  
**COURSE COMMITTEE MEETING FACULTY OF ENGLISH LANGUAGE STUDIES**

**MINUTES OF MEETING NO.1 HELD IN S 213 AT 3:00 P.M. ON 26TH APRIL 2015**

**In Attendance:**

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| Dr. Rajat Ghosh (Chair)  Dr. Tulika Mishra  Ms. Alina Rebecca  Dr. Larysa Nikolayeva  Mr. Abdelseid  Dr. Farhad Tayebipour |  |

**In Attendance (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** |
| Zamaim Ayoub Talib Ali | EL1 | 14901525 |
| Areej Al Zadjali | EL1 | 2013211 |
| Yusra Abedalnaser Abdallah Rasheed | EL2 | 15201071 |
| Rahma Nasser Al Yahyaee | EL2 | 2012688 |

**Apologies(Student Representatives):**

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| Anita Shikder Mohammed Jashim | EL3 | 2013202 |
| Jabrin Mariam Saimon | EL3 | 2013151 |

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 emphasized on the importance of this forum and urged student representatives to raise their concerns and appreciation to the management. 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 11th November 2014. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following points for discussion:

1. **STUDENT ACADEMIC ISSUES**

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| **S/No.** | **Class Groups** | **A Concern raised by students** | **Response/Action** |
| 1.1 | EL2 | CRs were mentioned that they not able to find CRWSE Books in the Library. | Students were reminded that some books are mentioned in students handbooks. Ms. Alina said that she ordered many copies of different books. There are several books available in the e-library. Some of them were shown in the class and taken into different chapters to refer to assignments. Students should request the lecturer to order books. |
| 1.2 | EL1 | CRs informed that students were not able to download the material from the internet because slow internet in the Hostel. | This issue was discussed in the Housekeeping committee meeting and will be addressed. |
| 1.3 | EL1 | CRs mentioned that Monday and Wednesdays time table do not have breaks in between classes. | Dr. Rajat will check the timetable and will change accordingly. |
| 1.4 | EL2/EL3 | Assignments are given at the same time. | It was mentioned that enough time was given to students (4 weeks). Students should take responsibility of time management. |
| 1.5 | EL2/EL3 | MOVE doesn't work all the time. | Students were informed that in the last couple of months there are meetings being held with the Omantel to negotiate better deals for internet and work is in progress to provide faster and uninterrupted internet service. |
| 1.6 | EL1 | All the modules should be interactive. | The method followed by poetry is different than grammar. Students should inform the lecturer regarding this matter.  It depends on students also to make the module more interactive. Students should motivate the lecturer to make the module more interactive. |
| 1.7 | EL1 | In HEL modules, lecturer shows lots of videos and sometimes students doesn’t understand the language and not able to answer the questions. | It was suggested that students can stop the lecturer while discussing the answer. When students do not ask questions, the lecturer will consider that students got the information and understood the topic. Videos are always used as additional tools to help the students. |
| 1.8 | EL1 | All the modules do not have handouts. | Faculty for all the modules cannot give handouts. Lecturers use presentation and it is uploaded on MOVE.  Take note of the discussion, references is given either on MOVE Page or handbooks. Developed the note each student should produce their own handouts.  If students sometimes miss a class they should take notes from their classmates. |
| 1.9 | EL1 | Students are confused about the topic, discuss with Alina and Dr. Farhad. | Links are shown in different ways depending on the lecturers interest and understanding the context of certain topics. It is the student's responsibility to ask the lecturer to clarify in a better way. Students should approach the lectures during consultation or academic advising hours. |

1. **STUDENT PERFORMANCE:**

In HEL Modules the lecturer is happy with the group. It was requested for students should ask questions. It will help the lecturer to be sure that students understood clearly. Attendance is usually good. First assessment completed results will provide soon.

In EGP Portofoil students did better. There was a lot of interaction in class. However, in EGP little more reading is required that resources provided by the lecturers. In CRWSE lecture is happy with the group lots of interaction and responses. It is an interesting class.

In PIE Modules most of the students are interactive, some students are not participating in class. Attendance is good. Lack of reading is noticed. In literature modules, students are thinking that on the spot they understood everything when actually examining the lecturer found some problems in performance.

In ITL Modules more or less the lecturer happy with a small group of students beyond the reach in terms of attendance. It was requested that students read the material uploaded on MOVE. Each module has books rightly placed in terms of the standard quantity from the publishers. These books must be read outside the class. Assignments are formative and stages are clearly mentioned.

In IAR two, three students come regularly late to the class. In TOLL module some students did not show the assignment drafts.

It was appreciated that English language students are participating in different events organized by the college. It is a great accomplishment for the students and the team encouraged the other students to participate.

In CRWSE the speaking event will be taking place next week. In PIE module, debate competition is going to take place next week. Students are requested to participate actively.

1. **DATE OF NEXT MEETING**

The next course committee meeting will be scheduled during the 6th or 7th teaching week of the next semester (September - Jan 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 4:30p.m.