

 Smart College	Minutes of Meeting	Code:
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Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' Meeting
Date of meeting	:	October 24, 2025
Attendees	:	Israa AlOkla, Farah Abboud, Ghna Jaffal, Abir Ghabris, Rayan Siklawi, Manal Issa, Seriya Joudi, Abir Salloum, Tala Nasser, Mostafa Al Mostafa, Bassam Ismail, Reda Toami, Iyad Srour.

Began at 11:00 am and adjourned at 11:40 am

No.	Topic	Decision	Responsible parties	Due date
1	Level of Assessment	<p>It was emphasized that teachers must maintain a good and consistent level in all exams and quizzes.</p> <p>The exams should cover the required competencies and reflect the learning outcomes expected from students.</p> <p>However, exams should not be <u>excessively difficult</u>; they must fairly measure students' understanding and skills at their grade level.</p> <p><u>Definition of Competency:</u> A competency is the learner's ability to mobilize and apply a set of knowledge, skills, attitudes, and resources to solve a</p>	Coordinators and Teachers	Ongoing

		problem situation or accomplish a complex task that belongs to a family of situations sharing common characteristics . It reflects the learner's capacity to transfer learning to new and meaningful contexts		
2	Agenda and Resources	<p>For every submitted exam, teachers are required to add on eschool agenda an extra worksheet for additional practice.</p> <p>This worksheet will help students reinforce difficult concepts and prepare better for assessments.</p>	Coordinators and Teachers	Ongoing
3	Grading System	<p>The percentages used for quizzes and exams will remain the same as the grading system already found on the parents' manual.</p> <p>Any changes or adjustments to the grading percentages must be discussed and approved by Dr. Tarek.</p>	Coordinators	Ongoing