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

**MINUTES OF MEETING NO.1 HELD IN S105 AT 12:30 P.M. ON 10TH DECEMBER 2015**

**Present:**

Dr.Rajat Ghosh (Chair)

Ms. Aziza Saghir Syed

Mr. Majid Shatery

Mr. Shaik Inam

Ms. Leena Roymon

Dr. Sadiq Sheikh

Mr. Samih Al Busaidy

Mr. Abdullah Al Badi

Mr. George Puthery

Ms. Belema Edet

Ms. Jainy Varghese

Mr. Muhammad Farooq

Mr. Mubarak Al Menwari

Ms. Zainab Al Lawati

Mr. Mohammad Sajid

Ms. Awatif Al Balushi

Ms. Reem Al Kiyumi

**Apologies:**

Ms. Samya Jabr

Dr. Tulika

Ms. Pramila Krishnan

Dr. Daisy Lamis

Ms. Aliya Parveen

Ms. Yevette Mathew

**In Attendance:**

Ms. Jacintha

**In Attendance (Student Representatives):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name** | **Group** | | | **MCUC #** |
| Mahmood Hussain Al Raisi | F9 | | | 15901393 |
| Khadija Al Azwani | F9 | | | 15901405 |
| Mohammed Humaid Al Harrasi | F1 | | | 15901004 |
| Manar Hamood Al Hinai |  | | | 15901021 |
| Sura Nasser | F2 | | | 15901047 |
| Duaa Al Balushi |  | | | 15901041 |
| Ismail Mohammed Saleh Al Balushi | F3 | | | 15901320 |
| Adima Hamed Khamis Al Amrani |  | | 15901460 | |
| Maisa Mohamed Sharif Qader Bakhsh Al Bulushi | F4 | | 15901084 | |
| Rashid Khalfan Ahmed Al Abrawi |  | | 15901083 | |
| Asaad Al Shekheli | F5 | | 15901028 | |
| Jinan Younis Al Zidjali |  | | 15901060 | |
| Abeer Mohamed Salim Al Akhzami | F6 | | 15901231 | |
| Ahmed Said Sulaiman Al Wahaibi |  | | 15901178 | |
| Nooriya Al Shidhani | F7 | | 15901026 | |
| Muhammed Al Zain |  | | 15901243 | |
| Abrar Al hooti | F8 | | 15901487 | |
| Shireen Al rashdi |  | | 15901333 | |
| Mahmood HusssainShahdad AL Raisi | F9 | | 15901393 | |
| Khadija HamedSaif Mohammed Al Azwani |  | | 15901405 | |
| GharibaKhamis Salim AL Mamari | F10 | | 15901496 | |
| SulaimanHamedSulaiman Al Yarabi |  | | 15901491 | |
| Muna Said Ahmed Said Al Hazami | F20 | | 15201169 | |
| Ruaa Saleh Said Thani Al Abri |  | | 15201097 | |
| **ABSENT** | |  |  | |
| Yousef HilalKhalfan AL Maashari | | F21 | 15201014 | |
| RawanTalibYousuf Al Jabri | |  | 15201029 | |
| IdrakIshaq Al Balushi | | F22 | 15901179 | |
| FarhaMasoud Al Aisari | |  | 15201099 | |
| Aisha Khalil Ahmed Al Balushi | | F24 | 15201246 | |
| Wadhah Said Khamis Al Siyabi | |  | 15201145 | |
| Muzna Mohammed Khamis Salim AL Harmali | | F25 | 14901067 | |
| Shada Ali HilalSaif Al Shabibi | |  | 14901268 | |
| Eyas Said Saud Al Mashari | | F 26 | 15201293 | |
| Jokha Ahmed Abdullah Al Harthi | |  | 15901051 | |
| Amor Mohmmed Amor Jarof Al- Sarmi | | 1PTA | 15901216 | |
| Tawaa Hassan AbdanSajwani | |  | 15901432 | |
| Sumaiya Saleh Mohammed Ali Siyabi | | 1PTB | 15901239 | |
| Mohammad Hamid Mohammad Al Ghabshi | |  | 15901302 | |
| SumaiyaSaif Bader Al Mujaini | | 2PTA | 15901481 | |
| Saif Ali Saif Al Khuwaldi | |  | 15201079 | |
| Ahmed Mohamed Sumar Al Zadjali | | 2PTB | 15201180 | |
| WahibaHamed Ali Al Wahebi | |  | 15201178 | |
| Hassan Abdullah Hassan Al Balushi | | 2PTD | 15901357 | |
| Khulood Mohammed Al Saaduni | |  | 15901257 | |

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 noted that some students were absent. It was explained that being a Thursday, students had to travel home and felt it was okay to be absent as they had communicated their concerns on the forms. The importance of attending the CCM was stressed.

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 30th April 2015. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following points for discussion:

1. **ACADEMIC ISSUES:**

In general, all the student representatives expressed their satisfaction with the programme and the lecturers.

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| **S/No.** | **Class Groups** | **Concerns raised by students** | **Response/Action Taken** |
| 1.1 | F1 | Duration of Math exam is short. Require more time for Math Exam. | It was informed that during exam time it was noticed that Students writing in pencil and then overwrite with a the pen. This practice usurps time. Students need to practice time management. Math exam is scheduled for 1 hour 30 minutes. Time is sufficient for both full and part time students.  **Action: Additional support through exercises and tips on time managements during exams.** |
| 1.2 |  | In BRS BMIT Math / IT instead of handouts, students request for books. | There are exercises and quizzes on Move page. Students can speak to their concerned lecturers and ask for help they can utilize the library and Wi-Fi facility to complete their assignments. Students should be more responsible in terms of planning, time management and utilizing e-learning resources.  **Action: These matters will be discussed in BoS meeting.** |
| 1.3 | F2 ,F7 | Students find difficulty in GIC Examination.  Students feel stress in BMIT (MATH).  Math lecturer is too serious students need more exercise/ examples in the lesson.  In ELSAS Module need more practice.  Students want more explanations from Lecturers. | Students should endeavour to study independently. They should check the consultation hours of their lecturers and meet them, as lecturers are always there to assist them.  **Action: To further stress & remind students of the benefits of AA hours/consultation hours/office hours assigned to provide them with extra support.**  **Action: Lecturer will be contacted and the matter will be looked into.**  It was suggested that students who face difficulty in any modules should meet their lecturers, to get Feedback on their assessment.  Besides books, hand-outs and exercises are also being given to students. Students should help themselves by reading the hand-outs, 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 online materials on MOVE for exercises and practice.  **Action Plan: This issue is to be addressed in the faculty meeting. Follow up on students meeting their lecturers.** |
| 1.4 | F 8 | Foundation Books arrived late. | This rarely happens as the books are ordered before the semester begins. However, there was a miscommunication between the college and the publishers.  **Action:** |
| 1.5 | F 8 | The lecturers assign a lot of homework which is difficult for students to complete. Request reduction of homework. | **Action: Advise students on time management and study skills.**  **A workshop to be planned (see 1.1)** |
| 1.6 | F 20 | One Lecturer explains in a different way not like other groups. | Each lecturer has their own way of teaching and lecturers teach in line with the module objectives. Students are advised to organize their time and benefit from the extra work / Practice.  **Action: Module teams should ensure consistency in the delivery of the module.** |
| 1.8 | F9,F10, F4 | All the modules are interesting. The lecturers are helpful. | The team was appreciative of the relationship between students and their lecturers which is highly valued. |

Students appreciated that lecturers are always ready and willing to assist that makes them feel pleased and satisfied.

**2. STUDENTS’ PERFORMANCE:**

The chair invited the lecturers to note their concerns, expectations and recommendations.

4.1. **GIC**: In GIC,module PT 1 /PT 2 results are good. Next week students have PT 3 Exams so students were advised to study hard and perform well in exams.

4.2. **ELSAS:** In ELSAS Module students, overall results are good.

4.3. **BMIT IT**: In BMIT (IT) results are good. Both Part time and Full time students attended extra classes.

4.4. **BRS**: Students are doing their best in whatever task they are given in class and overall performance is good.

4.5. **AW:** Students performance so far is satisfactory. However, additional practice is required in writing.

4.6. **BMIT 1 & 2 (Math):** Lecturer informed that those students with attendance issuestheir performance ispoor and those who attend regularly areperforming well.

4.7. **AR:** In class, test results were good.

4.8. **VIC:** Besides a few students who are are nonchalant, irregular to the class and do not participating in the class, overall students' performance is satisfactory.

**3. DATE OF NEXT MEETING:**

The next course committee meeting will be scheduled during the 6th or 7th teaching week of the next semester (February 2016 – June 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.