



**Foundation Programme**  
**Course Committee Meeting**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Thursday 1 <sup>st</sup> November, 2018	12:00noon	Muscat Hall(S105)

**Agenda:**

1. Introduction (CRs + Faculty Members)
2. Apologies
3. Minutes of the previous meeting
4. Academic issues related to students
5. AOB
6. Date of next meeting



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

**MINUTES OF MEETING NO.1 HELD IN S105 AT 12:00noon ON 1st November  
2018.**

**PRESENT:**

Dr. Iain McGee	Chair, Head of Faculty
Ms. Aziza Saghir Syed	Senior Lecturer, Programme Manager, FoELS
Ms. Pramila Krishnan	Senior Lecturer, FoELS
Mr. George Louis	Senior Lecturer, FoELS
Ms. Yevette Mathew	Lecturer, FoELS
Ms. Awatif Al Balushi	Teaching Assistant, FoELS
Ms. Jainy Varghese	Math Lecturer, FoELS
Mr. Shaikh Inam	Director of QA & Senior Lecturer, FoELS
Mr. Abdullah Al Badi	Lecturer, FoELS
Mr. Muhammad Farooq	Senior Lecturer, FoELS
Ms. Belema Edet	Senior Lecturer, FoELS
Mr. Samih Al Busaidi	Senior Lecturer, FoELS
Mr. Mubarak Al Menwari	Lecturer, FoELS
Mr. Avinash Kumar	Senior Lecturer, FoELS
Ms. Thuraia Al Jabri	Lecturer, FoIT
Ms. Aliya Parveen	Senior Lecturer, FoELS
Dr. Christopher Selvamony	Assistant Professor, FoELS
Dr. Ahmad Najeh	Director of Learning Resources

**APOLOGIES:**

Mr. Majid Shatery	Director of Studies & Senior Lecturer, FoELS
Dr. Daisy Lamis	Assistant Professor, FoELS
Ms. Leena Roymon	Senior Lecturer, FoIT
Dr. Tulika	Assistant Professor, FoELS
Muhammed Tanveer	Senior Lecturer, FoELS
Mr. Abdul Sajid	Math Lecturer, FoELS
Ms. Zainab Al Lawati	Teaching Assistant, FoIT
Mr. Kasi Vishwanthan	Head of Registry systems and Examinations

**In Attendance:**

Ms. Jacintha

**In Attendance (Student Representatives):**

<b>Student Name</b>	<b>Group</b>	<b>MCUC #</b>
Tasneem Yousuf Al Rawahi	F6	18901233
Ghadeer Juma Al Mushifri	F6	18901082
Hana Omr Ismail	F7	18901261
Ghith Mohammed Al Hadhrami	F7	18901168
Dekra Makdad	F22	18201011
Sara Ahmed Al Shehhi	F23	18901184
<b>Absent:</b>		
Malak Rashid Said Al Saidi	F1	18901016
Bayan Idris Haji Al Zadjali	F1	18901061
Hoor Asim Habib Al Zadjali	F2	18901255
Wasal Ali Issa Al Zadjali	F2	18901068
Masooma Al Lawati	F3	18901102
Khadija Al Alawi	F3	18901098
Zainab Hamdan Al Bulushi	F4	18901182
Ahmed Sultan Al Bulushi	F4	18901150
Malak Abdullah Al Balushi	F5	18901172
Moza Said Al Maamari	F5	18901181
Fatma Adil Al Balushi	F21	18201055
Salah Ayoub Al Balushi	F21	18201042
Ahmed Khatir Al Mamari	F22	18201117
Abdul Majid Al Balushi	F23	17901403
Samira Khalfan Al Wahaibi	1PTA/1PTC	18901092
Abdullah Mohammed Al Balushi	1PTA/1PTC	18901126
Mahmmood Hassan Al Balushi	2PTA/2PTC	18201049
Huda Khalfan Al Siyabi	2PTA/2PTC	18201104
Husain Ali Mal Allah Al Lawati	2PTB	18201105
Al Naser Mohammed Al Abri	2PTB	18201095

The Chair welcomed all present for the first course committee meeting of this semester (Sep 2018 – Jan 2019). There was a formal introduction of all Class Representatives (CRs) and English staff.

The Chair emphasized the importance of the forum and requested student representatives to raise their concerns in addition to points about which they were happy in the forum. 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 26th March 2018. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following points for discussion:

#### 1. ACADEMIC ISSUES:

S/No.	Class Groups	A Concern raised by students	Response/Action Taken
1.	F4	Student requested a change in timetable and one of the lecturer.	HoF said that the detailed problem regarding the timetable needs to be given and only then can it be resolved. <b>Action:</b> HoF will speak to the lecturer after the meeting.
2.	F3	Students are happy with the all the lecturers, but Math class is crowded.	Programme manager reported that the normal capacity of the class is 30. If there is a specific problem with a particular room the room can be changed.
3.	F3	Timetable is very full	The HoF confirmed that the Foundation has a 24 hour weekly teaching plan. This is in accord with ministry expectations.
4.	F1	Students request for listening room.	The HoF noted that S106 is currently free for students to use as they wish. Students can decide or plan what would be best way to innovate this room. <b>Action:</b> Student voice along with with LTC and Faculty should be heard with regards to the future of S106.
5.	F1	Need to have more activities in the Books.	The number of activities varies within the books. More detailed comments need to be given to consider this issue in more detail, and respond

			appropriately.
6.	1PTA/F22/2PTA	S108 and S109 chairs are uncomfortable.	It was recently noted in an AMT meeting that the chairs of the mentioned rooms will be upgraded.
7.	2PTB	Projector point is not clear and some of the positions need to be fixed.	<b>Action:</b> To contact IT support to check the projector focus and position in this rooms.i.e S211 and S205. However, different lecturers prefer different positions (centre or to the side) and so this issue is more complicated than might be thought.
8.	1PTA	Students want to use calculator in the maths exams.	The module lecturer stated that it is a ministry requirement that in semester one calculators should not be used in exams.
9.	F7	Tuesday/Wednesday timetable needs to be changed. Problem with one hour break.	The Chair requested the PM to look into the issue will and try to ensure sufficient breaks are given.
10.	F22	Students don't want two lecturers to teach one module. Students will get confused because of the same topic taught by first lecturer will repeated by second lecturer.	HoF stressed that generally, faculty do not split a module between two lecturers. However this is sometimes necessary. <b>Action:</b> HoF will request DOS to discuss with lecturers of shared modules and ensure the best strategies for handling shared modules are adhered to.
11.	F21	They need to change the IT2 book to make it easier.	The first few weeks are theoretical. Later on there is a significant practical component.
12.	F7	Students requested more classes for IT.	The module lecturers reported that now we have three hours IT classes per week (compared to the previous 2). The material can be managed within this time.

**2. ANY OTHER BUSINESS:**

- ✓ HoF stated that if students have any issues they can directly contact the lecturers or they can meet the HoF.
- ✓ All the students were informed about the foundation fest which is going to take place on December 4, 2018. Students were encouraged to participate in different activities organized by the team.
- ✓ All Students should inform their respective groups about the discussion of the course committee meetings.
- ✓ The students should take advantage of the forums to express their concerns. These issues will be communicated as necessary, and the college will take action as necessary

**3. DATE OF NEXT MEETING:**

The next course committee meeting will be scheduled during the 6<sup>th</sup> or 7<sup>th</sup> teaching week of the next semester (February 2019 – June 2019)

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 1:00 p.m.