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|  Smart College | Minutes of Meeting | Code: CM - 15 |
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Administered by Dr. Tarek Harmoush

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| Topic of meeting | : | Coordinator's & HODs Meeting |
| Date of meeting | : | March 17, 2023 |
| Attendees | : | Mrs. Israa, Mr. Abbass, Mrs. Abir Ghabris, Mrs, Ghina, Mrs, Amira, Mr. Bassam, Mr. Ghassan, Mrs. Laila, Mrs. Rayan, Mrs. Hawraa, |
| Absences | : | Mr. Abi Salloum, Mr. Hassan Jaffal, Mr. Hassan Hakkani, Mr. Mustafa |

Began at 10:00 am and adjourned at 10:45 am

| No. | Topic | Decision | Responsible parties | Due date |
|------------|---------------------------------|--|--|-------------------------------------|
| 1 | Salaries | <ul style="list-style-type: none"> • \$275 → \$520 • Contractual (\$8 - \$12 / hour) | Administration | Next academic year 2023-2024 |
| 2 | Contracts | <ul style="list-style-type: none"> • Contracts renewal will start soon with teachers who want to stay next year | Administration and coordinators | |
| 3 | Science in cycle 1 and 2 | <ul style="list-style-type: none"> • A project-based evaluation needs to be implemented in order to have an authentic assessment. | Coordinators | During the year |
| 4 | Reports | <ul style="list-style-type: none"> • Teachers must present a report about teachers that includes all the notes and remarks about the teacher's performance and attitude | Coordinators | During the year |

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| 5 | Ramadan Schedule | <ul style="list-style-type: none">• From 8:00 am till 1:10 pm• Wednesday is OFF | Administration | During Ramadan |
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