

## Executive Office of the President

### Summary, Minutes of the Meeting

**Subject** : Academic / Senate Meeting No. 30

**When** : 19 October, 2019

**Time** : 11:00 am

**Location** : Chairman's Board Meeting Room

**Agenda** : **Agenda of the Meeting**

1. Issues and actions of the academic meeting no. 29
2. Training Reports Presentation from Dr. Ashraf and Dr. Huda
3. Physics and Chemistry Courses Unification from SIU
4. ID Card System presentation by CESD
5. Implementation of Security Report
6. Other matters

**Attendees** :

- Dr. Abubaker Mustafa - Chairman of the Board of Trustees/Acting President
- Mr. Ghassan Abubaker Mustafa Khair- Deputy President
- Dr. Isam Moh. Khair- Assistant President for Academic Affairs
- Ustaza Kawther Abu Elnaja- FU Registrar
- Ust. Salih Dafalla – The Librarian
- Prof. Eltayeb Idriss- Dean, Faculty of Engineering
- Dr. Ashraf- Dean, Faculty of TCOM
- Dr. Hamid Elfaig- Dean, Faculty of Business Administration
- Dr. Salah Hassan Malik Ali- OIC, Faculty of IT
- Dr. Mubarak- Dean, Faculty of Computer Science
- Ust. Asaad Babiker- OIC, Faculty of Art and Design
- Dr. Eltayeb Elgony- Dean, Faculty of Architecture
- Dr. Michelle Leano- Dean, Faculty of Basic Studies
- Dr. Samir Mohamed- OIC, Faculty of Geoinformatics
- Dr. Nafisa- Dean of Students Affairs
- Dr. Huda El Mubarak- Faculty of Engineering
- Mr. Bahaeldin Elsayed Ali- Director, Office of the President
- Mr. Mohammed Adam Ahmed- Administrative Affairs Manager
- Mr. Mohammed Abuelgassim- Director, CESD
- Engineer Ashri- Director, Project Unit
- Engineer Yassin Abdulkarim- OIC, CTS
- Ust. Bakraibah-SIU Department
- Mr. Moh. Taha- Director, Marketing Office
- Mr. Mutaz- CTS
- Lieut. Suliman Mustafa- Head of the University Guards
- Mr. Khalid Abdallah- Supervisor, Admin and Services
- Ms. Nilda Coronel- Executive Secretary of the President
- Ms. Hana- Secretary of the Academic Affairs Office

### ***Discussion and outcome:***

- 1) The meeting started at 11:05 A.M.
- 2) Dr. Abubaker presided over the meeting.
- 3) He requested one minute stand of silence on memory of late Prof. Abdelrahman Hassan Osman, dean, Basic Studies and Continuing Education Faculty.
- 4) Review and summary of the previous academic meeting no. 29, held on 12 October 2019 was presented by the Executive Office of the President.
- 5) Dr. Abubaker introduced Dr. Michelle as new dean of Basic Studies Faculty. She is given three months to prove ability to handle the assignment. A selected assistant to her will be appointed from non-linguistic programs new staff.

### ***Issues and actions of the academic meeting no. 29***

- 6) Dr. Elgoni said he assigned Engr. Asaad to followup the issues of new tables and chairs arrival in two months, from China.
- 7) Dr. Salah malik informed the meeting that IT Association registered and waiting for fulfillment of the financial requirements. Dr. Abubaker directed him to coordinate the issue with Ust. Ghassan.

### ***Training Reports Presentation from Dr. Ashraf and Dr. Huda***

- 8) Dr. Ashraf presented the local training report, which covered:
  - The course conducted at universities in most countries
  - Short courses for two (2) weeks, five (5) days a week, 40 hours
  - The contents of the training program
  - Teaching systems and the credit hours
  - Ethics of the profession and specification of the university staff
  - Methods and strategy of teaching
  - Programming and Neurological Language
  - Academic Supervision
  - Education Quality
  - Higher education
  - Strategic planning in higher education
- 9) Dr. Ashraf said the training is essential for promotion. University of Khartoum and Sudan University offer such course.
- 10) Dr. Huda presented a report on new training program in United Kingdom (Manchester Birmingham University), which covered:
  - Nature of the New Academics Training Program
  - University of Manchester NAP (*New Academics and Fellows Programme*)
    - Basic Training is the same across faculties
    - Program is conducted via each faculty for specific faculty requirements
    - 20 credit hours
    - Completion is mandatory for new academic staff on probationary contracts.
  - Programme Objectives
  - NAP Courses

- Postgraduate Certificate in Academic Practice (PGCAP)
  - Introduction to Academic Practice for Doctoral Researcher-In England the University lecturer should be a PhD holder
  - What next for The Future University? Proposals.
- 11) Dr. Abubaker requested Dr. Huda to be a coordinator of a committee that includes two to three staff, to work out a proposal, then to test it with the new comers with no academic experience at the institution. The awareness is important for the newly recruited and even PhD holders, when it comes to education and academia. If success achieved in FU, other universities could be invited to a workshop to exchange experiences.
- 12) Dr. Michelle expressed her gratitude, and hoped to be an instrument in developing Basic Studies. She received the admin resolution concerning her appointment in the morning of the day. She reviewed her experience in training at the university and conveyed readiness for the challenge and cooperation with Dr. Huda.
- 13) Dr. Abubaker appreciated preparation of a file by Architecture Faculty that included all needed historical information about the faculty. He relied on the file in a meeting with the Higher education Minister. He encouraged all faculties to do the same, so each faculty can find the information when needed, and described the assignment as a project, to be achieved in three to four weeks.
- 14) In response to Dr. Ashraf's suggestion to inform the Ministry regarding a wrong information from Qatar, Dr. Abubaker replied that he had already sent a letter to Dr. Sami Sharaf, the Ministry's Undersecretary.

#### ***Physics and Chemistry Courses Unification from SIU***

- 15) Engineer Bakraibah presented a report on the issue, which includes:
- Physics and Chemistry Courses were discussed in three days meetings to revise and unify the Physics and Chemistry courses across all relevant faculties.
  - Sorting out different contents of the courses has been made versus the Basic Studies content.
  - Checking and matching of each course contents to come up with the most relevant courses that includes all faculties involved, has been made by the relevant staff of Basic Studies Faculty.
  - Special cases in some courses has been made and agreed by all parties (*faculties involved*).
- 16) Dr. Abubaker commented that Basic Studies and related faculties should do more enhancement, i.e. Nanotechnology has three courses. Dr. Huda to have a look on nanotechnology courses. Why not looking at the IEEE. Further enhancement in SIU/ relevant faculty's presentation needed, to cope with regional or international associations' standards.
- 17) Dr. Mubarak said his faculty's courses are ready, and promised to hand them to SIU.
- 18) Dr. Abubaker urged the faculties to accomplish their work and submit it to SIU.

#### ***ID Card System presentation by CESD***

- 19) Engineer Abuelgasim reviewed his unit's report which covered:
- The System Main Objectives

- Block unauthorized access for unregistered students
  - Unblock Students and allow access to the University campus
  - Keep registration status updated between the Registration System and ID Card System
  - View allowed and blocked students reports
- The System Users: Students Affairs, Faculties Deans, Guard / Security, University Registrar, ID Card Officer
  - System Preview
- 20) Dr. Abubaker advised Engineer Abuelgasim to coordinate and identify the source of the reasons from blocking of any student, mainly with Ust. Ghassan and Dr. Nafisa. Each should sign/ to protect the unit head. He should obtain an official note from the right department, and a signed form is needed.
- 21) Dr. Ashraf suggested the faculty registrar to be the source for student blockage, this will help CESD.
- 22) Dr. Salah Malik proposed the security to have an option to request blocking.
- 23) Dr. Abubaker advised not to complicate the issue. If the blockage came from a dean, it should go to the president. Any editing by CESD people should be cc to the President, Vice President or higher ranks.
- 24) In response to Dr. Ashraf's enquiry, Dr. Abubaker said the practice applies for current registered students, others should be blocked.
- 25) Engr. Abuelgasim affirmed that the system is already running.
- 26) Dr. Abubaker advised CESD members to review and depend on the regulations, in performing their tasks. He and the attendees expressed appreciation for the unit's efforts.
- 27) To allow for some rest, the Acting President adjourned the Academic/Senate Meetings for two weeks.
- 28) No other matters raised.

***The meeting ended at 12:50 pm.***