



Faculty of English Language Studies
Course Committee Meeting

Date	Time	Venue
Tuesday 15 November, 2016	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 15TH
NOVEMBER 2016.**

Present:

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

APOLOGIES:

Ms. Belema Edet	Director of QA & Senior Lecturer, FoELS
Mr. Avinash Kumar	Senior Lecturer, FoELS
Dr. Christopher Selvamony	Lecturer, FoELS

ABSENT :

Mr. Mubarak Al Menwari	Lecturer, FoELS
Ms. Hajer Al Majrafi	Teaching Assistant, FoELS
Ms. Awatif Al Balushi	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 #
Ali Nabi Bakhsh	F2	16901037
Mulham Ahmed Hamed Al Harthi	F4	16901137
Alaa Waleed Ali Al Balushi	F4	16901136
Al Ghaliya Salim Muslem Al Ghassani	F5	16901055
Ismail Qasim Mohamed Al Balushi	F7	16901033
Sheikha Saif Jameel Al Naamani	F7	16901126
Hashim Moosa Jaffar Al Naamani	F8	16901366
Warda Salim Said Al Habsi	F25	16901299
Yasser Masoud Khamis Al Alawi	1PTA	16901393
Thuraiya Mseaid Muslem Al Shukairi	1PTA	16901233
Absent:		
Ilham badar Khamis Al Amrari	F1	15901315
Maryam Isamil Ali Al Balushi	F1	16901022
Amira Mohamed Mubarak Al Jabri	F2	16901031
Rashid Saud Sulaiman Al Humaidi	F3	16201038
Aisha Mohamed Murad Al Balushi	F3	16901067
Said Abdullah Hamed Al Maashari	F5	16901257
Sultana Abdullatif Shahad Al Balushi	F6	16901147
Huda Ahmed Saleh Al Shaqsi	F8	16901297
Rasheed Ali Mansoor Binrashee	F6	16901281
Fatma Mubarak Hamed Al Mujaini	F21	16201023
Samar Said Saloom Al Harthy	F21	16201016
Mohammed Khalid Hamoud Al Yaqoubi	F22	16901123
Wiam Saif Hamood Al Habsi	F22	16901131
Yasara Ahmed Salim Said Al Mughazawi	F23	16901347

Faisal Bin Hamdoon Bin Al Battashi	F23	16201182
Ahmed Majid Nasser Al Hunaini	F24	16901124
Narjas Salim Al Salmani	F24	16901405
Fahad Adil Sabil Al Zadjali	F25	16201238
Basira Ghulam Mohd Al Balushi	1PTB	16901401
Saif Hamed Said Al Rawahi	1PTB	16901250
Mahnad Mahfoodh Said Al Ghatrifi	2PTA	16201169
Samiha Malallah Haider Al Zadjali	2PTA	16201198
Lubna Humaid Zaid Ismailli	2PTB	16201097
Ibrahim Nasser Said Al Wahaibi	2PTB	16201110

The Chair welcomed all present for the first course committee meeting of this semester (September 2016 – January 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 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 6th April 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
1.1	1PTA, F23, F4	Students requested more practices in ELSAS, BRS and Math Modules.	All modules have MOVE pages and a lot of exercises and activities are uploaded on MOVE. Students can address such concerns directly with the lecturers. Support classes are arranged on Tuesday and Thursday. The faculty will consider the timings of these sessions. Maths Lecturers commented that at the beginning of the semester, students were shown how to use the MOVE page and how to

		Students were requested to use calculator for BMIT 1 Math exams.	download practice exams and save them on the network drive. It was mentioned that Foundation courses are based on OAAA standards. According to these standards semester one students should not use calculators during exams.
1.2	2PTB	To Cancel math and IT from Foundation Programme.	The MoHE requires IT, Math, English and study skills in foundation programmes. So it is impossible to cancel them.
1.3	F23, F21	The Lecturer gives more homework in AW classes.	It was commented that homework is given to help students understand their subjects better.
1.4	F1	The student said that they are attending only one class on Thursday, and requested to shift this class to another day.	At the beginning of the semester students should approach the program manager to suggest the change in the timetable. It is too late to entertain such a request now. Students can utilize their free time in the library to study.
1.5	F2, F4, F5, F23	Students talk much in Math classes and it distracts other students.	Students were advised not to talk inside the classrooms and disrupt others.
1.6	F3	Students need break between the classes. Reduce the lecture time.	Students can request the lecturer to give the break between two hours, rather than ending the two hour session early. This is stipulated by the curricula
1.7	F4	It was suggested that lecturers should diversify the teaching method.	The issue of teaching variety will be discussed in Faculty meetings and action will be taken soon.
1.8	F5	It was said that in the GIC module lecturers need to start from basics. Better books were requested.	When students exit from the foundation programme they should reach a suitable level to join the undergraduate programme so levels must be maintained. Students can utilize the academic advising hours to ask any query related to any module. Materials are being reviewed
1.9	2PTA	It was suggested that lecturers should give feedback on assignments.	Students should discuss with the lecturer what kind of feedback they benefit from most.
1.10	F1	It was said that boys should sit in beginning of the seat.	Lecturers will address this issue.

1.11	F4	Sometimes classes are close together which makes the students confused about what they have learnt before.	Students need to manage their time, and material.
1.12	F8, F21 2PTA, IPTB	Students appreciated all lecturers. They said that they were cooperative and delivered information properly. They gave the students opportunity to participate in the class.	The team felt a positive attitude towards lecturers and promised to continue good practices.

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 6th or 7th teaching week of the next semester (Feb 2017 – June 2017)

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.