



Faculty of English Language Studies

Course Committee Meeting

| Date | Time | Venue |
|-----------------------|-------------|--------------|
| Monday 26 March, 2018 | 3:00pm | Muscat Hall |

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 S 105 AT 3:00 P.M. ON 26TH MARCH
2018.**

PRESENT:

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| 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. Abdul Sajid | Math Lecturer, FoELS |
| Mr. Abdullah Al Badi | Lecturer, FoELS |
| Mr. Muhammad Farooq | Senior Lecturer, FoELS |
| Ms. Hajer Al Majrafi | Teaching Assistant, FoELS |
| Ms. Belema Edet | Senior Lecturer, FoELS |
| Ms. Leena Roymon | Senior Lecturer, FoIT |
| Mr. Samih Al Busaidi | Senior Lecturer, FoELS |
| Mr. Muhammed Sajid | Math Lecturer, FoELS |
| Ms. Zainab Al Lawati | Teaching Assistant, FoIT |

ABSENT :

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| Mr. Mubarak Al Menwari | Lecturer, FoELS |
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APOLOGIES:

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| Mr. Majid Shatery | Director of Studies & Senior Lecturer, FoELS |
| Ms. Aliya Parveen | Senior Lecturer, FoELS |
| Dr. Christopher Selvamony | Assistant Professor, FoELS |
| Ms. Thuraia Al Jabri | Lecturer, FoIT |
| Mr. Avinash Kumar | Senior Lecturer, FoELS |
| Dr. Daisy Lamis | Assistant Professor, FoELS |

In Attendance:

Ms. Jacintha

In Attendance (Student Representatives):

| Student Name | Group | MCUC # |
|--------------------------------------|--------------|---------------|
| Salah Ayoob Al Balooshi | F1 | 18201042 |
| Shireen Khalil Al Balushi | F23 | 17901239 |
| Mundher Mubarak Al Mazruii | F23 | 17901401 |
| Hassan Inam Al Zadjali | F25 | 17901139 |
| Noura Said Hamed Al Alawi | 1PTA | 18201029 |
| Saleh Nasser Al Farsi | 1PTB | 18201067 |
| Sultan Saif Al Maawali | 2PTA | 17901176 |
| Faiza Kamal Al Zadjali | 2PTA | 17901186 |
| Absent: | | |
| Azza Ali Al Rashdi | F1 | 18201034 |
| Fatima Adil Al Balushi | F2 | 18201055 |
| Mohammed Ahmed Al Hasani | F2 | 18201059 |
| Ahmed Khatir Al Mamari | F3 | 18201117 |
| Anwar Mohammed Ali Wahaibi | F3 | 18201108 |
| Daliya Khalid Al Saadi | F11 | 17901320 |
| Sara Abu Al Rashdi | F11 | 18201097 |
| Maysa Ahmed Al Rawahi | F20 | 17901179 |
| Ali Masoud Al Hattali | F20 | 17901206 |
| Rahaf Mahfoodh Al Hadi | F21 | 17901019 |
| Wijdan Juma Al Harrasi | F21 | 17901109 |
| Nauras Salim Al Hasani | F22 | 17901085 |
| Abir Issa Al Balushi | F22 | 17901202 |
| Khalid Mohamed Al Balushi | F24 | 17901133 |
| Shaima Mohammed Al Wahaibi | F24 | 17901274 |
| Hajer Khamis Al Aرامي | F25 | 17901167 |
| Tasnim Mohammed Al Shibli | F26 | 17901244 |
| Nasser Hilal Al Hilali | F26 | 17901306 |
| Shooq Salim Abdullah Al Shamsi | F27 | 17901062 |
| Sara Khamis Al Mussallami | F27 | 17901331 |
| Sulaiman Humaid Said Al Ghafri | 2PTB | 17901003 |
| Hanan Mubarak Abdullah Al Dughaiishi | 2PTB | 17901201 |

The Chair welcomed all present for the first course committee meeting of this semester (Feb 2018 – June 2018). 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 20th November 2017. 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. | F2 | Timetable starting at 8:00a.m is not convenient for students. | The Programme Manager stated the difficulty is appreciated. Ways in which the programme can be delivered, starting later will be considered Action: Fewer classes will start at 8.00am next semester. |
| 2. | 1PTB | Extra Classes are needed for VC More time for Quizzes | The support class can be utilized for VC students. As this point was not very clear students were asked to bring the point directly to the lecturers concerned. |
| 3. | F2, 2PTA | Students need more time for AM class. Two hours are not enough in one week. | After having carefully reviewed the current provision, it is not possible to change the existing amount of time given to this module. The support classes are scheduled at 3:00-4:00p.m for both the full and part time students, and both groups should make use of this additional provision. |

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| 4. | 2PTB | <p>Part-time students find it difficult to finish their home work so they suggest to do their activities including home work during class time i.e. – IT2 and AcR and RS modules.</p> <p>Time for math class is not enough for part time students</p> <p>The Math lecturer explanation is not clear.</p> | <p>Part-time study is challenging. However, class time cannot be taken up with going over homework. The Lecturers suggested that students send their homework to the lecturers by email so that lecturers can check it and give the feedback by mail.</p> <p>See point 3 above.</p> <p>If students need more clarification and explanation they can meet the lecturers during the break time.</p> <p>Action: The programme Manager will communicate with Albert re. availability.</p> |
| 5. | 2PTA, 1PTA, F3, F25 | S107, S108 and S109 Tables and chairs are not comfortable to study for writing tasks in Math and Study skills modules. | <p>HoF has recently made a request to the facilities department about this.</p> <p>Action: HoF will follow up with facilities department.</p> |
| 6. | F25 | AcW module is tough and difficult to understand. | It was acknowledged that the AcW module is a challenge for many students. The module lecturer requested students to discuss specific problems they are facing with AcW module. |
| 7. | F3 | One of the lecturer's lessons is difficult to understand and not very interesting for the students. | The Academic advisor of this group discussed the issue with the lecturer and now the issue has been solved and students are happy with the lecturer. |
| 8. | F2 | One of the lecturers gets angry in the class. | The lecturer said that a lack of student attentiveness in class, or disruptive behavior can be frustrating. While raising one's voice is acceptable, the HoF said that lecturers should always be respectful. If this is not the case students can meet any time with the HOF to discuss concerns. |

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| 9. | F1 | Students requested additional homework | Students can meet the lecturers if they need additional homework. There are plenty of additional activities on MOVE pages. |
| 10. | F20 | The attendance in AcR and mathematics with some students is low. | This is a matter for individual students to deal with. Students will be blocked from attending exams if their attendance falls below the requirements. |
| 11. | F22 | During class time Math homework needs to be solved | It is difficult to use class time to check maths homework. There is limited time for maths classes. The HoF suggested students meet the lecturer during the office time, and correspond using MOVE or email. |
| 12. | 1PTB | Exams needs to be scheduled in the morning. | The Programme Manager stated that midterm exams have been scheduled at a convenient time for both full and part time students. It was also mentioned that this semester, week 9 is an examinations only week to help the students. |
| 13. | F21 | AcR test is difficult. Lot of classes. Rest is very short. | Reading skills and the level of reading ability needed to study at an undergraduate level mean that the tests need to be challenging This will not change: MoHE and OAAA requirements need to be adhered to. If students are given hour long breaks they usually complain about this. |
| 14. | 1PTA | Part time, students are requesting exam letters | Academic Advisors have to request registry to provide the letters for the part time students. |
| 15. | F25, 1PTA, 2PTA, F22 | Students stated that all the lecturers are good. | HoF thanked all lecturers for their efforts and requested them to continue their good practices. |

2. ANY OTHER BUSINESS:

- ✓ 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 6th or 7th teaching week of the next semester (Sep 2018 – Jan 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 4:00 p.m.