



Faculty of English Language Studies
Course Committee Meeting

Date	Time	Venue
Monday 10, April 2017	3:00pm	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 S 105 AT 3:00 P.M. ON 10TH APRIL
2017.**

Present:

Dr. Iain McGee	Chair, Head of Faculty
Mr. Majid Shaterly	Director of Studies & Senior Lecturer, FoELS
Ms. Aziza Saghir Syed	Senior Lecturer, Programme Manager, FoELS
Ms. Leena Roymon	Senior Lecturer, FoIT
Ms. Pramila Krishnan	Lecturer, FoELS
Mr. Samih Al Busaidi	Lecturer, FoELS
Dr. Sadiq Shaikh	Lecturer, FoELS
Mr. George Louis	Lecturer, FoELS
Ms. Yevette Mathew	Lecturer, FoELS
Ms. Zainab Al Lawati	Teaching Assistant, FoIT
Ms. Jainy Varghese	Math Lecturer, FoELS
Mr. Shaikh Inam	Lecturer, FoELS
Ms. Thuraia Al Jabri	Lecturer, FoIT
Mr. Abdul Sajid	Math Lecturer, FoELS
Ms. Belema Edet	Director of QA & Senior Lecturer, FoELS

ABSENT :

Mr. Mubarak Al Menwari	Lecturer, FoELS
Ms. Hajer Al Majrafi	Teaching Assistant, FoELS
Ms. Reem Al Keyumi	Teaching Assistant, FoELS
Mr. Abdullah Al Badi	Lecturer, FoELS

In Attendance:

Ms. Jacintha

In Attendance (Student Representatives):

Student Name	Group	MCUC #
Mohammed Ismail Ali Al Balushi	F1	17201047
Shahad Mohammed Ayoub Al Raisi	F1	17201053
Saleh Murshid Saleh Al Rawahi	F3	17201130
Eleen Niyaz Ahmed Mohamed Al Balushi	F22	16901375
Najla Al Balushi	F22	16901070
Issa Yousef Issa Al Balushi	F24	15901350
Mustafa Mohammed Harith Al Hashami	F26	16901243
Huda Ahmed Saleh Al Shaqsi	F26	16901297
Sabreen Abdul Rasheed Mohamed Ameen Al Bulushi	F27	16901361
Sulthan Rashid Khalfan Al Khayari	1PTB	17201126
Saif Hamed Said Al Rawahi	2PTB	16901250
Absent:		
Amjad Rabia Saif Al Siyabi	F2	17201120
Fatma Nabil Ali Al Balushi	F2	17201114
Marwa Maqbool Abdul Aziz Al Balushi	F3	17201145
Aisha Mohamed Murad Al Balushi	F10	16901067
Ali Nabi Bakhsh	F21	16901037
Amira Mohamed Mubarik Al Jabri	F21	16901031
Sultana Abdullatif Shahdad Al Balushi	F23	16901147
Al Khalil Ahmed Said Al Hadi	F23	16901134
Asail Abdul Munem Al Hiani	F24	16901079
Sulaiman Dawwod Al Sabqi	F25	16901094
Ahmed Abdul Nabi Moosa Al Fairuz	F25	17201123
Ismail Qasim Mohamed Al Balushi	F27	16901033
Faiq Khamis Al Salti	1PTA	17201061
Amira Habib Al Balooshi	1PTA	17201141
Aisha Talall Shuhial Al Adawi	1PTB	17201104
Mansoor Hamed Rashid Al Wahaibi	2PTA	16901191
Yousuf Hamed Khalfan Al Shuaili	2PTA	16901140
Matooba Abdullah Al Zadjali	2PTB	16901238

The Chair welcomed all present for the first course committee meeting of this semester (February 2017 – June 2017). There was a formal introduction of all Class Representatives (CRs) and English staff.

The Chair emphasized the importance of this forum and urged student representatives to raise both their concerns and points about which they were happy to 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 15th November 2016. 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.	F1, F22	Students need a break between the classes.	The policy of the College is that there is a 5 minute break between classes. However, students and lecturers can discuss the timings. Action: At the beginning of the semester lecturers will discuss with students their preferences about when to give the break time to the students.
2.	F1	The GC lecturer should simplify the topic.	The HoF asked the co-ordinator to follow up the issue. Action: Module coordinator should discuss the matter with the GC team.
3.	F3	Some students are not always able to follow material in the SS module.	Students should explain their problems to the lecturer, in the first instance, and then the module co-ordinator, if necessary. It is better to resolve these issues with the lecturer directly (e.g. asking for more time, more examples, etc.) Action: The module coordinator will discuss this issue with lecturers.

5.	F22/F25	Academic Writing is a difficult module. Students requested more examples.	Academic writing is a challenging module. As the co-ordinator was not present to discuss this matter further, the Chair requested the DoS to follow up on the issue. Action: The DoS will discuss the issue with the co-ordinator.
6.	F23	Students need more Practice exams for Math and IT.	Students are given a considerable number of practice exams on the MOVE page. Even though these are there, students do not finish them all. If students still need more materials they can ask the lecturers directly.
7.	F23	Students requested practice exams in BMIT2 IT.	Students were advised that the IT Module contained theory and practice. Action: The lecturer was advised to clarify with the students what, exactly, was required.
8.	F25	Academic Reading and Academic Writing are difficult modules.	The committee agrees. Students should attempt to study independently. They should meet with their lecturers and academic advisers as necessary. Lecturers are always available to help students. Action: In the induction students will be reminded of the benefits of AA hours/consultation hours/office hours assigned to provide them with extra support.
9.	F26	No time between the AR and AW quizzes.	The assessments schedule is put on the notice board by the second teaching week. Every week quizzes are scheduled. Students should manage their time to be able to cope with times of extra pressure.
10.	F27	There is not enough time to study the VIC module.	VIC takes up four hours study time in a week. Lecturers concerned noted that attendance was not always as desired. Action: DoS to discuss with concerned lecturer regarding student attendance.
11.	1PTA	Additional classes should be given for Maths.	Part time students were advised to meet with the lecturer and make arrangements for additional support as necessary.

			Action: HoF will inquire from Associate Dean whether additional hours can be added to the part-time schedule.
12.	2PTA	Separate exams should be given for PT students, and for full-time students.	The College does not distinguish between the full and part time students with regards to curricula and assessments. Faculty apply the same standards, and it is not possible to schedule separate exams for the two types of student.
13.	F1	Additional hour of grammar class Requested.	It was stated from the concerned lecturer an additional half hour was given to help the students. Students have created a whatsapp group to discuss the additional materials with the lecturer.
14.	2PTA	Support classes for part time students after 5:00p.m	The Support classes are scheduled depending on student requests for both part and full time students. Students are requested to attend 3:00-4:00pm support classes.
15.	2PTB	To revisit the student timetables.	Timetable issues were addressed before the second teaching week.
16.	F1	Duration of Math exams and Math Class time to increase for two hours.	It was noted that during exam time students are writing in pencil and then use a pen. Students need to develop their time management skills. The Maths exam is scheduled for 1 hour 30 minutes. Time is sufficient for both full and part time students. Action: Tips on time management during exams should be given in class. Action: Additional hours study will be discussed with senior management.
17	1PTB	Student behavior in class is not appropriate.	It was stated that students can speak to their class lecturers about concerns, and discuss, respectfully, concerns with those involved. Students need to manage their own behavior, rather than being treated as children.
18.	2PTB	Less Homework in all Modules. Every week VIC Portfolio task to be reduced.	It was commented that homework is given to help students understand their subjects better, and better prepare them for exams. Action: DoS will discuss the VIC assessment with the concerned

			lecturer.
19.	2PTA	Students requested to schedule a course committee meeting in teaching week two or three.	It was informed that during first 4 weeks timetable issues will be sorted out. The College has a policy to schedule CCM in teaching week 7 or 8.

2. ANY OTHER BUSINESS:

- ✓ All Students must inform their respective groups of the discussion of the course committee meetings.
- ✓ The 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 7th or 8th teaching week of the next semester (September 2017 – January 2018)

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.