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

**MINUTES OF MEETING NO.1 HELD IN S 105AT 3:00 P.M. ON 6THAPRIL 2016**

**Present:**

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 Keyumi

Ms. Pramila Krishnan

Dr. Daisy Lamis

Ms. Aliya Parveen

Ms. Yevette Mathew

**Apologies:**

Dr. Rajat Ghosh (Chair)

Ms. Samya Jabr

Dr. Tulika

**In Attendance:**

Ms. Jacintha

**In Attendance (Student Representatives):**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Group** | **MCUC #** |
| Mohammed Yousuf Al Balushi | F1 | 16201092 |
| Fatma Mubarak Al Mujaini | F1 | 16201023 |
| Marowi Hadid Rajab Al Farsi | F2 | 16201034 |
| Ruba Issa Khalfan Al Riyami | F2 | 16201210 |
| Manar Saif Hamood Al Abdali | F4 | 16201118 |
| Intisar Abdullah Mohammed Al Wahaibi | F4 | 16201037 |
| Hanifa Abdullah Abul Hasan Al Bulushi | F20 | 15901015 |
| Alya Khalfan Said Khalfan Al Wahibi | F20 | 15901044 |
| Ismail Mohammed Saleh Al Balushi | F22 | 15901320 |
| Sana Juma Salim Al Hadidi | F22 | 15901405 |
| Rashid Khalfan Al Abrawi | F23 | 15901083 |
| Adhra Saif Al Afifi | F23 | 15901040 |
| Mohammed Moosa Al Zain | F24 | 15901243 |
| Mahmood Hamed | F26 | 15901538 |
| Ibrahim Nasser Said Al Wahaibi | 1PTA | 16201110 |
| Lubna Humaid Zaid Al Ismaili | 1PTA | 16201087 |
| Mohammed Mahfoodh Al Ghatrifi | 1PTB | 16201169 |
| Arif Ghulam Abdullah Al Balushi | 2PTA | 15901141 |
| Tawa Hasan Abdan Sajwani | 2PTA | 15901432 |
| Mohammad Hamid Mohammad Al Ghabshi | 2PTB | 15901302 |
| Sumaiya Saleh Ali Siyabi | 2PTB | 15901239 |
| **Absent:** |  |  |
| Muntaha Asim Habib Al Zadjali | F3 | 16201168 |
| Faisal Bin Hamdoon Al Battashi | F3 | 16201182 |
| Shahad Abdullah Mansoor Alraisi | F6 | 15901027 |
| Salim Abdullah Hamood Al Rahbi | F6 | 15901052 |
| Sura Nasser Abdullah Al Dighaishi | F21 | 15901047 |
| Maryam Said Mohamed Al Baddaii | F21 | 15901038 |
| Ashjan Sulaiman Al Sharji | F24 | 15901280 |
| Abdullah Suwaidan Abdullah Al Abri | F25 | 15901408 |
| Jinan Younis Juma Al Zadjali | F25 | 15901060 |
| Najoud Sulaiman Said Hashil Alsawafi | F26 | 15901330 |
| Nooriya Hilal Mohamed Al Shidhani | F27 | 15901026 |
| Maryam Nasser Khamis Al Ghailani | F27 | 15901366 |
| Dalal Hamed Abdullah Al Musalhi | 1PTB | 16201196 |

The Chair welcomed all present for the first course committee meeting of this semester (February – June2016). 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 on10thDecember 2015.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 | F2 | Students are happy with the materials provided by the lecturers; appreciated BRS and ELSAS modules.  In GIC Module some topics are difficult to understand. | Team felt happy about the comments, and promised to keep good practice & improve next semester. |
| 1.2 | F2 | Students requested more practice before the Math Exam. | Extra practice is given on MOVE page. The students were advised to contact lecturers if further practice and support are needed. Students will be provided with special Maths classes during the revision week starting from this semester. |
| 1.3 | F4  F26 | CR reported that sometime students are not able to understand the topic taught by lecturer.  In AW module students need more explanation. | It was suggested that students who face difficulty in any modules meet their lecturers and ask lecturers to explain more on difficult areas. In case students hesitate to speak to their lecturers, they are advised to meet PM or HoF.  The concerned lecturer will explain more on this subject & QA will meet the concerned lecturer for further clarification. |
| 1.4 | F4 | Students requested for break between the Classes.  Students asked for more cooperation from their lecturer. | It was explained that each group's timetable is put equally considering teaching hours. Every group has been given break in between classes for at least 10 minutes.  Programme Managers requested to meet students after the meeting to go over the matter. |
| 1.5 | 1PTA | Students said that the timing for Maths classes is not enough. | The module lecturers explained that students arrive 15 -20 minutes late to the class. Students should be responsible and inform their classmates to come on time to the class. Students are advised to make use of Independent Hour. However, extra time will be allocated for Maths after the re-validation of the FP. |
| 1.6 | 1PTB | Time is not enough to grasp a full understanding of the modules. | Students should attempt to study independently. They should check the consultation hours of their tutors and meet them, as tutors are always there to help.  Action: To further remind students of the benefits of AA hours/consultation hours/office hours assigned to provide them with extra Support. |
| 1.7 | 1PTB | Students suggested changing the time for IT and math class. In their opinion mathematics is more challenging than IT class.  Part time students don’t want to have math class at 7:30. | Next semester the team will consider the issue. Part time students will be allotted an Independent Hour at 3.00. |
| 1.8  1.9 | F1, 2PTB, F27 | Students appreciated all lecturers are  Support.  To increase the hours in VIC Module. | The team is to continue with good practices.  Students are advised to make use of AA hours, Consultation hours, office hours, and use the material on MOVE. |

1. **Any other business:**

* All CRs are expected to inform their respective groups of the discussion taking place at the course committee meetings.
* The Programme Manager insisted that students must take advantage of the forums to express their concerns. These issues will be communicated and the college will take necessary actions on time.

**3. DATE OF NEXT MEETING:**

The next course committee meeting will be scheduled during the 6thor 7thteaching week of the next semester (September 2016 – January 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 4:30 p.m.