

 <b>Smart College</b>	<b>Minutes of Meeting</b>	<b>Code: CM - 11</b>
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**Administered by Dr. Tarek Harmoush**

<b>Topic of meeting</b>	<b>:</b>	<b>Coordinator's Weekly Meeting</b>
<b>Date of meeting</b>	<b>:</b>	<b>February 3, 2023</b>
<b>Attendees</b>	<b>:</b>	<b>Mrs Abir Ghabris, Mrs. Ghina, Mrs. Hawraa, Mrs. Rayan, Mrs. Amira, Mrs. Layla, Mr. Abbass, Mr. Bassam</b>
<b>Absences</b>	<b>:</b>	<b>Mrs. Abir Salloum, Mr. Ghassan, Mr. Hassan Hakkani, Mr. Hassan Jaffal, Mr. Mostafa, Mrs. Israa</b>

**Began at 10:00 am and adjourned at 10:28 am**

<b>No.</b>	<b>Topic</b>	<b>Decision</b>	<b>Responsible parties</b>	<b>Due date</b>
<b>1</b>	<b>Private tutoring</b>	<ul style="list-style-type: none"> <li>• <b>Private tutoring is forbidden unless the student is F.S</b></li> </ul>	<b>Coordinators and HODs</b>	<b>During the year</b>
<b>2</b>	<b>Distributing marks</b>	<ul style="list-style-type: none"> <li>• <b>Distributing marks in the exam shouldn't be based on the difficulty of the question, but based on the effort made by the student to solve it.</b></li> </ul>	<b>Coordinators</b>	<b>During the year</b>

3	Frequent visits	<ul style="list-style-type: none"> <li>• Coordinators should make frequent visits to class during the revision period to make sure the revision is being done effectively.</li> </ul>	Coordinators	<ul style="list-style-type: none"> <li>• During the year</li> </ul>
4	VR machine	<ul style="list-style-type: none"> <li>• Select students who deserve to try and use the VR machine.</li> </ul>	Coordinators & Teachers	During the year
5	Professional Counselor	<ul style="list-style-type: none"> <li>• We need a professional counselor to come to school regularly to help diagnose and help students solve their personal issue.</li> </ul>	Coordinators + administration + HODs	During the year
6	Teachers that are not performing well	<ul style="list-style-type: none"> <li>• Steps followed by the coordinator to deal with a teacher who's not performing well:</li> <li>• 1 – remark</li> <li>• 2 – oral warning</li> <li>• 3 – clarification (late tasks)</li> <li>• Written warning</li> </ul>	Coordinators	During the year