

Week two's feedback (SET Engineer's) | MINUTES

Meeting date | time Saturday the 28th of March 2020 | 7:00 pm – 8:45 pm
Meeting location Online via Microsoft Teams

Meeting called by **Prof Amjed AL-FAHOUM**

Note Taker Eng Laith ABU-OMAR, Eng Muna AWAJAN, and Eng Roaa MILHEM

Attendees

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|---|---|--|
|  Muna.Awajan |  Izzeldeen Manasra |  Roa'a Milhem |
|  Abdelrahman Irbai |  Laith.AbuOmar |  tahani.ghobon |
|  Ahmad.Azzam |  maysa.sarsour |  veellage.AI-Quraan |
|  amjed.fahoum
Organizer |  Mohammad.Atmeah |  Waleed.Sunjuq |
|  Atheer.AIShaggah |  momtaz.abadir |  Yousef.Okour |
|  Hamza Nawafah |  nadia.alsad |  Zaid.Haymoor |
|  Heba.Jaradat |  radi.alrashed |  Rasha.Shaheen |
|  Imad.Yared |  Rasha.Shaheen | |

Meeting Objective

1. Discuss the Online learning Feedback
2. Online teaching strategies
3. Workshop initialization
4. Discuss the declining attendance of the students
5. Software licenses and Simulation

Notes

- Warmly welcome the team on behalf of the president, thanking each one of them for everything, they are doing and the triple load that they do have to make distance learning a successful journey for the students.
- Began by focusing on the importance of the lecturer's role in facilitating effective communication, by creating an engaging tools to support student's journey, building small students communities within each session. The goal is to supports our students academically in the first degree and psychologically in the second degree, especially taken into consideration the current circumstances.
- The lecturer must put more effort to find ways to increase the interaction and communication to engage the students, which will recover the attendance of the students from declining. Encouraging lecturers' while facilitating their sessions to be present all the times.
- Activate one-one office hours and video conferencing to support students at the same level of strength.
- Do not group students randomly while creating focused groups or students' communities. Try to use a purposeful criterion to group students.
- The **MoHESR** has enacted that the assessment policy for all universities is that there will be no exams during this curfew period. However, HTU model encourages project based learning, drill exercises and take home assignments that can be activated at this period.
- The MoHESR has 4 scenarios given the current circumstances:
 - Second term extension.

Prof. Amjed Alfahoum

Notes

- Summer term deletion and second term extension.
- Second term suspension until the quarantine ends.
- Shift the calendar and go on.
- Recording attendance should be a precautionary measure rather than a disciplinary, as dismissing students during the current circumstances is psychologically and logistically not preferable and may go against the enacted **MoHESR**.
- The Dean's council has enacted a forced discontinue measure as a dismissal alternative that does not penalize the student if they cross the absence threshold.
- Focus on the importance of using laboratory time effectively, and use any extra time to conduct useful tutorial for the students.
- Collaboration and work ethics are highly recommended to build an attractive and strong online education system.
- Encouraged the Engineers to advise their students against plagiarism and to activate their accounts on TURNITIN.
- Reminded the team the necessity of submitting all IV documents and maintain the highest standards of quality.
- Encouraged the feedback of every instructor to enhance the online learning experience.
- Supports the idea of group projects, which connects the students under the supervision of the engineers. This can be a tool for grading and evaluating the students.
- Encouraged the engineers to assign some time to produce small tutorials to use it on HTU YouTube Channel.
- Encourage Engineers to be involved in project-based education, especially for MPEP and PEM, where he asked them to come up with project ideas, supervise a group of students to execute them. It will count as an official task.
- Directed Workshop engineers to involve students using simulations, videos, and involve technicians in conducting live scenarios and be active in online learning platform.

Workshops:

- Constructed two different scenarios for the Workshop.
 - First scenario: If there are not enough lectures available after the quarantine is over, the assessment will be based on specific experiments and not all.

Eng Radi Al-Rashed
&
Eng Yousef Okour

Notes

- The second scenario: give extra lectures when the semester is over.
 - Currently searching more videos and simulation to help the students prepare for the workshops to enhance the experience.
 - Considering engaging the technicians in the online learning process.
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As SET HTU youtube channel coordinator:

Eng Tahabi Ghobon

- There are two types of videos so far:
 1. Short videos that distinctly show student engagement and are not recommended as their content is of unsatisfactory level for publishing.
 2. Long videos that are recorded lectures, which are much more suitable for publication on the HTU webpage.
 - The Videos should be uploaded to OneDrive if they are large.
 - Recommended send Dr Amjed an email with the desired video and include her in the cc.
 - Contact her for any inquires about the aforementioned process.
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- Conducted an extra fundamental of thermodynamics session on Saturday (28th of March), it was designated to solve extra exercises on CAD.
- Consider the take-home assignment as the most suitable type of assessment in the current situation.
- Noticed a decline in the attendance as the second week of online lecturing ended.

Eng Abdelrahman Irbai

- Some difficulties in STEM II regarding lab activities given that it is focused on practical work.

Eng Veellage Qur'aan

- Conductivity issue arises especially with more than 20 attendees.
- Students are having trouble with downloaded programs.
- Prepared tutorial videos for AutoCAD.

Eng Heba Jaradat

- Students are engaged with lectures using the webcam to illustrate ideas

Eng Izzeldeen Manasra

- Encountered a few problems with recorded shared screens on Microsoft Teams. Where she has communicated with Eng. Ahmad Malahmeh and the case was officially reported to Microsoft teams.
 - Some students did not attended any of the lectures yet.
 - Expressed concern that the students do not consider the exercises and tasks given as part of the evaluation process.
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Eng. Maysa Sarsour

Notes

- Decided to follow up with the students to solve the issue regarding the low attendance.
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- Similar problem to Eng Maysa where shared screens are not recorded in Microsoft teams
 - Noticed that the engagement of students is best when they show their work on the shared screen.
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Eng Nadia Al-Sad

- Recording of lectures was very useful and helpful for students who had connection problems during the lectures.
 - Noted that he grouped the students in fluid mechanics lab and gave them tasks to induce more interactions.
 - Students in Engineering Design Lab could do practice using 'request control' feature on his computer, this is because they could not install the SolidWorks software on theirs.
 - Recommended software that helps in cutting and editing videos easily and fast, link:
<http://www.pcfreetime.com/formatfactory/index.php?language=en>
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Eng Waleed Sunjuq

- Take feedback from the students on each lecture.
 - Suggested to keep a paper beside the lecturer with the list of all the students to make sure to keep them engaged by calling their names to answer questions.
 - Suggested to prepare a step-by-step solution for the questions and use the interactive whiteboard as much as possible especially when there are calculations involved.
 - Recently discovered that there were new students added to the HVAC lectures just before the weekend. Further, she was not informed of any. However, the online class will be scheduled for the new students to help them catch up with what they missed.
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Eng Roaa Milhem

- Similar problem to Eng Maysa where shared screens are not recorded in Microsoft teams.
 - Recommended using simple tasks to help the evaluation process.
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Eng Rasha Shaheen

- Students are asking for permission to leave labs to get stuff before the curfew begins.
 - Found that splitting the Lab time across recap, examples, and lab exercises is effective.
 - Noted that she divides the students into groups to solve
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Eng Atheer AL-Shaggah

Notes

different exercises and problems.

- Suggested utilizing YouTube videos to display vocational skills. Eng Yousef Okour
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- Recommends the use of HTU Employee Portal as a method of taking attendance as it is user friendly. Eng Radi Al-Rashed
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- Solved the recording issue he had last week.
 - Following up with the professors to help them with the recording and their online lectures.
 - Noticed an increase in student's absence. Eng. Mohammad Atmeh
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- More reliance on lab exercises rather lecture slides in the labs;
 - Letting the students guide the discussion and reach objectives organically akin to a seminar in MPEP lectures.
 - Flipped classroom approach is much more useful in MPEP lectures. Eng. Laith Abu Omar
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- Students are engaging with recorded lectures.
 - Showed interest in lab projects for MPEP.
 - Almost full attendance in his sessions.
 - Divided his sessions into three sections:
 1. First a revision section for a past lab.
 2. A section explaining the topics required for this lab.
 3. A section that students do a required Exercise from and share work with everyone.
 - Noted that he used an Excel sheet to record each student's accomplishment and progress during the sessions. This was effective to identify strengths and weaknesses.
 - Helping students to download software such as AutoCAD and Sketch Up. Eng. Ahmed Azzam
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- Encourage attendance by keeping track through in-class formatives. Eng. Hamza Alnawafah
 - Showed interest in lab projects for MPEP.
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- Focusing on the theoretical aspects of STEM II until we can return to the labs. Eng. Zaid Haymoor
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* MoHESR: Ministry of Higher Education