



**Faculty of English Language Studies**  
**Course Committee Meeting**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>Monday 20<sup>th</sup>, November 2017</b>	<b>2:00pm</b>	<b>Muscat Hall(S105)</b>

**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 2:00 P.M. ON 20TH  
NOVEMBER 2017.**

**PRESENT:**

Dr. Iain McGee	Chair, Head of Faculty
Mr. Majid Shateri	Director of Studies & Senior Lecturer, FoELS
Ms. Aziza Saghir Syed	Senior Lecturer, Programme Manager, FoELS
Ms. Pramila Krishnan	Senior Lecturer, FoELS
Mr. George Louis	Senior Lecturer, FoELS
Ms. Yvette Mathew	Lecturer, FoELS
Ms. Zainab Al Lawati	Teaching Assistant, FoIT
Ms. Jainy Varghese	Math Lecturer, FoELS
Mr. Shaikh Inam	Director of QA & Senior Lecturer, FoELS
Ms. Thuraia Al Jabri	Lecturer, FoIT
Mr. Abdul Sajid	Math Lecturer, FoELS
Mr. Abdullah Al Badi	Lecturer, FoELS
Mr. Muhammad Farooq	Senior Lecturer, FoELS
Ms. Aliya Parveen	Senior Lecturer, FoELS
Dr. Christopher Selvamony	Assistant Professor, FoELS
Dr. Ahmad Najeh	Director of Learning Resources

**ABSENT :**

Mr. Mubarak Al Menwari	Lecturer, FoELS
------------------------	-----------------

**APOLOGIES:**

Ms. Hajer Al Majrafi	Teaching Assistant, FoELS
Ms. Belema Edet	Senior Lecturer, FoELS

Zainah Al Hinai Registry Manager  
 Ms. Leena Roymon Senior Lecturer, FoIT

Mr. Samih Al Busaidi Senior Lecturer, FoELS  
 Ms. Awatif Al Balushi Teaching Assistant, FoELS

**In Attendance:**

Ms. Jacintha

**In Attendance (Student Representatives):**

<b>Student Name</b>	<b>Group</b>	<b>MCUC #</b>
Hassan Imam Bakhsh Al Zadjali	F2	17901139
Wedad Said Ahmed Al Ghadani	F2	17901059
Fatema Khamis Mattar Al Ghefeilia	F3	17901072
Ali Masoud Ali Al Hattali	F6	17901206
Fatma Khalfan Salim Al Adawi	F6	17901162
Said Mohammed Said Al Badi	F7	17901278
Tasmim Mohammed Ali Al Shibli	F7	17901244
Abdulla Sultan Salim Al Hadi	F23	17201032
Fatma Nabil Ali Al Balooshi	F23	17901250
Yahya Ali Khamis Al Hasani	1PTA	17901199
Fiaza Kamal Ali Al Zadajali	1PTA	17901186
Sultan Rashid Al Khayari	2PTB	17201126
<b>Absent:</b>		
Nashd Nasser Khalifa Al Siyabi	F1	17901060
Al Waleed Khalid Al Wahabi	F1	17901130
Osma Mubarak Thani	F3	17901015
Rouzan Salim humaid Al Harthi	F4	17901075
Hawa Pir Bakhsh Naghabkht Al Balushi	F4	17901304
Abdul Majeed Abdul Rahim	F5	17901403
Heyam Abdul Majeed Al Balushi	F5	17901383
Osma Abdullah AbdelMonim Siddiq	F11	17901358
Ayah Mohamed Abdul Rehman	F11	17901171
Mohamed Mustafa Ali Al Balushi	F20	17901137
Najiba Iman Bakhsh Al Balushi	F20	17901277
Hatem Talib Said Al Hadi	F22	17201032
Al Firdaus Ahmed Mohammed Al Kindi	F22	17901250
Sulaiman Humaid Said Al Ghafri	1PTB	17901003

Hanan Mubarak Abdullah Al Dughaiishi	1PTB	17901291
Hamid Mohammed Zahir Al Mayahi	2PTA	17201044
Amna Juma Salmeen Al Balushi	2PTA	17201065
Khalid Abdullah Saif Al Balushi	2PTB	17201025

The Chair welcomed all present for the first course committee meeting of this semester (Sep 2017 – Jan 2018). 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 10th April 2017. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following points for discussion:

#### **1. ACADEMIC ISSUES:**

<b>S/No.</b>	<b>Class Groups</b>	<b>A Concern raised by students</b>	<b>Response/Action Taken</b>
1.	F6	It was stated that some students attended the mathematics class and the Maths lecturer marked them absent.	The maths lecturer clarified that students are coming late to class. The College policy is that if students come after 15 minutes late to the class this will be considered as an absence. However, the student can present reasons to the faculty member outside of class, if there are exceptional reasons which should be taken into account. The HoF stated that students should be more responsible and try to attend the class on time.



5.	F20	In the IT module, students need more practical experience rather than theory.	Students were advised that the IT Module contained both theory and practical.  <b>Action:</b> The lecturer was advised to clarify with the students what, exactly, the practical requirements were.
6.	F20  2PTB	Students need extra time for Academic Writing and Math Exams.  Need more time for Applied Mathematics exams.	More time will not be considered for the math exams, unless there is an observable trend in students not being able to complete the exam. Instead more support classes can be provided to the students.  <b>Action:</b> Support classes will be arranged 3:00-4:00p.m for part time students.
7.	1PTA	Students require more practice in the BM and VC Modules.	More quizzes have been uploaded for VC modules on the MOVE Page.  More Math practice exams have been uploaded on the Move page every week.  The chair requested students to talk directly to their lecturers in the case of specific concerns.
8.	F23/F6	Some students said it was difficult to understand the language of the Maths lecturer.  Classroom need to be changed to larger class F6  Two lecturers teaching one module can be a problem for students' understanding.	Different lecturers have different accents, and this is part of life in a multilingual / multicultural environment. If students are not able to understand they can ask lecturers to clarify, or speak more slowly in class.  Classroom capacity is normally 30 and it will fit the number of students. In the future if the numbers are more we will use larger rooms.  It was stated that the only way for tutor teaching load planning to be effective was to share some modules. It was also stated that if there are any specific problems

			with these arrangements students should voice these to the PM, DoS or HoF, and a solution found to the issue.
9.	2PTB	The Academic Reading book is difficult.	The Academic Reading books will probably be changed next Academic year, because of the level of difficulty of some of the texts.

## 2. ANY OTHER BUSINESS:

- ✓ All Students must 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 and the college will take necessary actions on time.
- ✓ Students were encouraged to participate in the Foundation Fest which will be held on December 13, 2017. Different kinds of activities such as Art work, spellbee, food court, football match and tug of war will be arranged.

## 3. DATE OF NEXT MEETING:

The next course committee meeting will be scheduled during the 7<sup>th</sup> or 8<sup>th</sup> teaching week of the next semester (Feb 2018 – June 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 3:00 p.m.