

	Minutes of Meeting	Code: CM -
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Administered by Dr. Tarek Harmoush and Mrs. Israa AlOkla

Topic of meeting	:	Coordinators' Meeting
Date of meeting	:	February 21, 2025
Attendees	:	Zahraa Bazzoun, Tala Nasser, Abir Saloum, Seriya Joudi, Bassam Ismail, Israa AlOkla, Farah Aboud, Hawraa Kazan, Abir Ghabris, Rayan Seklawi, Hassan Hakani, and Manal Issa
Absences	:	

Began at 9:00 am and adjourned at 10:00 a.m.

Written by: Manal Issa

No.	Topic	Decision	Responsible parties	Due date
1	Course Description	A course description is required for each subject across all grade levels. All coordinators must submit the annual plans for all the grade levels under their supervision and the guide for their subject.	Subject Coordinators	Tuesday 27th, 2025
2	Parent-Teacher Conference	Parent-Teacher conference has been postponed till the mid-term.	None	-----
3	The School Support System	The support system at school must address the different needs of students without leaving anyone behind (whole group, small-group and one-on-one instruction). This hasn't been	TBD	Next academic year

		implemented yet at school but will be initiated in the next academic year.		
4	Accommodation vs Modification	<p>Modification: When the content to be taught or the assessment is modified, being made simpler or more challenging to meet the level of each student</p> <p>Accommodation: Arrangements are made to meet the individualized needs of students such as time extension, bigger words in test, reading for the student during a test, etc.</p>	Subject Coordinators	Ongoing
5	ChatGPT Usage	Teachers are encouraged to use ChatGPT in the classroom. Teachers must design tasks that engage students High-level order thinking skills, spark their interest, and are productive.	Subject Coordinators and Teachers	Ongoing