



## Educational Sciences Department Meeting



Date of Meeting :	25 December 2012	
Time of Meeting:	1-2	
Minutes Prepared by:	Ali Al-Rabai	
Meeting Location:	Room 223	
<b>1. Purpose of Meeting</b>		
Regular meeting No. 4		
<b>2. Attendees</b>		
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
Fatima Al Matawaa	Educational Sciences Dep.	fatmamohmd@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 Almalki	Educational Sciences Dep.	badriya.almula@qu.edu.qa
Michael Romanowisky	Educational Sciences Dep.	michaelhr@qu.edu.qa
Abdullah Abu Tineh	Educational Sciences Dep.	dr-abdullah@qu.edu.qa
Zaid Al bashayreh	Educational Sciences Dep.	Zeid.AlBashaireh@qu.edu.qa
Mrs. Lana Al Bibi	Educational Sciences Dep.	lana.bibi@qu.edu.qa
Mrs. Sara AlMuftah	Educational Sciences Dep.	salmuftah@qu.edu.qa
<b>3. Apology/Absent</b>		

Dr. Ahmed AL-Sai	Dr .Abdullah Al Mannai	Dr. Nasrah Al Banai
Dr. Hissa Al-Binali	Dr. Haitham al Khateeb	Dr. Tricia Kerr
Dr. Sanna Towns		
<b>4. Absent</b>		
Dr. Badryia Al Ammari		
<b>5. Meeting Agenda</b>		
1-Approval the previous meeting minutes		
2-Emphasizing the importance of accuracy in. registering students' grades (Bb/Banner). Also, the importance of giving students enough time to review their grades before grades are finalized		
3-Final Exam Proctoring		
4-Need for TAs for next semester		
5-Reminding colleagues of the syllabi for EDSE.		
6-Participate in the Third Annual Conference for Education Reform(23-24 March).		
<b>6. Meeting Issues, Discussions, Decisions</b>		
Minutes of the previous meeting (No.3) were approved as read.		
1- The chair emphasized the importance of accuracy in finalizing students' grades either on Bb or on Banner.		
2- The schedule for the final exams was revisited and colleagues were reminded to announce their needs for additional support in proctoring as soon as possible.		
3- EDSE Methodology courses under development are partially completed. Thanks are due to the Math committee (Prof. Nasra, Prof. Hiatham and Dr. Hissa BinAli) for finishing their work and submitting on time. Other committees were urged to finish up this work before the end of January.		
4- Reminders:		
a- Colleagues were reminded of the College Conference and the NEED to be there.		
b- Colleagues were reminded of the course folder. It was made clear that the course folder needed is on Paper not Electronic and that it is not for evaluation. It was also made clear that the content of the folder is different from the content of the Electronic folder. This one should have the following:		
- The updated syllabus (anonymous)		
- A textbook or a suggested NEW textbook or a page of references and links that can be used for the course		
- Samples of students' work (anonymous)		
- AND copies of assignments, homework, quizzes, exams ( OPTIONAL)		
It was made clear that the reason for this request is to develop resources for future use and for accreditation only.		
<b>7. Data Analysis and Application: What data / information were reviewed? What decisions were made on the basis of this information/data?</b>		
<b>Issue No.1-</b> TA need for the coming semester		
<b>Decision:</b>		
Colleagues expresses a need for TAs for the coming semester, especially for teachers who teach large classes. So, a letter will be drafted to the dean to request the reappointment of the TAs and some more if possible.		

**Issue No.2-** MS Khawla from the Advising office proposed a suggestion to compensate students who volunteer in doing some assistance to the College of Education academically by the course teacher.

**Decision:**

Colleagues decided that such students who are doing some voluntary work can be considered for compensation in terms of Grades if they are taking a course that requires Community Service or Voluntary work only. Otherwise, they decided that the regular compensation in terms of certificates and presents will be used.

**8. Action Items**

Action	Assigned to	Due Date
EDSE Method Courses	Specialty Committees	20 January 2012

**9-Next Meeting**

Date: 4-2-2013	Time: 10:00-12:00	Location: Room: 231
Agenda:		