



First Department Meeting Meeting Minutes



Date of Meeting :	11/9/2012	
Time of Meeting:	1:00-2:00	
Minutes Prepared by:	Dr. Ali AR Rabai	
Meeting Location:	Room: 231- college of Education	
1. Purpose of Meeting		
To discuss items on the Agenda.		
2- Type of the Meeting:		
Normal		
3. Attendees		
Name	Department/Position	Email
Ali Al Rabai,	Educational Sciences Dep.	anaali@qu.edu.qa
Ghadnana Al Biali	Educational Sciences Dep.	ghadnana.saeed@qu.edu.qa
Aisha Fakhro	Educational Sciences Dep.	aishafakhr@qu.edu.qa
Mubaraka Al Akraf	Educational Sciences Dep.	mubarka.alakraf@qu.edu.qa
Sanna Towns	Educational Sciences Dep.	Sanna.Towns@qu.edu.qa
Eman Zaki	Educational Sciences Dep.	eman.anwer@qu.edu.qa
Maha Ellili	Educational Sciences Dep.	maha.cherif@qu.edu.qa
Latifa Al Mughaiseeb	Educational Sciences Dep.	latifa.a@qu.edu.qa
Badryia Al Ammary	Educational Sciences Dep.	b.alammary@qu.edu.qa
Badryia Almalki	Educational Sciences Dep.	badriya.almula@qu.edu.qa
Hissa Al BinAli	Educational Sciences Dep.	h.albinali@qu.edu.qa
Tiricia Kerr	Educational Sciences Dep.	patriciark@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

4. Apology/Absent		
Dr. Fatma Al Mutawah Dr. Zaid Al bashayreh	Dr. Nassra Al Bannai Mrs. Lana Al Bibi	Dr. Abdullah Al Mannai
Absent		
5. Meeting Agenda		
1- A Welcoming Word		
2- Appointing Council Secretary and deciding on the Council regular meeting time		
3- Introducing New colleagues		
4- A Brief Introduction of the major objectives		
5- The Conference Planning Committee		
6- Distributing the Class Schedule		
7- New business		
6. Meeting Issues, Discussions, Decisions		
<ul style="list-style-type: none"> - Welcoming Word: - Dr. Ali started the meeting by welcoming the faculty members and wishing them a happy new academic year, and also thanking Dr. Ghadnana Al Binali, former head of the department for her great efforts and accomplishments. - Then, he began to move on to the agenda items as follows. 		
<ul style="list-style-type: none"> - Appointment of Meeting Secretary: - The secretaries job is mainly taking/writing the meeting minutes and preparing the schedule of meetings dates and times. Dr. Haitham Alkhateeb volunteered to take and write up the minutes for this meeting. However, Dr. Latifa Al-Meghaissib is the permanent secretary for this academic year meetings, this takes effect starting next meeting. - As far as the meeting dates and times, an initial suggestion was made by the faculty to may be hold the meetings on Tuesdays around noon time. Dr. Ali is going to check on the availability of this date and time for the different faculty members by assessing their schedules. 		
<ul style="list-style-type: none"> - Introducing and Welcoming new Colleagues: - Dr. Eid Mohammed and Dr. Sanna Towns introduced themselves and were welcomed. Other new faculty, Dr. Zeid Al Bashaireh and Mrs. Lana Sameer Bibi, from the Department of Educational Sciences could not make it to the meeting because of attending an orientation program that was prescheduled at the same time of this meeting. However, they were welcomed by Dr. Ali. 		
<ul style="list-style-type: none"> - A brief introduction of some of the department goals for this year: - Review course description of the department courses Fixing the Primary Education Program courses (e.g., overlap among courses, unnecessary repetition of topics in some courses, ... etc.). 		

- Creating course syllabi for Secondary Education Program courses Adopting books for the different courses in the department. Forming different committees to accomplish the above tasks

- Coordination of 3rd Annual Conference on Educational Reform: Dr. Ali indicated that it is the duty of the Department of Educational Science this year to lead the conference. Dr. Ghadnana Al Binali was suggested by some of the faculty members during the meeting. She volunteered to lead it, however, she still yet to confirm (she requested giving the final confirmation soon).

- Schedule of Fall Classes
- Dr. Ali pointed out that so far the schedule is progressing well and should be ready as soon as possible. There are challenges this fall in setting up the schedule because of high student enrollment, and opening new classes to meet student's needs. He added that we are having also difficulties with some courses such as:
- Photography: No faculty had been assigned to this course. Dr. Ali proposed that this course to be co-taught by Dr. Ahmed Al-Saai and Mrs. Sara Al-Muftah. He requested that Dr. Ahmed to fully teach the class for at least an hour a week and the rest of the teaching can be done in terms of supervision. Dr. Ahmad was in agreement with both requests.
- Research Methods: Two sections have no enrollment so far. These were opened recently to accommodate more students into research methods. Language of instruction is English for both sections. Dr. Ali proposed we wait little bit more before we decide to cancel them.
- Internship Seminar: Dr. Ali mentioned that the number of credit hours counted for the faculty member for the field component of this course needs to be recalculated. It is now .99 and it seems that this number is much less than the effort and time the faculty put for the supervision. Dr. Ali added that the seminar component also needs some clarifications in terms of the syllabus and topics taught. Dr. Tricia briefed the attendees on some facts related to this seminar (e.g., handbook, topics, number of credit hours) and, in addition, she is going to provide Dr. Ali with a written clarification to clarify the seminar component.
- Administrators and Coordinators: Faculty holding positions such as heads and coordinators will have 6 credit hours load release per year. Dr. Ali said this fact is considered when preparing the course schedule. Dr. Ramzi suggested that to take into consideration the faculty members who are leading funded research grants to also have a load release of some credit hours

- New Business
- Dr. Ali , as a new interim chair, proposed the need for a coordinators meeting to brief him with some background on each program that belongs to the Department of Educational Sciences.
- The Research Methods course is now one of the College of Education elective courses for our students according Dr. Aisha Fakhro. Therefore, she suggested that this course becomes a compulsory elective course. Dr. Ali commented on this suggestion saying that this issue might require involving the students' supervisors.
- Donations from the faculty to the Department of Educational Sciences for social events. Dr. Ali suggested that this should be done as needed opposed to a lump sum funds as in the past years.

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

8. Action Items

Action	Assigned to	Due Date
		27/Dec/2012

9-Next Meeting

Date: 2/10/2012	Time: 1:00-2:00	Location:
Agenda:		