



## Education Sciences Department Meeting



Date of Meeting :	2/10/2012	
Time of Meeting:	1:00-2:00	
Minutes Prepared by:	Dr. Ali AR Rabai	
Meeting Location:	Room: 231- college of Education	
<b>1. Purpose of Meeting</b>		
To discuss items on the Agenda.		
<b>2- Type of the Meeting:</b>		
Normal		
<b>3. Attendees</b>		
<b>Name</b>	<b>Department/Position</b>	<b>Email</b>
Ali Al Rabai,	Educational Sciences Dep.	anaali@qu.edu.qa
Nasrah Al Banai	Educational Sciences Dep.	nassraa@qu.edu.qa
Ghadnana Al Biali	Educational Sciences Dep.	ghadnana.saeed@qu.edu.qa
Aisha Fakhro	Educational Sciences Dep.	aishafakhr@qu.edu.qa
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Badryia Al Ammary	Educational Sciences Dep.	b.alammary@qu.edu.qa
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Michael Romanowisky	Educational Sciences Dep.	michaelhr@qu.edu.qa
Abdullah Abu Tineh	Educational Sciences Dep.	dr-abdullah@qu.edu.qa
Abdullah Al Manai	Educational Sciences Dep.	almanai@qu.edu.qa
Zaid Al bashayreh	Educational Sciences Dep.	Zeid.AIBashaireh@qu.edu.qa
Mrs. Lana Al Bibi	Educational Sciences Dep.	lana.bibi@qu.edu.qa
Mrs.Lamya Al-Issa	Educational Sciences Dep.	l.eleasa@qu.edu.qa

#### 4. Apology/Absent

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#### Absent

Dr. Ahmad Al Sai	Mrs.Sara AlMuftah	
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#### 5. Meeting Agenda

1- Classes timetable for the Spring
2- Course coordination
3- Course folder and evaluation
4- The conference March 24 <sup>th</sup>
5- Conceptual Frame / Dr. Nancy
6- Task Stream – urgent
7- Progressive evaluation – students’ achievement reports for remedy and support.
8- Task Committees: 1- reviewing syllabuses for EDPR 2- creating syllabi for EDSE

#### 6. Meeting Issues, Discussions, Decisions

- The minutes of the first meeting which were sent as an email attachment three days prior to the second meeting were not commented at and therefore were approved.
- The Spring Offerings were presented and discussed. The courses and sections were approved. Dr. Nasrah raised a question about the load claiming that the 21 credits per year is not a low and deduction can be made due to the class size. Dr. Ali stated that this issue needs evidence and once a written evidence proves this we will take into consideration.
- Dr. Ali emphasized coordination and pointed out its value for accreditation and Quality Assurance. He urged coordinators to do their best to coordinate the input for their courses and to coordinate examinations. For coordinated exams he further mentioned that it is necessary to inform the department about the exam dates and

the number of students to book the exam rooms.
- Dr. Ali presented the course folder template that was published by the university and updated this year. Colleagues are urged to prepare their course folders appropriately and in accordance with the template structure. He promised to send a soft copy of the template to all.
- Dr. Ali announced the acceptance of Dr. Ghadnana to chair the conference organizing committee. Dr. Ali emphasized the importance of making this conference a success. He further presented the conference title and tracks urging all colleagues to participate in it.
- The College conceptual frame which was sent to all colleagues a week before the meeting for their comments, passed without any comment from any colleague and hence was approved as is.
- Task Stream was reemphasized and colleagues were encouraged to coordinate with the lab technicians to get trained and to have their students trained in Task Stream. Accreditation committees will be examining our students' work closely and therefore it is important to announce the dates students have to upload their assignments on task Stream.
- Colleagues were asked to pay a close attention to students with learning problems or difficulties. Early diagnosis of learning difficulties shall help in finding the proper solution to the problem and to providing the student with the proper aid.
- Dr. Ali reassured all that the major missions of reevaluating the EDPR syllabi and designing the syllabi for the EDSE are in progress. Committees have been formed to do the job.

**7. Data Analysis and Application: What data / information were reviewed? What decisions were made on the basis of this information/data?**

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**8. Action Items**

Action	Assigned to	Due Date
<b>Committees of course design of description for B. Ed Secondary.</b>	<b>*Biology/Physics/Math/Chem.:</b> <b>Dr.Mubarka- Dr. Tricia Kerr- Dr. Zeid</b> <b>*Social Studies: Dr.Ghadnanah Al-Binali</b> <b>*Arabic Language: Dr. Fatma AL-Mutawha-</b> <b>Dr. Badriya Al-Mulla</b> <b>*Islamic Studies: Dr. Fatma AL-Mutawha</b> <b>*English Language: Dr. Al-Rabai- Dr. Maha .</b> <b>* Mathematics: Dr. Nassra Al-Banai-</b> <b>Dr. Hissa Al-Binali- Dr. Haithum Al-Khatib.</b>	<b>27/Dec/2012</b>

**9-Next Meeting**

Date: 18/11/2012	Time: 1:00-2:00	Location:

