil Khalfan Obaid Al Suti | F27 | | | | | | | 2013730 |
| Fedha Darwish Khuda Bakhsh Al Balushi |  | | | | | | | 15201155 |
| Hiba Hamed Nabhan Al Maawali | F 30 | | | | | | | 2013572 |
| Maryam Issa Mubarak Al Balushi |  | | | | | | | 2013604 |
| Saif Ali Saif Al Khuwaldi | | 1PTA | | | | | | 15201079 |
| Amna Abdul Majeed Murad Al Bulushi | | 2PTA | | | | | | 14901388 |
| Salim Ali Salim Al Wahabi | | 2PTB | | | | | | 15201143 |
| Waleed Ali Sulaiman | | 2PTB | | | | | | 15201286 |
| **Apologies:** | |  | | | | | |  |
| Sabriya Ghulam Mohd Al Balushi | | 1PTA | | | | | | 14901418 |

The Chair welcomed all present for the first course committee meeting of this semester (February – June 2015). 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 on 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 11th December 2014. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following points for discussion:

1. **ACADEMIC ISSUES:**

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| **S/No.** | **Class Groups** | **A Concern raised by students** | **Response/Action Taken** |
| 1.1 | 2 PTB | As a part time student its difficult for them to come college at 4:00pm because all are working in different places so it was suggested to start the evening class at 5:00pm will be better. | These matters will be discussed with the concerned department. |
| 1.2 | 2 PTB | A lot of homework is assigned by the lecturers and it's very difficult for the students to complete, and requested to reduce them. | Students should make an attempt to study independently. They should check the consultation hours of their tutors and meet them, as tutors are always there to help them. |
| 1.3 | 2 PTB | Classmates are noisy some of the them were not respecting each others. | It's students responsibility to inform their classmates. Students should respect each other and consult their respective group's academic advisor in case a problem arises. |
| 1.4 | 1PTA | All the modules are interesting. The teachers are helpful. | The team was happy this healthy relationship between students and teachers is highly valuated. |
| 1.5 | F 24 | Students want book instead of handouts. | Besides books, handouts and exercises are also being given to students. Students should help themselves by reading the handouts, study and do their homework before they come to class. They should use the resources of the college during their free time. They should check the internet for exercises and practice. |
| 1.6 | F 24 | More activity in class. Educational games and quizzes. | Notify their tutors as they would endeavor to make the course more interesting. |
| 1.7 | F 25 | AR and VIC both the modules are taught by one lecturer, it is confusing the topics. If it's possible to give any one of the module to another lecturer to teach. | This rarely happens and this issue will be considered next semester. |
| 1.8 | F 25 | Students are not satisfied with the Sunday's IT timetable. Asking the possibility to change TT on any other day.  To Change the timetable for Tuesday. | It was explained that each group's time table is put equally considering teaching hours and there are days with less class hours. This issue will be considered anyway. |
| 1.9 | F2 | Math lecturers explains fast and to use more examples while explaining. | It was suggested that students who face difficulty in Math meet their teacher to get Feedback on their assessment and teacher asked to elaborate more on difficult areas. |
| 1.10 | 1PTB | CRs need more time for Math. They did not get the book for Math Modules. | One lecturer promised to go a bit slower.  SRs were told that they should practice after class and during their free time. |
| 1.11 | F1 | Math teacher should use different colour markers. | The Request will be taken into consideration. |
| 1.12 | F22 | Tutors should be allowed to check students' Assignments at least twice. | It was explained that Lecturers are always willing to provide feedback. However, this point will be taken into consideration. |

* CRs informed that they have energetic teachers like AR and IT lecturers.
* Students appreciated that tutors are always ready to help whenever they get the chance without any negligence from their side that makes them feel satisfied and happy.
* AR and AW tutors always give them extra information and narrate beautiful stories and get the best benefit of the lesson and students really appreciate their efforts.
* No problems with the tutor teaching method is good. Tutors treat us in moral and polite way.

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 2015 – Jan 2016)

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 1:30 p.m.