

1st Meeting of The Program and Study Plan Unit

MINUTES

OCTOBER 7, 2016

9:30 MORNING

ROOM NO 003-2-36-1

MEETING CALLED BY	Dr. Abdulrahman Alqawasmi
TYPE OF MEETING	Regular
FACILITATOR	
NOTE TAKER	Dr. Yahya Al-Jahmany
TIMEKEEPER	
ATTENDEES	Dr. Sameh Mohammed, Dr. Ahmad Galal, Dr. Mohammed Othman, Dr. Yahya Al-Jahmany

Agenda topics

45 MINS

APPROVAL FOR ABET FORMS

DR. YAHYA ALJAHMANY

DISCUSSION	<p>1. Dr. Alqawasmi informed the unit members about the requirement of developing the study plan for all programs in the three academic departments in the college after five years of approving the current plans.</p> <p>2. Dr. Alqawasmi informed the unit members that he sent all the required files for the project to the unit members by email.</p> <p>3. Dr. Alqawasmi requested from the representatives of the three academic departments in the college, to pass all the sent files to their departments and to discuss them with all the staff members in a departmental meeting.</p> <p>4. Dr. Alqawasmi informed the representatives of the three academic departments that all the departments should provide the unit with all their suggestions before the date (27-11-2016).</p>	
CONCLUSIONS	<p>1. The representatives of the three academic departments should motivate their departments towards the significance of the study plan development project.</p> <p>2. The three academic departments should provide the unit with all their suggestions soon.</p> <p>3. Every department should prepare his operational plan for developing the curriculum</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The unit will communicate with the college departments to get the feedback about the study plan development project.	Dr. Abdulrahman Alqawasmi	27-11-2016
Departments should provide the unit with their operational plan	Dr. Sameh mohammad and Eng. Mohammad Othman	27-11-2016

Secretary: Dr. YAHYA ALJAHMANY

Coordinator: Dr. Abdulrahman Alqawasmi

Date of Approval:

Approved by: