

## Agenda

1	Students issues and feedbacks
2	Deans council decisions & Dean's email
3	Formative and summative assessment
4	Summer Semester schedule suggestions.
5	Any other business.

## Outcomes

*The following topics will be raised to the deans' council:*

- ❖ Changes to project based assessments;
- ❖ Potential extension of the spring 2020 term;
- ❖ Adjusting zero credit hour courses to 1 credit hour courses as proposed in the new plan;

Participant	Contribution
<b>Prof. Amjed Fahoum</b>	-Welcomed the Faculty -Opened the floor to discuss the agenda topics outlined above.  <b>#1:</b> -reminded faculty to collect the names of students who need access to HTU virtual machines.  <b>#2:</b> -Distance learning should continue as agreed upon; -the method of assessment for material covered during the lockdown should be take-home assignments; -if we return to campus and there is still material to be covered, then the faculty member can choose whatever method of assessment they

like as proposed in the Assessment plan.

-An in-class assignment can only assess the material that remains left over from distance learning, as it is clarified in article no. 4 of the Deans' council decision.

-The GPA exclusion decision does not affect faculty, it is only for students who are unsatisfied with their grade. There is no limit to the number of courses the students can exclude from their GPA for this term

-Grades on the Pearson certificate will not be affected by the student's decision. So far, Pearson has not announced any changes to assessment decisions such as a binary Pass/Fail assessment.

**#3:**

-Due to student feedback regarding the stress and pressure of distance learning, the first week of Ramadan has been dedicated to formative assessment. No new materials will be given in this week only revisions, examples and answering students questions.

-Formative assessment is not direct correction akin to summative assessment. Formative assessment is ***only guidance***. This guidance may be revision of concepts, explanation of the assignment, tutorials or exercises.

**-Urges faculty to use anti-plagiarism software and viva to verify authenticity of student work. Disciplinary action will be taken against students violating these university measures.**

**#4:**

-Extension of the semester isn't yet decided. However, regardless of this extension, HTU will make sure that the practical & lab sessions such as Workshops, Electrical principles, as well as other similar courses are covered.

-if there are any project-based assessments, then these will be taken into consideration in the potential extension period.

-SET Engineers have already set out a contingency plan regarding plans and delivery of the practical sessions. Skill-based instructions will be postponed to the potential extended period and the number of the sessions can be minimized as well.

**#5:**

-courses that were zero credit hours in the old plan then transformed to 1 credit hour courses in the new plan are to be discussed in the next Deans' council. The issue was discussed with Dr. Moussa that these can be considered equivalent to department electives. An example of

	<p>such a case is the French language course.</p> <p>-if students have transferred within the university from one school to the other and would like to have certain credit hours transferred, then the faculty should write an email to the dean so further action can be taken.</p> <p>-We can help students that are near the threshold to go to the apprenticeship by encouraging them to sign up for the offered online courses so they can cross that threshold and be eligible for the apprenticeship in time with the others from their cohort. (students who have around 103-105 credit hours registered)</p>
<p><b>Prof. Mousa Habib</b></p>	<p><b>#1:</b></p> <p>-There is the option of multisim online as an online alternative to the offline license. The only online limitation of the package was building modular circuits for large systems.</p> <p><b>#3:</b></p> <p>-expects that there will be differing interpretations of the deans' council decision regarding assignments especially for Pearson assessment criteria that explicitly state a practical implementation.</p>
<p><b>Dr. Feras Kafieh</b></p>	<p><b>#2:</b></p> <p>-there is confusion with students regarding the deans' council decision;</p> <p><b>#4:</b></p> <p><u>Raised the following questions:</u></p> <p>-Have there been any changes to the academic calendar?</p> <p>-Agrees with Dr. Mohammad's opinion regarding the practical as there would be duplication of resources if we are going to have to repeat the content upon return.</p>
<p><b>Dr. Mohammad Abdel Rahman</b></p>	<p><b>#3:</b></p> <p>-if there is any explicit mention of practical implementation in the assessment criteria, then there should be no adjustments to the assignments. If there is no mention, then we probably can change the assignment to not include an implementation.</p> <p>-The deans' council decision can be interpreted in a different manner where it does not explicitly exclude assessing learning outcomes taught during the lockdown in an in-class assignment once we return to campus. This is causing confusion and should be reiterated in a much clearer manner</p> <p>-advises faculty that take-home assignments should be lengthier and require more individual effort by the student to complete. These assignments should not signal to students that this type of assessment is a free pass or encourage collusion and that consequences should be</p>

	serious.
<b>Dr. Mohannad Tarifi</b>	<p><b>#2:</b> <u>Raised the following questions:</u> -what happens to courses that do not have hands-on practical sessions such as Engineering Math but have a lot of content to cover?</p>
<b>Dr AbdelRahman Atilli</b>	Present
<b>Dr. Zeina Rawashdeh</b>	<p><b>#5:</b> -There is an organization in Paris named Alterre that produces engineering education softwares and can train instructors to use the software. There is a potential license deal for 30 students for around \$3000. There is a trial version that we can use to test this endeavour.</p>
<b>Dr. Emad AbdelSalam</b>	<p><b>#1:</b> Dr. Emad held one-on-one sessions with students to collect feedback regarding their experience:</p> <ul style="list-style-type: none"> <li>❖ Spending too much time every day in front of the laptop or the phone on classes because the schedule is the same as it was at school. This is a lot of stress and strain. Hence, some students having hard time focusing during classes. They suggested to shorten the class duration.</li> <li>❖ Some classes are covering too much materials and too fast. Student cannot keep up.</li> <li>❖ They appreciate solving examples together during the class session.</li> <li>❖ Some of the students feel they have lost motivation to do homework, study...etc., even academically excellent students expressed this too.</li> <li>❖ Some students still have problem accessing or using simulation software (such Multisim).</li> <li>❖ They are worried about their assignments as they feel they need help.</li> <li>❖ It is not clear to them if they will go back to campus this semester or not and if there will be in class or not.</li> <li>❖ Students' opinions were polarized in term of distant learning; some they hate it and others like it very much.</li> </ul> <p><u>Raised the following questions:</u> -In project based assignments such as analogue circuits, can we change assignments from projects to simulations?</p>
<b>Eng. Imad Yared</b>	Present
<b>Eng. Laith Abu</b>	Present

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*Omar*

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