	Minutes of Meeting	Code:CM5
Smart College		

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' meeting
Date of meeting	:	27/10/2023
Attendees	:	Mr. Ghassan Salameh/ Mr. Bassam Ismail/ Mrs. Israa Alokla / Mrs. Farah Abboud / Mrs. Abir Ghabris/ Mrs. Manal Issa/ Mrs. Rayan Seklawi / Mrs. Ghina Jaffal/Mr. Rida Tohme / Mrs. Hawraa Kazan/ Mrs. Abir Salloum
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Began at 8:55 a.m. and adjourned at 9:40 a.m.

No.	Topic	Decision	Responsible parties	Due date
1	Blended Learning Implementation	✚ Blended learning will start on Monday, Oct. 30. ✚ Heads of Departments (HODs) are responsible for ensuring that all students have access to their books /electronic book or images of lessons, to facilitate participation during live sessions. ✚ Teaching Flexibility: Teachers are expected to adopt one teaching approach: either giving the live session to onsite and online students simultaneously or dedicating 1-2	HODs, Coordinators and Teachers	Starting from Oct, 30

		hour(s) after school for online students. The teacher's choice requires approval from the administration. ♣ Active student participation is expected during live sessions.		
2	Assessment	♣ Types of Assessment: Type 1: Assessment as Learning Formative Assessments during the learning process in which students have the opportunities to check their understanding (e.g. asking questions, using exemplars/checklists, using the Weather strategy, Gallery Walk strategy, teaching buddies, etc. See: **Visible Thinking Routines**) Type 2: Assessment for Learning Formative assessments that are used to monitor students' progress and give feedback on learning and teaching (e.g. exit tickets, writing an essay, solving a problem, completing a graphic organizer, completing a short quiz, etc.) Type 3: Assessment of Learning Summative assessments that are used to assess the overall learning (research-based project, performance task, pen and paper test, etc.) ♣ Online students must be present and finish their tests in the allotted time to assess their commitment. ♣ Project-based assessments will be used as summative assessments in all subjects with clear rubrics that detail	Coordinators and teachers	Starting from Oct, 30

		for students the evaluation criteria upon which their work will be assessed. The rubric must be shared along with the instructional guidelines for the test.		
3	Cooperative Learning	✦ Coordinators' are expected to read about cooperative learning and to start implementing cooperative learning environments in their classes and guiding teachers under their supervision of the different strategies that can be employed to enhance cooperative learning in their classes (e.g. Jigsaw, Think-Pair-Share, Number Heads Together, stations, etc.)	Coordinators & Teachers	Starting from Oct, 30