



Second Meeting Minutes for Department Heads /Spring 2014 2013/2014



Date of Meeting :	27 March 2014	
Time of Meeting:	8:30-10:00	
Minutes Prepared by:	Ali Al-Rabai	
Meeting Location:	Room 225	
1. Purpose of Meeting		
Discuss the B.Ed. Secondary Plans		
2. Attendees		
Name	Department/Position	Email
Dr. Hissa Sadiq	Dean of College of Education	drhissaedu@qu.edu.qa
Dr. Yousuf Mahmoud	Associate Dean for Academic Affairs/ Sharia and Islamic Studies	sidekey@qu.edu.qa
Dr. Tahmina Rashid	Associate Dean for Academic Affairs/ Arts and Sciences	tahmina.rashid@qu.edu.qa
Dr. Ali Al Rabai	Head of Department of Educational Sciences Dep.	anaali@qu.edu.qa
Mrs. Reem Abu-Shawesh	Assistant Dean for Students Affairs	r.khalid@qu.edu.qa
Dr. Hala Sultan S Al-Easa	Head of Department of Chemistry and Earth Sciences	haleasa@qu.edu.qa
Dr. Ali Ahmed A Alkubaisi	Head of Department of Arabic Language	alialkbc@qu.edu.qa
Dr. Mahjoob Zweiri	Head of Department of Humanities	mzweiri@qu.edu.qa
Dr. Temadher Khalifa S Al-Assiry	Head of Department of Mathematics Statistics and Physics	t.lassiry@qu.edu.qa
Dr. Maher Khelifa	Head of Department of Social Sciences	maher.khelifa@qu.edu.qa

Dr. Fatima Al-Naemi	Coordinator of Biomedical Science	f.naemi@qu.edu.qa
Dr. Mohamed Abdel-Latif	Coordinator of Arabic Language Program	m_mostafa@qu.edu.qa
Dr. Abouzeid Shalaby	Coordinator of Physics Program	amshalab@qu.edu.qa
Dr. Yasser Hussein	Head of the Service Courses Unit	cheyha@qu.edu.qa
Dr. Tariq Khwaileh	Assistant Professor of English Language	tariq.khwaileh@qu.edu.qa
Mrs. Ghada AL-Mahmoud	Biology Department Advisor	ghada.almahmoud@qu.edu.qa
Mrs. Laila Elmusharaf	College of Education Academic Advisor	l.elmusharaf@qu.edu.qa
Mrs. Safaa Hasan	College of Education Academic Advisor	safaa.hani@qu.edu.qa
Mrs. Salma Afify	Educational Sciences Administrative Assistant	salmamr@qu.edu.qa
Mrs. Reham Abdalwahab	Educational Sciences Administration Coordinator	Reham.rouwhi@qu.edu.qa
3. Absent		
4. Apology		
5. Meeting Agenda		
1- Welcoming word.		
2- Presenting number of specialized students in B.Ed. Secondary Programs.		
3- Discussing the changes in B.Ed. secondary plans.		
6. Meeting Issues, Discussions, Decisions		
Meeting Minutes	Results	
1- Presenting the number of specialized students in B.Ed. Secondary Program	- Dr. Ali presents number of specialized students in B.Ed. secondary program. He emphasized that the number of female students are more than male in the programs & there are no male students in the scientific specialization.	

Concentration	Male	Female
Arabic Lang	6	19
Islamic Studies	4	18
Social Studies	11	22
English Lang	3	11
Math	-	11
Physics	-	2
Chemistry	-	3
Biology	-	1

- He mentioned that there is a problem in offering sections for male students.

2- Discussing the changes in B.Ed. secondary plans (chemistry).

- Dr. Hala Mentioned that the changes on plan included number of credit hours (change 1) and exchanged one courses (change 2):
- They will provide us with the suggested proposal and justifications.

*1	Courses	changes
1	CHEM 211	Credit hours: 4
2	CHEM 352	Remove from the B.Ed. secondary chemistry plan

3- Discussing the changes in B.Ed. secondary plans (Social studies).

- Dr. Maher Khalefah mentioned that there are no changes on plan.
- Dr. Mahjob changed some courses in the Geography plan as shown below. (change 1).

*2	Courses To be deleted	changes
1	GEOG 357: Geography of the World	Add: GEOG 433 Political Geography

4- Discussing the changes in B.Ed. secondary plans (Mathematics).

- Dr. Tamader presented the changes in the Math plan which included the pre-requisites (change 1-7), change Course number (change 9), and exchange course number (change 8).
- Dr. Hissa Sadiq said that some courses are now included for accreditation and must be offered.
- Dr. Tamader said they will offer the courses according to study plan and upon request.

*3	Courses	changes
1	MATH 102	Pre-requisites MATH 101

2	PHYS 101	Pre-requisites MATH 101
3	MATH 365	Pre-requisites MATH 231
4	MATH 211	Pre-requisites MATH 102
5	MATH 220	Pre-requisites MATH 101
6	MATH 341	Pre-requisites MATH 231
7	MATH 366	Pre-requisites MATH 102
8	To be deleted: GENG 106 Computer Programming	Added: MATH 365: Scientific Computation & Programming
9	MATH 336	Update number: MATH 366

5- Discussing the changes in B.Ed. secondary plans (Arabic Language).

- Dr. Mohammed Mustafa said that the two courses **ARAB 109-ARAB11** have to be taken by Arabic concentration student. Dr. Ali asked the advisor Laila Elmusharaf to send the Arabic department number of students who need to take the two courses.
- Dr. Ali Alkubaisi presented the list of the changes in pre-requisites and promised to send it by e-mail to Head of Educational Sciences Dept.

Changes	Courses	changes
1	ARAB 319	Pre-requisites ARAB 313 and ARAB 218
2	ARAB 213	Offering semester: Spring
3	ARAB 218	Offering semester: Fall
4	ARAB 221	Offering semester: Fall
5	ARAB 224	Offering semester: Fall
6	ARAB 261	Offering semester: Spring
7	ARAB 319	Offering semester: Spring
8	ARAB 331	Offering semester: Spring
9	ARAB 351	Offering semester: Fall
10	ARAB 354	Offering semester: Spring
11	ARAB 381	Offering semester: Spring
12	ARAB 391	Offering semester: Fall
13	ARAB 481	Offering semester: Spring
14	ARAB 483	Offering semester: Fall

6- Discussing the changes in B.Ed. secondary plans (Biology).

- Dr. Fatima suggested some courses in the plan (change 1) and changing the offering semesters which she said will be sent by e-mail.
- She explained that there are no labs for boys right now, but they will check on how to solve this.

*4	Course To be deleted	Suggested Course to be added
1	PHYS 183 Introduction to General Physics	PHYS: 110 General Physics or Biology

7- Discussing the changes in B.Ed. secondary plans (Islamic Studies).

- Dr. Yousuf Mahmoud said that the changes on plan as follow (change 1-3):

Changes	Courses	changes
1	Correction: DAWA 101: Applied Linguistic	Remove from study plan It is there by mistake (there is no such course)
2	DAWA 207	Deleted pre-perquisite
3	DAWA 214	Deleted pre-perquisite

8- Discussing the changes in B.Ed. secondary plans (English Language).

- Dr. Tariq Khwaileh mentioned that the changes are as follows (change 1-18):

*5	Courses	Changes
1	ENGL 153	Pre-requisites ENGL 150
2	ENGL 157	Pre-requisites ENGL 155
3	ENGL 303	Pre-requisites ENGL 156
4	ENGL 303	Offering semester: spring
5	ENGL 305	Offering semester: fall

6	ENGL 319	Offering semester: spring
7	ENGL 330	Pre-requisites ENGL 158
8	ENGL 330	Offering semester: spring
9	ENGL 408	Pre-requisites ENGL 158
10	ENGL 3XX	Correct course NO: ENGL 353 : Sounds of English
11	ENGL 3XX	Correct course NO ENGL 354 : Structure of the English Language
12	ENGL 353	Pre-requisites ENGL 157
13	ENGL 354	Pre-requisites ENGL 157
14	ENGL 354	Offering semester: fall & spring
15	ENGL 353	Offering semester: fall & spring

9- Discussing the changes in B.Ed. secondary plans (Physics).

- Dr. Abu Zied mentioned that the changes are as follows:

Changes	Courses	Changes
1	PHYS 101	No contact hours (lab) only
2	BIOL 101	Contact hours : Theo/3 Lab/1 Credit hours: 3
3	MATH 101	Credit hours: 3
4	MATH 102	Credit hours: 3 pre-requisites: MATH 101: Calculus 1
5	MATH 211	Credit hours: 3 pre-requisites: MATH 102: Calculus 2
6	CHEM 101	Credit hours: 3
7	CHEM 103	Credit hours: 1
8	CHEM 103	Contact hours Theo/1 Lab/3 Credit hurs: 1 pre-requisites: CHEM 101 Pre Concur: General Chemistry 1
9	PHYS 116	Contact hours: Theo/0 Lab/3 Credit hours: 1
10	PHYS 201	Contact hours: Theo/0 Lab/2

10- Educational Sciences Dept. will send the suggested courses we need to offer on all 2014 soon.

8. Action to be taken

Action	Assigned to	Due Date
<p>*1 Chemistry Dept.</p>	<p>Suggest a proposal and justifications for removing course CHEM352 Experimental Basic Biochemistry (1 credit hour) and for changing the credit hours of course CHEM211 Organic Chemistry I to (4 credit hours).</p>	<p>All need to be finished before the end of the current semester in order to finalize the study plans and to upload them on the web.</p>
<p>*2 Social Studies</p>	<p>Suggest a proposal and justifications for removing course GEOG 357 Geography of the World and adding course GEOG 433 Political Geography.</p>	

***3**

Math Dept

Suggest a proposal and justifications for removing course GENG 106 Computer Programming and adding course MATH 365 Scientific Computation & Programming.

***4**

Biology Dept

Suggest a proposal and justifications for removing course PHYS 183 Introduction to General Physics and add course PHYS 110 General Physics for Biology.

***5**

English Language Dept:

Distributing the courses over the four years study plan.

-Next Meeting

Date:

Time:

Location:

Agenda:

Minutes of the Meeting with CAS Partners

Oct. 16/2014
Dean of CAS

Time: 8.00 AM

Location: Office / Associate

Attendance: Dr. Hassan Abdel-Aziz, Associate Dean for Academic Affairs; Dr. Temadher Khalifa S Al-Assiry, Head of the Math Department, <t.lassiry@qu.edu.qa>; Dr. Modi Hamad A Alnasr, Math faculty, <modialnasr@qu.edu.qa>; Dr. Talaat Abdelfattah Ahm Youssef, Biology Coordinator, <t.alfattah@qu.edu.qa>; Dr. Hamyan Ahmed Z A Al-Kuwari, Physics faculty, <haalkuwari@qu.edu.qa>; Mrs. Reem Abo Shawish Assistant Dean of Students Affairs CED and Dr. Ali Al Rabai Head of Education Sciences

Issues discussed:

- 1- The demand of Math Department to implement a change to the concentration courses of the Math in the B Ed Secondary Education program.
- 2- The Demand of the Physics department to restructure the B Ed Secondary in Physics Program (with many concentration courses to be added/removed)
- 3- The demand of the Dept. of Biology to restructure the B Ed Secondary program in Biology (several courses in Biology concentration to added/deleted)

Decisions and Action:

- 1- The demanded change in the Math concentration was approved; Math Department has already filled out the restructuring template. Action: Dept. of Education Sciences will fix changes on the template, pass it to department approval, and send it back to Dept. of Math for final approval.
- 2- As the changes demanded for Physics are many, the decision was taken to freeze this program for a year until a major restructuring process is completed. Action: Students following the Physics program shall be advised to switch to Math. Both the Assistant dean of Students affairs at CED and the Head of Department of Education Sciences will meet students and explain the situation. The Department of Physics shall begin the restructuring process procedures.
- 3- Changes suggested by Biology are approved. Action: the department of Biology shall fill out the restructuring template and pass it to the Department of Education Sciences.

General Guidelines:

- All Templates must be filled out and filed to the Deans of both Faculties before the end of October.
- Freezing the Physics program shall be first approved by the department of Education Sciences and then passed to the Dean of Education for further action.

The meeting adjourned at 10.00 AM

Emails from COE dean to College of Arts and Sciences dean

showing that they had a conversation and collaboration regarding developing the COE programs

From: Eiman MohdTayyeb H B Mustafawi
Sent: Sunday, March 11, 2012 9:41 PM
To: Hissa Mohamed S M Sadiq
Cc: Olga Tkachuk
Subject: RE: Secondary Education

Thanks Dr Hissa. But are you sure you want to include the course below in your social studies package? This course has many prerequisites, some of which are not in your study plan. Please confirm.

SOCI 361	Globalization	3	3	0	SOCI 120, 121, 203, 241, or 247	-	No
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Eiman Mustafawi, PhD
Assistant Professor of Linguistics
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Qatar University
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Fax. 00974-4403-4501
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From: Hissa Mohamed S M Sadiq
Sent: Sunday, March 11, 2012 11:05 AM
To: Eiman MohdTayyeb H B Mustafawi
Subject: FW: Secondary Education

Dear Dr. Eman, these are the courses we choose from you college for the Secondary program.

Best.

Hissa

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

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Fax: 44035101

<http://www.qu.edu.qa/education>

From: Hissa Mohamed S M Sadiq
Sent: Thursday, March 08, 2012 3:27 PM
To: Eiman Mustafawi
Subject: Secondary Education

Dear Dr. Eman, we submitted a proposal to offer Secondary Education program for next year 2012-1013. We contacted your departments to choose the content courses which is 45 ch. Dr. Adel asked us to contact your college to estimate the number of faculty members needed from your departments to offer these courses during the next 4 years.

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

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From: Eiman MohdTayyeb H B Mustafawi
Sent: Monday, March 12, 2012 5:14 PM
To: Hissa Mohamed S M Sadiq
Subject: RE: Secondary Education

Re SOCI 361, the course title is Human rights, not Globalization and any of the listed pre-requisites should be sufficient. I will get back to you soon re all concentrations.

take care,

Eiman Mustafawi, PhD
Assistant Professor of Linguistics
College of Arts and Sciences, Dean
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P.O. Box 2713

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From: Hissa Mohamed S M Sadiq
Sent: Monday, March 12, 2012 3:18 PM
To: Eiman MohdTayyeb H B Mustafawi
Subject: FW: Secondary Education

Dear Dr. Eman, please read Dr. Clay e-mail saying that we are fine. Your thought?

Hissa

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

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From: Clayton Edward Keller
Sent: Monday, March 12, 2012 3:10 PM
To: Hissa Mohamed S M Sadiq; Adel Ben Hassine Cherif
Cc: Ghadnana Saed R M Al-Binali
Subject: RE: Secondary Education

What timing! I just went to the course details info you sent us, Dr. Adel, for SOCI 361 and this is what was written for its prerequisites:

SOCI 121 OR SOCI 120 OR SOCI 241 OR SOCI 247 OR SOCI 203

I had just taken out all of the "or"s to save space. SOCI 120 is on the list for the concentration, so students have a prereq that's supposed to work for 361.

Clay

From: Hissa Mohamed S M Sadiq
Sent: Monday, March 12, 2012 3:06 PM
To: Adel Ben Hassine Cherif

Cc: Clayton Edward Keller; Ghadnana Saed R M Al-Binali
Subject: FW: Secondary Education

Dear Dr. Adel, what do you think?

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

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Prof. Hissa Sadiq

Dean- College of Education

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From: Eiman MohdTayyeb H B Mustafawi
Sent: Sunday, May 06, 2012 11:14 AM
To: Hissa Mohamed S M Sadiq
Subject: RE: Secondary Program

Dear Dr Hissa,

The Math and Physics issue was casually mentioned during a meeting for CAS programs and whether CAS would offer Math and Physics as majors. I said that the courses need to be reviewed before doing so. Someone said that CoE will take the courses as they are. I said that I wasn't sure about whether the courses are good as they are or need updating since they have not been taught for about 6 years. I remember that I have shared this with you during my meeting with you and your team in your office.

I hope this explains the situation and removes any possible misunderstanding.

Best regards,

Eiman

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From: Hissa Mohamed S M Sadiq
Sent: Sunday, May 06, 2012 10:33 AM
To: Eiman MohdTayyeb H B Mustafawi
Subject: RE: Secondary Program

Thank you Dr. Eman for your feedback. I remember that I sent you the whole program on 13th of March and I received the department heads comments, these things should discuss with us if there is some concern as part of your feedback.

Best Regards.

Hissa

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

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From: Eiman MohdTayyeb H B Mustafawi
Sent: Sunday, May 06, 2012 10:25 AM
To: Hissa Mohamed S M Sadiq
Cc: Mahmoud Tahar Boutefnouchet
Subject: RE: Secondary Program

Dear Dr Hissa,

My concern was not re contacting the program. Rather, it was re the courses themselves, as these courses have not been active for some time and they might need to be reviewed and updated, just like any other program at QU.

Best regards,

Eiman

Eiman Mustafawi, PhD
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From: Hissa Mohamed S M Sadiq
Sent: Sunday, May 06, 2012 8:51 AM
To: Eiman MohdTayyeb H B Mustafawi
Cc: Mahmoud Tahar Boutefnouchet
Subject: Secondary Program

Dear Dr. Eman, Dr. Shaikha mentioned that you was worried about the math and Physics courses in our Secondary program as we didn't contact the department on this regards. I'd like to inform you that I by myself contacted Dr. Mahmoud and coordinated with him when we choose the courses. I'm cc Dr. Mahmoud in this e-mail, he could give clarification. I don't know where is the problem.

Best Regards.

Hissa

Prof. Hissa Sadiq

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-----Original Message-----

From: Eiman MohdTayyeb H B Mustafawi
Sent: Wednesday, May 23, 2012 5:09 PM
To: Hissa Mohamed S M Sadiq
Cc: CAS Assistant Dean for Student Affairs
Subject: FW: عاجل بشأن طرح مقررات

Dear Dr Hissa,

Kindly note that in order to have a justification for offering the Math course, more students from your side should register for it. Ms Wesam has kindly pulled the attached report from Banner. It shows that many students from Education need it and are eligible to take it. What we do in such cases is that we ask each students to sign a confirmation letter indicating that she will register for the course. If however not enough students register for it, we will probably be asked to cancel it.

As for the Physics course, we will go ahead and offer it as it is part of the Core Curriculum.

Thanks and best regards,

Eiman

Eiman Mustafawi, PhD
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From: CAS Assistant Dean for Student Affairs
Sent: Wednesday, May 23, 2012 11:18 AM
To: Eiman MohdTayyeb H B Mustafawi; Dean College Of Arts and Sciences
Subject: RE: عاجل بشأن طرح مقررات

Dear Dr. Eiman;

Regarding MATH203 which is needed for Primary Education students, the pre-requisite for this course is MATH103.

We picked a report from Banner system that shows all students finished or registered in the pre-req. MATH103. which means that they are eligible to take MATH203. I attached to this email the report which shows that more than 3 students eligible to register in MATH23. Kindly find the attached report with my best wishes.

Wesam

Wesam T. AlMadhoun
Assistant Dean for Student Affairs
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URL: www.qu.edu.qa

From: Hissa Mohamed S M Sadiq
Sent: Tuesday, May 22, 2012 11:34 AM
To: Eiman MohdTayyeb H B Mustafawi; Wesam T M Almadhoun; Mahmoud Tahar Boutefnouchet
Cc: Aisha Ahmed M S Fakhro; Ghadnana Saed R M Al-Binali
Subject: RE: عاجل بشأن طرح مقررات

Dear all, thank you for your feedback and I totally understand the shortage of faculty members issue and the difficulties to offer course for few numbers of students, at the same time I appreciate your understanding that we have few number of students in this track and these courses offered just for our students and you approved to include these courses in the Primary program. As the only option for our students is to register for courses that are already offered and could be equivalent/substitute to the courses they need , I will appreciate your help to recommend these equivalent or substitute courses.

Thanks in advance for your collaboration.

Hissa

Prof. Hissa Sadiq
Dean- College of Education
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-----Original Message-----

From: Eiman MohdTayyeb H B Mustafawi
Sent: Monday, May 21, 2012 8:56 PM
To: Hissa Mohamed S M Sadiq
Cc: Ramadan AbdelFattah Mohamed
Subject: RE: عاجل بشأن طرح مقررات

Dear Dr Hissa,

Kindly note that next year we will be over stretched due to the increase in the number of students admitted to QU. There is a great demand on our core curriculum courses to the extent that we are being asked to offer additional sections from many programs in order to accommodate these students. Therefore, it will be really difficult for us to offer a course or two for only two students. I suggest to options for these students:

1. register for courses that are already offered and could be equivalent/substitute to the courses they need
2. get more students to register for these courses so that we could justify to QU administration offering these two courses.

I appreciate your understanding of our position.

Best regards,

Eiman

Eiman Mustafawi, PhD
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From: Ramadan AbdelFattah Mohamed
Sent: Monday, May 21, 2012 3:43 PM
To: Eiman MohdTayyeb H B Mustafawi
Subject: عاجل بشأن طرح مقررات

يرجى الاطلاع على الرسالة المرفقة

-----Original Message-----

From: cedoffice-scan@qu.edu.qa [<mailto:cedoffice-scan@qu.edu.qa>]
Sent: Monday, May 21, 2012 10:30 AM
To: Ramadan AbdelFattah Mohamed
Subject: Message from KMBT_420

From: Eiman MohdTayyeb H B Mustafawi
Sent: Monday, December 16, 2013 4:02 PM
To: Hissa Mohamed S M Sadiq
Subject: RE: B.Ed. Secondary plan (Arabic Language)

Sure Doctora, I will look into this and get back to you.

Eiman Mustafawi, PhD

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From: Hissa Mohamed S M Sadiq
Sent: Monday, December 16, 2013 3:27 PM
To: Ali Ahmad Mohammad Al-Rabai; Dean College Of Arts and Sciences; Eiman MohdTayyeb H B Mustafawi
Cc: Reem Khalid Z K Abu-Shawish; KHAWLA IBRAHIM A H ALSADA; Yasser Hussein Abdulra Hussein
Subject: RE: B.Ed. Secondary plan (Arabic Language)

Dear Dr. Eman, would you please help us with the issue below. In our meeting yesterday we clarified the needs to offer these courses, we are open to any suggestion you recommend.

Appreciate your endless support.

Hissa

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

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From: Ali Ahmad Mohammad Al-Rabai

Sent: Monday, December 16, 2013 2:39 PM

To: Hissa Mohamed S M Sadiq; Dean College Of Arts and Sciences

Cc: Reem Khalid Z K Abu-Shawish; KHAWLA IBRAHIM A H ALSADA; Yasser Hussein Abdulra Hussein

Subject: FW: B.Ed. Secondary plan (Arabic Language)

Dear Dr. Hissa

In the forwarded email, Dr. Yasser from CAS is informing us that they can not open two courses in Arabic for our male students (3 Students) because of low enrollment. I remember that we have brought this subject up yesterday with the Dean of CAS (Dr. Eman) and both of you have agreed to cooperate and facilitate male students registration. The small numbers will grow eventually and we are just in the beginning. Your advice is urgently needed.

Best Regards

Ali Al Rabai

Dept. of Educational Sciences, Director

College of Education - Qatar University

From: Reem Khalid Z K Abu-Shawish

Sent: Sunday, December 15, 2013 6:59 PM

To: Yasser Hussein Abdulra Hussein

Cc: CAS Assistant Dean for Student Affairs

Subject: Re: B.Ed. Secondary plan (Arabic Language)

Thanks a lot Dr. Yasser. I am sure Dr. Ali al Rabai, coordinator of the Secondary Education program (copied) will handle it.

Best,

Reem Khalid

Sent from my iPhone

On Dec 15, 2013, at 4:27 PM, "Yasser Hussein Abdulra Hussein" <cheyha@qu.edu.qa> wrote:

Dear Ms. Reem,

I hope you are well.

Regarding the ARAB 218 and ARAB 261 sections for your male students, which were requested to have them offered in this Spring 14 semester. Unfortunately, we will not be able to offer them due to low class enrollment. As discussed with you over the phone, this could have no effect on students with minimal changes in the study plan for these three students.

Thanks, and have a good day,

Sincerely,

Yasser

Yasser Hussein, PhD

Head, Service Courses Unit

College of Arts and Sciences

Qatar University

P.O. Box: 2713, Doha - Qatar

Tel: 00974-4403-4670

Cell: 00974-5556-2829

Fax: 00974-4403-4651

Web: <http://faculty.qu.edu.qa/yasserhussein/>

From: Yasser Hussein Abdulra Hussein

Sent: Monday, November 25, 2013 2:31 PM

To: Reem Khalid Z K Abu-Shawish

Cc: CAS Assistant Dean for Student Affairs; Tahmina Rashid; Lorna Gladys AlMeida; Dean College Of Arts and Sciences; Hissa Mohamed S M Sadiq; KHAWLA IBRAHIM A H ALSADA; Reham R. A. Abdalwahab; Yasser Hussein Abdulra Hussein; Ali Ahmad Mohammad Al-Rabai

Subject: RE: B.Ed. Secondary plan (Arabic Language)

Dear Colleagues at College of Education,

I hope this email finds you well.

Please be advised that the remaining needed seats for the CEDU students in ARAB 213, ARAB 218, ARAB 261, GEOL 101 and HIST 111 courses, will be offered as below.

<image003.jpg>

Please let us know if any help is needed.

Thank you, and best regards,
Sincerely,

Yasser

Yasser Hussein, PhD

Head, Service Courses Unit

College of Arts and Sciences

Qatar University
P.O. Box: 2713, Doha - Qatar

Tel: 00974-4403-4670

Cell: 00974-5556-2829

Fax: 00974-4403-4651

Web: <http://faculty.qu.edu.qa/yasserhussein/>

From: Yasser Hussein Abdulra Hussein
Sent: Sunday, November 17, 2013 3:02 PM
To: Ali Ahmad Mohammad Al-Rabai; Reem Khalid Z K Abu-Shawish
Cc: CAS Assistant Dean for Student Affairs; Tahmina Rashid; Lorna Gladys AlMeida; Dean College Of Arts and Sciences; Hissa Mohamed S M Sadiq; KHAWLA IBRAHIM A H ALSADA; Reham R. A. Abdalwahab; Yasser Hussein Abdulra Hussein
Subject: RE: B.Ed. Secondary plan (Arabic Language)

Dear Colleagues at College of Education,

I hope this email finds you well.

In reply to the request of seats for the CEDU students, please find **attached** an excel file showing the available sections, their CRN, days, time, capacity and campus.

Regarding the ARAB 213, ARAB 218, ARAB 261, GEOL 101 and HIST 111; there are some available seats in most of them, and requests of offering more sections were sent to the department heads, as below. We will keep you informed with updates.

<image004.jpg>

Thank you, and best regards,
Sincerely,

Yasser

Yasser Hussein, PhD

Head, Service Courses Unit

College of Arts and Sciences

Qatar University
P.O. Box: 2713, Doha - Qatar

Tel: 00974-4403-4670

Cell: 00974-5556-2829

Fax: 00974-4403-4651

Web: <http://faculty.qu.edu.qa/yasserhussein/>

From: Ali Ahmad Mohammad Al-Rabai

Sent: Sunday, November 17, 2013 1:21 PM

To: Yasser Hussein Abdura Hussein; Mohamed Mostafa Selim Abdel-Latif

Cc: CAS Assistant Dean for Student Affairs; Tahmina Rashid; Joumana Khair Eddine Itani; Lorna Gladys Almeida; Dean College Of Arts and Sciences; Hissa Mohamed S M Sadiq; Reem Khalid Z K Abu-Shawish; KHAWLA IBRAHIM A H ALSADA; Reham R. A. Abdalwahab

Subject: RE: B.Ed. Secondary plan (Arabic Language)

Dear Dr. Yasser

I am very much obliged. Thank you so much for your kind follow up and thanks for all colleagues involved. I do hope that the B Ed Secondary Partnership Program blossoms with the best desirable outcomes.

Best Regards

Ali Al Rabai

Dept. of Educational Sciences, Director

College of Education - Qatar University

From: Yasser Hussein Abdulra Hussein
Sent: Sunday, November 17, 2013 12:58 PM
To: Mohamed Mostafa Selim Abdel-Latif
Cc: Ali Ahmad Mohammad Al-Rabai; Yasser Hussein Abdulra Hussein; Reham R. A. Abdalwahab; CAS Assistant Dean for Student Affairs; Tahmina Rashid; Joumana Khair Eddine Itani; Lorna Gladys AlMeida; Yasser Hussein Abdulra Hussein; Dean College Of Arts and Sciences; Ali Ahmed A Alkubaisi
Subject: FW: B.Ed. Secondary plan (Arabic Language)

Dear Dr. Mohamed,

I hope this email finds you well.

College of Education has requested the below courses for their male and female students.

<image005.jpg>

Please make necessary action to have these courses offered if possible.
Thanks for the cooperation.

Thank you, and best regards,
Sincerely,

Yasser

Yasser Hussein, PhD

Head, Service Courses Unit

College of Arts and Sciences

Qatar University
P.O. Box: 2713, Doha - Qatar

Tel: 00974-4403-4670

Cell: 00974-5556-2829

Fax: 00974-4403-4651

Web: <http://faculty.qu.edu.qa/yasserhussein/>

From: Reem Khalid Z K Abu-Shawish
Sent: Thursday, November 14, 2013 12:25 PM
To: Mohamed Mostafa Selim Abdel-Latif
Cc: Ali Ahmad Mohammad Al-Rabai; Yasser Hussein Abdulra Hussein; Reham R. A. Abdalwahab; CAS Assistant Dean for Student Affairs
Subject: FW: B.Ed. Secondary plan (Arabic Language)

Dear Dr. Mohamed,

I hope this finds you well.

Please contact Dr. Yasser Hussein (copied in this email) as we sent him all courses which we need CAS to offer for our CED students with the expected number of students to register in these courses.

Best,

Reem Khalid Abu-Shawish, MSc.

Assistant Dean for Student Affairs,

College of Education

<image006.gif>

P.O. Box: 2713, Doha – Qatar

Tel : +974 4403 5442
Fax:: +974 4483 5113

Web: <http://www.qu.edu.qa/education>

GMT/UTC +3

<image007.png>

From: Reham R. A. Abdalwahab
Sent: Thursday, November 14, 2013 11:26 AM
To: Reem Khalid Z K Abu-Shawish
Cc: Ali Ahmad Mohammad Al-Rabai; Mohamed Mostafa Selim Abdel-Latif
Subject: RE: B.Ed. Secondary plan (Arabic Language)
Importance: High

Dear Dr. Ream,

For your kind attention and proper action.

Kind regards,

From: Mohamed Mostafa Selim Abdel-Latif
Sent: Wednesday, November 13, 2013 10:54 PM
To: Ali Ahmed A Alkubaisi; Reham R. A. Abdalwahab
Cc: Department of Arabic Language; CAS Assistant Dean for Student Affairs
Subject: RE: B.Ed. Secondary plan (Arabic Language)

الأخت ريهام،

مازلت أنتظر ردكم علي بطلب طرح مقررات بعينها في فصل ربيع 2014 للبنين

مع خالص تقديري

د.محمد مصطفى سليم

منسق برنامج بكالوريوس اللغة العربية

مبنى البنات- مكتب رقم (117) تليفون مكتب: 44034843 (+974)- الفاكس: 44034821 (+974)

العنوان البريدي: قطر- الدوحة- ص ب : 2713 - جامعة قطر- كلية الآداب والعلوم- قسم اللغة العربية

From: Mohamed Mostafa Selim Abdel-Latif
Sent: Wednesday, November 13, 2013 1:07 AM
To: Ali Ahmed A Alkubaisi; Reham R. A. Abdalwahab
Cc: Department of Arabic Language
Subject: RE: B.Ed. Secondary plan (Arabic Language)

أ.الفاضلة رهام

صباح الخير

أرجو موافاتي بما إن كانت لديكم حاجة إلى طرح مقررات للبنين حسب متطلبات خطتكم، وذلك في الفصل الدراسي ربيع 2014

مع الشكر

د.محمد مصطفى سليم

منسق برنامج بكالوريوس اللغة العربية

مبنى البنات- مكتب رقم (117) تليفون مكتب: (+974) 44034843 - الفاكس: (+974) 44034821

العنوان البريدي: قطر - الدوحة- ص ب : 2713 - جامعة قطر - كلية الآداب والعلوم- قسم اللغة العربية

From: Mohamed Mostafa Selim Abdel-Latif
Sent: Wednesday, November 13, 2013 1:04 AM
To: Ali Ahmed A Alkubaisi
Subject: RE: B.Ed. Secondary plan (Arabic Language)

د.محمد مصطفى سليم

منسق برنامج بكالوريوس اللغة العربية

مبنى البنات- مكتب رقم (117) تليفون مكتب: (+974) 44034843 - الفاكس: (+974) 44034821

العنوان البريدي: قطر - الدوحة- ص ب : 2713 - جامعة قطر - كلية الآداب والعلوم- قسم اللغة العربية

From: Ali Ahmed A Alkubaisi
Sent: Tuesday, November 05, 2013 4:30 PM
To: Mohamed Mostafa Selim Abdel-Latif
Subject: FW: B.Ed. Secondary plan (Arabic Language)

يرجى الاطلاع للأهمية

د . علي أحمد الكبيسي
أستاذ مشارك في النحو والصرف
رئيس قسم اللغة العربية
كلية الآداب والعلوم - جامعة قطر
0097444034823 هاتف
Email : alialkbc@qu.edu.qa

From: Reham R. A. Abdalwahab
Sent: Tuesday, November 05, 2013 2:50 PM
To: Ali Ahmed A Alkubaisi
Cc: Ali Ahmad Mohammad Al-Rabai
Subject: B.Ed. Secondary plan (Arabic Language)

Dear Dr. Ali AlKubaisi,

Attached please find the study plan for the B.Ed. Secondary plan (Arabic Language) students for your kind attention.

Regards

Reham Rouwhi

Administrative Coordinator

Educational Sciences Department

College of Education

Qatar University

<image006.gif>

Tel : +974 4403 5169

Fax : +974 4403 5131

E-mail : reham.rouwhi@qu.edu.qa

From: Eiman MohdTayyeb H B Mustafawi
Sent: Monday, April 21, 2014 4:35 PM
To: Hissa Mohamed S M Sadiq
Subject: RE: Arabic teaching methodology

Thanks Doctora.

Eiman Mustafawi, PhD

College of Arts and Sciences, Dean
Qatar University
P.O. Box 2713

Tel. 00974-4403-4503

Fax. 00974-4403-4501

<http://www.qu.edu.qa/index.php>

From: Hissa Mohamed S M Sadiq
Sent: Monday, April 21, 2014 4:25 PM
To: Eiman MohdTayyeb H B Mustafawi
Cc: Fatine Laasri; Fatma Mohd.A.A. Al-Mutawah; Badriya Saeed I Almalki; Adel Mouneer
Esmaeel Abo El-Rous
Subject: RE: Arabic teaching methodology

We have 3 faculty members, all of them are good and have previous experience in developing and designing curriculum, they are:

Dr. Fatma al-Muttawa, associate professor

Dr. Badria Al-Malkie, associate professor(currently in medical leave)

Dr. Adel Abo- Elrous, assistant professor.

I'm copying all of them in this email. The head of the project can contact them directly.

Wish them good luck.

Hissa

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

Tel: 44035100/44035104/44035118 (+3 GMT)

Fax: 44035101

<http://www.qu.edu.qa/education>

From: Eiman MohdTayyeb H B Mustafawi
Sent: Monday, April 21, 2014 12:02 PM
To: Hissa Mohamed S M Sadiq
Cc: Fatine Laasri
Subject: RE: Arabic teaching methodology

Thanks. Roughly, the faculty should work together to write a proposal for a grant for designing the curriculum of one school year/level using interactive e-learning course material.

Eiman Mustafawi, PhD

College of Arts and Sciences, Dean

Qatar University

P.O. Box 2713

Tel. 00974-4403-4503

Fax. 00974-4403-4501

<http://www.qu.edu.qa/index.php>

From: Hissa Mohamed S M Sadiq
Sent: Monday, April 21, 2014 10:57 AM
To: Eiman MohdTayyeb H B Mustafawi
Cc: Fatine Laasri
Subject: RE: Arabic teaching methodology

Good morning Dr. Eiman, it's our pleasure to collaborate with CAS to enhance teaching Arabic for public school. would you please send me some information about the project?

Best Regards.

Hissa

Prof. Hissa Sadiq

Dean- College of Education

Qatar University

Tel: 44035100/44035104/44035118 (+3 GMT)

Fax: 44035101

<http://www.qu.edu.qa/education>

From: Eiman MohdTayyeb H B Mustafawi

Sent: Monday, April 21, 2014 7:30 AM

To: Hissa Mohamed S M Sadiq

Cc: Fatine Laasri

Subject: Arabic teaching methodology

Dear Dr Hissa,

I hope you had an enjoyable break.

I would like to follow up on our earlier conversation re collaboration between CAS and Education for the enhancement of teaching Arabic at K-12. Could you please send me the names of some nominees you would suggest for this type of work?

Best regards,

Eiman

Eiman Mustafawi, PhD

College of Arts and Sciences, Dean

Qatar University

P.O. Box 2713

Tel. 00974-4403-4503

Fax. 00974-4403-4501

<http://www.qu.edu.qa/index.php>

From: Reem Khalid Z K Abu-Shawish
Sent: Thursday, March 20, 2014 2:55 PM
To: Muhammad Modassir Ali
Cc: Hissa Mohamed S M Sadiq; 'Ali Al-Rabai'; Aisha Ahmed M S Fakhro; CED Assistant Dean for Student Affairs (CEDstudents@qu.edu.qa)
Subject: BEd Secondary Plans

الاستاذ الفاضل محمد مدثر علي،

مساعد العميد لشؤون الطلاب،

تحية طيبة وبعد

يود منسفو برامج كلية التربية عقد اجتماع مع رؤساء الاقسام في كليتك الموقرة لمناقشة خطط برامج كلية التربية ويقترحون يوم الخميس القادم بتاريخ 2014-3-27 الساعة الثامنة والنصف صباحا اذا كان ذلك مناسباً لكم.

يرجى التكرم بالتواصل مع رؤساء الاقسام للتنسيق للاجتماع وارسال خطة برنامج التعليم الثانوي المرفقة كل الى القسم المعني لإجراء ما يلي قبل موعد الاجتماع:

اولا: الاطلاع على توزيع مواد التخصص على السنوات الاربعة وتأكيده أو تعديله بصورة نهائية

ثانيا: التأكد من المواد التي يقدمها القسم من حيث انها تساوي في مجموعها 45 ساعة معتمدة و التكرم بتعبئة عدد الساعات المعتمدة بدقة بجانب كل مادة

ثالثا: التأكد من المتطلبات السابقة للمواد ومن أن المتطلبات السابقة هي ايضا من متطلبات الخطة أو البرنامج وليست من خارج الخطة.

نشكر ونشمن تعاونكم ونأمل التكرم بتدقيق واعادة الخطط المنقحة قبل يوم الخميس القادم 3/27 حتى نتمكن من مناقشتها خلال الاجتماع وطباعة الخطط النهائية وتزويد الطلبة والمرشدين بها وكذلك وضعها بصيغتها الصحيحة والنهائية على موقع الجامعة.

واقبلوا فائق الاحترام

Reem Khalid, MSc.

Assistant Dean for Student Affairs,

College of Education

Qatar University

Tel: (+974) 4403 5442

Fax: (+974) 4483 5113

Web: <http://www.qu.edu.qa/education>

From: Reem Khalid Z K Abu-Shawish
Sent: Thursday, April 10, 2014 11:23 AM

To: Muhammad Modassir Ali
Cc: 'Ali Al-Rabai'; CED Assistant Dean for Student Affairs (CEDstudents@qu.edu.qa); Laila Elmusharaf; Safaa Hani Fayez Hasan
Subject: DAWA 214 prerequisites

Dear Mr. Muhammad,

Assistant Dean for Student Affairs,

College of Sharia and Islamic Studies,

Could you please confirm the information in the attached file that DAWA 214 has prerequisites ISLA203 Or ISLA102 Or DAWA 110?

Thanks a lot.

Best,

Reem Khalid, MSc.

Assistant Dean for Student Affairs,

College of Education

Qatar University

Tel: (+974) 4403 5442

Fax: (+974) 4483 5113

Web: <http://www.qu.edu.qa/education>

From: Muhammad Modassir Ali
Sent: Wednesday, April 23, 2014 11:04 AM
To: Reem Khalid Z K Abu-Shawish
Cc: Ali Ahmad Mohammad Al-Rabai; CED Assistant Dean for Student Affairs; Laila Elmusharaf; Safaa Hani Fayez Hasan
Subject: RE: DAWA 214 prerequisites

Dear Ustadha Reem

I can now confirm that DAWA 214 does indeed have one of the following courses as prerequisites:

ISLA203

ISLA102

DAWA 110

With regards,

Wassalam

Muhammad Modassir Ali

Assistant Dean for Students Affairs

College of Sharia and Islamic Studies

From: Reem Khalid Z K Abu-Shawish

Sent: Wednesday, June 04, 2014 2:23 PM

To: Muhammad Modassir Ali

Cc: Ali Ahmad Mohammad Al-Rabai; CED Assistant Dean for Student Affairs; Noor Walid Zaky El Gakhlab

Subject: Fwd: مواد الشريعة

Dear Mr. Muhammad,

Your feedback regarding the below request is highly appreciated.

Best,

Reem Khalid

Assistant Dean for Student Affairs

College of Education

From: Shikha Jaber Al Yarbouei
Sent: Wednesday, June 04, 2014 1:36 PM
To: Ali Ahmad Mohammad Al-Rabai
Subject: مواد الشريعة

السلام عليكم ورحمة الله و بركاته

هذا الايميل بشأن المادة التي لم تطرح في الدراسات الاسلامية و هي مادة ISLA205 حيث انها اجبارية لطالبات التربية بينما تكون اختيارية لطالبات الشريعة

Dawa 207 و لو أمكن أن يتم فتح مجموعة جديدة لمادة حيث أنها مجموعة واحدة و وقتها يصادف العصر ، و عليه سيكون الفراغ كبير مع بقية المواد لأن مواد التربية تطرح صباحاً

و جزاك الله خيراً على حسن تعاونك معنا

Sent from my iPhone

On Jun 6, 2014, at 1:17 AM, "Muhammad Modassir Ali" <muhammad.modassir@qu.edu.qa> wrote:

Dear Ustadha Reem

I have contacted the concerned HoDs to let me know about the concerned issues.

As soon as I hear from them I will let you know.

Wassalam

Muhammad Modassir Ali

Assistant Dean for Students Affairs

College of Sharia and Islamic Studies

From: Reem Khalid Z K Abu-Shawish
Sent: Monday, June 09, 2014 11:13 AM
To: Muhammad Modassir Ali; Salih K Karim
Cc: Ali Ahmad Mohammad Al-Rabai; CED Assistant Dean for Student Affairs; Noor Walid Zaky El Gakhlab; Laila Elmusharaf; Aboubacar Younga
Subject: RE: مواد الشريعة

Dear Dr. Salih and Mr. Muhammad,

Hope this finds you well.

For ISLA 205 = 4 male students and 17 female students.

DAWA 207 = 3 male students and 15 female students.

Thanks a lot for your assistance and cooperation.

Best Regards,

Reem Khalid, MSc.

Assistant Dean for Student Affairs,

College of Education

Qatar University

Tel: (+974) 4403 5442

Fax: (+974) 4483 5113

Web: <http://www.qu.edu.qa/education>

From: Muhammad Modassir Ali

Sent: Sunday, June 08, 2014 11:43 AM

To: Reem Khalid Z K Abu-Shawish; Salih K Karim

Cc: Ali Ahmad Mohammad Al-Rabai; CED Assistant Dean for Student Affairs; Noor Walid Zaky El Gakhlab

Subject: RE: مواد الشريعة

Dear Ustadha Reem

I just got word from the HoD of Islamic Studies. His initial response is that it is exceedingly difficult to offer the course in Fall owing to logistic problems. However, if you could tell us how many students are expected to take the course, he might be able to review the decision. I am copying this email to him as well.

Wassalam

Muhammad Modassir Ali

Assistant Dean for Students Affairs

College of Sharia and Islamic Studies

From: Reem Khalid Z K Abu-Shawish
Sent: Thursday, October 23, 2014 9:24 AM
To: Yousuf Mahmoud M M AlSiddiqi
Cc: 'Ali Al-Rabai'; CED Assistant Dean for Student Affairs (CEDstudents@qu.edu.qa); Maryam Khairlla R Omer; College of Education Academic Advising Office
Subject: FW: مادة isla205

Dear Dr. Yousuf Al-Siddiqi,

Associate Dean for Academic Affairs,

Hope this finds you well.

We would like you to offer course Isla 205 for Spring 2015 for our Female students.

Attached are the names of the students who need this course.

Thanks a lot for your assistance and cooperation.

Best Regards,

Reem Khalid, MSc.

Assistant Dean for Student Affairs,

College of Education

Qatar University

Tel: (+974) 4403 5442

Fax: (+974) 4483 5113

Web: <http://www.qu.edu.qa/education>

From: Reem Khalid Z K Abu-Shawish

Sent: Tuesday, April 01, 2014 10:35 AM

To: Yousuf Mahmoud M M Flamerzi

Cc: 'Ali Al-Rabai'; 'Reham R A. Rouwhi'

Subject: FW: 2014 اجمالي اعداد الطلاب والطالبات في التعليم الثانوي المتخصصين+ المقررات الخاصة بخريف 2014

الاستاذ الدكتور يوسف محمود الصديقي،

العميد المساعد للشئون الأكاديمية،

السلام عليكم ورحمة الله وبركاته،

بداية نود أن نشكر لكم تشريفكم اللقاء الذي تم فيه مناقشة مواد التخصص في خطط برامج التعليم الثانوي ومتطلباتها السابقة و مواعيد طرحها كما نرفق لكم المقررات المطلوبة لطلبة الدراسات الإسلامية في كلية التربية لفصل خريف 2014.

وفقنا الله واياكم لما يحب ويرضى

Reem Khalid, MSc.

Assistant Dean for Student Affairs,

College of Education

Qatar University

Tel: (+974) 4403 5442

Fax: (+974) 4483 5113

Web: <http://www.qu.edu.qa/education>

From: Ali Ahmad Mohammad Al-Rabai

Sent: Thursday, March 20, 2014 2:23 PM

To: Reem Khalid Z K Abu-Shawish

Cc: Hissa Mohamed S M Sadiq; Hassna Waleed M Al-Ali

Subject: FW: 2014 اجمالي اعداد الطلاب والطالبات في التعليم الثانوي المتخصصين+المقررات الخاصة بخريف 2014

Dear Mrs Reem

Kindly please pass the attached to the department concerned. They have the total numbers of Male and female students who are now officially B Ed Secondary students.

Best Regards

Ali Al Rabai

Dept. of Educational Sciences, Director

College of Education - Qatar University

From: Reem Khalid Z K Abu-Shawish

Sent: Sunday, March 23, 2014 9:17 AM

To: Yousuf Mahmoud M M Flamerzi

Cc: 'Ali Al-Rabai'; Aisha Ahmed M S Fakhro; CED Assistant Dean for Student Affairs

(CEDstudents@qu.edu.qa)

Subject: RE: خطة برنامج التعليم الثانوي

الاستاذ الدكتور يوسف محمود الصديقي،

العميد المساعد للشئون الأكاديمية ،

السلام عليكم ورحمة الله وبركاته،

نشكر لكم حسن تعاونكم معنا وسيكون اجتماعنا مع رؤساء أقسام كليتكم الموقرة ان شاء الله يوم الخميس بتاريخ 27-3-2014 الساعة الثامنة والنصف صباحا في كلية التربية غرفة رقم 225.

الرجاء ارسال الخطة المرفقة لرؤساء الأقسام لتدقيقها قبل موعد الاجتماع.

وفقنا الله واياكم لما يحب ويرضى

Reem Khalid, MSc.

Assistant Dean for Student Affairs,

College of Education

Qatar University

Tel: (+974) 4403 5442

Fax: (+974) 4483 5113

Web: <http://www.qu.edu.qa/education>

From: Yousuf Mahmoud M M Flamerzi

Sent: Sunday, March 23, 2014 8:54 AM

To: Reem Khalid Z K Abu-Shawish

Subject: RE: خطة برنامج التعليم الثانوي

الأستاذة / ريم خالد المحترمة

السلام عليكم ورحمة الله وبركاته

الموعد المحدد يوم الخميس الموافق 27 / 3 مناسب لنا جميعا

وشكرا

د/ يوسف محمود

From: Reem Khalid Z K Abu-Shawish

Sent: Friday, March 21, 2014 6:50 AM

To: Yousuf Mahmoud M M Flamerzi

Cc: Hissa Mohamed S M Sadiq; Ali Ahmad Mohammad Al-Rabai; Aisha Ahmed M S Fakhro; CED Assistant

Dean for Student Affairs

Subject: خطة برنامج التعليم الثانوي

الاستاذ الدكتور يوسف محمود الصديقي،

العميد المساعد للشئون الأكاديمية ،

تحية طيبة وبعد

يود منسوق برامج كلية التربية عقد اجتماع مع رؤساء الاقسام في كليتكم الموقرة لمناقشة خطط برامج كلية التربية ويقترحون يوم الخميس القادم بتاريخ 27-3-2014 الساعة الثامنة والنصف صباحا اذا كان ذلك مناسباً لكم.

يرجى التكرم بالتواصل مع رؤساء الاقسام للتنسيق للاجتماع وارسال خطة برنامج التعليم الثانوي المرفقة كل الى القسم المعني لإجراء ما يلي قبل موعد الاجتماع:

اولا: الاطلاع على توزيع مواد التخصص على السنوات الاربعة وتأكيده أو تعديله بصورة نهائية

ثانيا: التأكد من المواد التي يقدمها القسم من حيث انها تساوي في مجموعها 45 ساعة معتمدة و التكرم بتعبئة عدد الساعات المعتمدة بدقة بجانب كل مادة

ثالثا: التأكد من المتطلبات السابقة للمواد ومن أن المتطلبات السابقة هي ايضا من متطلبات الخطة أو البرنامج وليست من خارج الخطة.

نشكر ونشمن تعاونكم ونأمل التكرم بتدقيق وإعادة الخطط المنقحة قبل يوم الخميس القادم 3/27 حتى نتمكن من مناقشتها خلال الاجتماع وطباعة الخطط النهائية وتزويد الطلبة والمرشدين بها وكذلك وضعها بصيغتها الصحيحة والنهائية على موقع الجامعة.

واقبلوا فائق الاحترام

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