**COURSE COMMITTEE MEETING: FACULTY OF BUSINESS MANAGEMENT**

**MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 P.M. ON 30th MARCH, 2015**

**In Attendance:**

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| Dr. M. Umaselvi (Chair) Mr. Kasi ViswanathanMr. Tahseen Anwer ArshiMs. Gargi ChughMr. Ikram U lHaqMr. Sam SundarMs. Arlin RooshmaMr. Mohammed MaalyMs. Sharmila ChitnisDr. Mohammed HusseinMs. Amira Bashar | Mr. SuryanarayananMr. Abhay JoshiMr. Faisal AzizDr. Venkoba RaoDr. Nirmal GunupudiMr. Umar FarooqDr. Orlando EduriaDr. P. UdhayananMr. Kenneth SamMr. Muhammad SubayyalMr. Kiran Sawant |

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| **Apologies:**

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| Mr. Armstrong Jeyakumar | Ms. Anita Bouggo |
| Dr. Veena Tewari | Mr. Muhammad Tanveer |
| Dr. Larysa Nikolayeva | Ms. SaliniSudesh |

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**In Attendance (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #**  | **Student Name** | **Group** | **MCUC #** |
| Javed Azam KAZI | A3 | 41094 | Sumaiya Yousuf Yaqoob Al Balusi | PB5,6 | 2013799 |
| Yaqoob Said Khalfan Al Nairi | PA5,6 | 2011357 | Jay Vejay Kumar | A4 | 2013860 |
| Areej Ibrahim Hamed Al Amri | B4B | 2012338 | Yaqoob Sulaiyam Salim Al Jahdhami | PB1B | 2013874 |
| Faria Sayyed Kadri | B5,6A | 2012523 | Ali Iqbal Al Lawati | B1B | 15201108 |
| Muhja Mohammed Hassan Al Lawati | B3A | 2012606 | Ahmed Ramadhan Jaffer Al Lawati | B2B | 14901145 |
| Azza Medani El Hussin | PB5,6 | 2012869 | Asma Sultan Said Al Harthi | B3C | 14901307 |
| Amna Ali Saif Al Obaidani | PB4 | 2012930 | Shazia Mohammed shahidShafi | A2A | 14901325 |
| Amal Abdullah Al Ghailani | PA5,6 | 2013171 | Zahraa Jaber | PA2 | 14901545 |
| Fatma Al Daan Shaban Qatan | PA3 | 14901588 | Mufida Sulaiman Amur Al Rawahi | B2A | 14901612 |

**Absent (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** | **Student Name** | **Group** | **MCUC #** |
| Shaima Abdul Rasol Al Raisi | PB3 | 28308 | Aiman Juma Sabeel Al Balusi | PB5,6 | 2010405 |
| Khadija Abdullah Saif Al Shamkhi | B4A | 2012034 | Siham Abdullah Al Balusi | B2D | 2012043 |
| Safa Khamis Thani Al Mandhari | PA4 | 2012175 | Munira Khamis Hamdan Al Balushi | B3B | 2013238 |
| Fatma Hamood Salim Al Muqaimi | A1A | 2013680 | Khalid Khalfan Juma Al Shekaili | PB1A | 2013777 |
| Himasha Pandaya | B4C | 2013802 | Muataz Ali Mohammed Al Kindi | PB2A | 2013898 |
| Naba Maqbol Hassan Al Bajali | B2E | 14901162 | Redha Hassan Hamed Al Ajmi | B4B | 14901456 |
| Hamza Saleh Abdullah Al Abri | B1A | 15201121 | Hussain Hamood Khalfan Al Owaisi | PA1 | 15201172 |
| Lujaina Khalil Mohamed Al Sabri | PB1B | 15201213 | Sheikh Afrah | A5,6 | 2012868 |

The Chair welcomed all present for the first course committee meeting (Semester February–June 2015) to discuss academic issues.

The meeting to discuss housekeeping issues is scheduled on April 6, 2015. All CRs are requested to attend the same. The Chair urged students to take the discussions of the meetings to their class groups.

All Class Representatives (CRs) and faculty members gave their introduction.

**Minutes of previous meeting:**

The Chair read through the minutes of the previous course committee meeting held in November 2014. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following academic issues for discussion:

1. **ACADEMIC ISSUES**

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| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | PB4, B3B, PA4, B1A, PB1A | Concerns regarding assignment submission dates and in-class test dates  | * The in-course assessment dates (in-class tests, assignments, presentations and viva) were published on the faculty notice boards in the beginning of the second teaching week.
* Utmost care was taken to ensure that students belonging to a particular class group, don't have tests or assignment submissions very closely paced.
* based on the in-course assessment schedule, faculty members were instructed to give assignment topics well in advance.
* Students were requested to manage their time effectively and resourcefully.
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| 1.2 | PA4 | Difficulties faced with group assignments | * multiple assessment strategies are designed to develop various skills in students
* group assignments help students to understand the importance and benefits of group dynamics, to lead and to contribute to group work; which is an essential part of team work in organisations.
* It was suggested to make productive use of technology to interact with group members.
* though all group members may not contribute to the assignments; presentations and vivas help assess their contribution to the assessment.
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| 1.3 | PB4,  | Cancellation of classes without prior information | * The faculty apologised for the inconvenience caused to students for classes being cancelled without prior intimation.
* The faculty usually makes alternate arrangement for classes and it is posted on MOVE. However, in case of emergency emails and SMS are sent to students.
* Students are requested to check their emails on regular basis
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| 1.4 | PB3, B2E, B2D, B1A, A1A, PB1A | In-class tests on weekends  | * The timings of in-class tests are for the convenience of both full-time and part-time students.
* Students were informed of various operational issues (availability of classrooms, invigilators, car-park space and so on) some of the in-class tests are scheduled on weekends.
* The faculty has taken care not to schedule more than two tests for a particular class group on Saturday.
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| 1.4 | PB3 | Availability of marks online | * Results of all in-course assessments will be published on the faculty notice boards and on MOVE within two to three weeks of the date of assessments.
* Students can meet their tutors to discuss their results and for feedback on assessments.
* Final results will be published on Virtual Campus.
* UoB has introduced the new Grading Criteria, which is applicable for all students have are registered for the undergraduate programme from February 2015. Students registered on the UG programme prior to February 2015 will follow the old grading Criteria. More details are found in the student handbook and module handbooks.
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|  | PA3, PB3, PB5,6 | Marking of assessments | * Majan College follows the policy and procedure laid by University of Bedfordshire.
* The procedure for sample marking and second marking is rigorously followed
* External Examiners from UK visit the college prior to the exam board to moderate student work. This exercise is to ensure that the grading and marking of Majan College is in standard with other universities in UK
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| 1.5 | A5,6 | Selection of Project topics | * Project is the final dissertation submitted by students. This helps to carry out an in-depth study normally of an applied nature from other modules and conduct an in-depth study in your area of specialisation.
* Students normally select a topic due to its convenience or availability of data; however this may not be related to their specialisation and thus the project supervisor may suggest to change the topic.
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| 1.6 | B1B, PB1A, PB2A | Practice sessions by tutors | * Students appreciated the practice sessions provided by some of the faculty members, especially level one module tutors.
* Students who requested for more practice sessions can meet their module tutors during office hours and discuss the same.
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| 1.7 | PB4 | In-class tests / exam letters | * As per the college policy students will be provided letters only for the date of exam / in-class test and not for the complete exam period.
* Additional dates cannot be mentioned on the letter, this can be an arrangement between the student and his / her employer.
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| 1.8 | PB4 | Increase the number of books being issued from the library  | * Currently the library is issuing 4 books, per student for two weeks.
* Students were urged to use other sources such as digital library and proquest.
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1. **STAFF ISSUES**
* Tutors requested students:
* not to leave the class while they are still teaching and wait for them to complete the class. In case of an emergency, students are requested to take permission from their tutors before leaving the class.
* prohibit / restrict the use of mobile phones during classes
* come to class on time
* not to disturb the class if they come in late
* check the college email daily
* should return on time after the prayer break
* eating and drinking during class timings is not permitted.
* Students are requested to check the number of pages issued to them during in-class tests and exams
1. **ANY OTHER BUSINESS**
* Students requested for more engagements on MOVE as well as more activities in class (PA1, A1A, B1A, B2E).
* It was suggested to have more than one tutor for a module, so that if they are unable to understand the tutor, they have an option to change their class group (PB5,6).
* Students suggested to upload handouts atleast one week prior to the class, so that they can read and prepare themselves before the class. As well as students can print their copy before the class (PB2A / PB5,6).
1. **DATE OF NEXT MEETING**
* The next meeting will be in the 6th teaching week of the next semester (Sept 2015 - Jan 2016).

The meeting was adjourned at 4:40 p.m. on March 30, 2015.