

# Al Hussein Technical University / SCI faculty meeting.

## Meeting Minutes

Attendees in alphabetical order	Dr. Ahmad Barghash, Eng. Alaa Bakheet, Eng. Ali Omari, Eng. Atheer Alsheggah, Dr. Emad Abdulsalam, Hikmat Shehade, Dr. Huthaifah Alomari, Dr. Jalal Kiswani, Eng. Lina Hammad, Prof. Lutfi Al-Sharif, Eng. Moath Sulaiman, Eng. Moayad Yaghi, Dr. Mohammad Abdelrahman, Dr. Salem Aleimaishat, Eng. Wasayef Ananzeh, Eng. Zaid Arida.
Next meeting:	2 <sup>nd</sup> April 2020, 14:00-15:00
Meeting place:	Online using Microsoft Teams
Meeting date/time:	26/3/2020 at 14:00

### 1. Announcements

- a) The SCI Dean welcomed everyone and mentioned that the purpose of the meeting was to discuss the following issues:
  - Discuss any issues related to the distance learning.
  - The need to use the e-learning system in the distance learning and continue uploading the material to it.
  - Discuss several issues related to Pearson.

### 2. Pearson issues

- a) Eng. Moath Sulaiman, the Lead Internal Verifier for the School, confirmed that all of the instructors (except one) have submitted their Assessment Plans and Schemes of Work.
- b) Every instructor was asked to start working on the assignment brief. No assignment should be issued to the students until it has been checked with Eng. Moath Sulaiman, the LIV.
- c) Based on instructions from the President, the Dean confirmed that no “in-class” assignments are to be given to students. There is no problem giving students take home assignments or exercises.

### 3. Discussion

A general discussion followed on the faculty members’ experience with Distance Learning on Microsoft Teams. The following feedback was received:

- a) There is no problem in the student's attendance as it is similar to the normal attendance of actual classes; but most of instructor mentioned that it is very hard to keep the students attention and to make sure that all students focused in the lecture.
- b) Many instructors reported that the many students are facing connection problems that happens during the lectures. Other students reported that their laptops did not have the required specification to install the software that is needed in their courses.
- c) Eng. Moath suggested making an agreement with third party companies which can provide virtual platforms, so the students are be able to install any software they need without use their physical laptops. Eng. Zaid and Eng. Moath to discuss after the meeting.
- d) The dean requested from all instructors to postpone time-constrained in-class assignments in the current phase and he suggested an alternative way to assess the student in this period by:
  - 1. Doing exercises after each class, so the instructor can make sure that all student engaged in the lecture. These exercises are not graded.
  - 2. Doing graded take home assignments.

A very important note, the dean asked the instructors to take into their account the student's circumstances and to help the students as much as they can.

- e) The dean asked the instructors to use the SCI YouTube channel and he encouraged them to share any video they think might help students of HTU or any other university. A special note was mentioned regarding the use of "COLAB" in teaching the Fundamentals of Computing class. The Dean stated that it would be useful to feature this functionality on the HTU Educational Channel.
- f) The dean stressed on that all course material should be uploaded to the e-learning system even if some instructors uploaded them to Microsoft teams.
- g) Regarding the percentage of the attendance, Dr. Jalal suggested creating a shared attendance sheet and every instructor will be responsible for updating the document with class attendance after each lecture. Eng. Ali suggested using the attendance plugin in the e-learning system and Eng. Zaid suggested using the automated report that exist in the Microsoft Teams. Eng. Zaid will investigate more regarding this issue and report back.

Meeting ended at 15:15.