

Date: / /

Dr. Shekha Bint Gabr AL-Thani

Vice President for University Academic Affairs

Please Note that college of Education currently pose No. Four Diploma Programs as follow:

- Special Education Diploma
 - Early childhood Diploma
 - Primary Education Diploma
 - Secondary Education Diploma
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- Coordinator for each program was appointed for administrative and academic supervision for example: follow-up students affairs, evaluate and develop the program courses with faculties.
 - In the light of the modifications made to diploma programs and as part of their academic accreditation, all the programs shares in five courses for all students and differ in another five courses according to Major.
 - We start to implement the above suggested modifications in the Academic Years 2008/2009.
 - The most important challenges which faces our college is how to coordinate between the programs coordinators and the registration of students especially in the common courses and follow up them.
 - Numbers of candidates in each program was little and couldn't Polarize the needed candidates in some program like (Early childhood Program).
 - Therefore we discussed the follow suggestion in the Program Coordinators and Head of Departments Meeting Dated 15/3/2009:

* Nominate one coordinator for all Diploma Programs.

* Coordinator assumes the responsibility for overall supervision and follow up students registration ,also coordinate with the departments for any other affairs may relate to the programs.

* For Discussing Academic Affair, The head of Department hold a meeting With Faculty who teach the Department courses and Diploma program coordinators.

- * The Diploma Programs Coordinator has the right to hold a meeting if necessary and the Head of the meeting is the head of the department which diploma program follows.
- * Diploma Programs Coordinator Follow the Dean administratively.
- * Customize Number (2) of the current secretarial assistance in Completing the paperwork, correspondence and telecommunications, also allocating a teacher assistant for internship.
- * We suggest disbursing 2000 Riel Monthly remuneration to the Programs Coordinator.
- * The nomination of Dr..... were approved for this job according to here Administrative efficiency and experiences in managing primary Diploma Program.

Pls. accept our appreciation and respect,

Prof. Hissa M. Sadiq

College of Education Dean