



Minutes of Meeting

Code: CM 4

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' meeting
Date of meeting	:	20/10/2023
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. Hassan Hakkani/ Mrs. Hawraa kazan/ Mrs. Abir Salloum

Began at 8:55 am and adjourned at 9:50 am

No.	Topic	Decision	Responsible parties	Due date
1	E-school Live classes	- Use E-school applications (gradebook-Agenda) to record live sessions.	Teachers	Starting from October 30
		- The session will be recorded and the link will be exported to the journal. - Training on the E-school applications	Teachers, Coordinators, IT department	During the coming week
2	Videos	- Continue recording videos for online students for the next week	Teachers	Till the end of the next week (Friday October 27 th)
3	Assessments	Discuss the three kinds of assessments: - Assessment as learning (not graded) (Discussions with the students/oral questions/ 1 minute paper)	Teachers and Coordinators	All year Long

		<ul style="list-style-type: none"> -Assessment for learning (not all of them are graded) (Worksheets-Quizzes-DFA) -Assessment of learning (graded) (Summative Assessments) 		
4	Online Session	<ul style="list-style-type: none"> -It is highly recommended to go through an online session with the students (if possible) after working hours to wrap up the work. 	Teachers	Until starting live sessions
5	Online assessment of learning	<ul style="list-style-type: none"> -Think about a practical way to do the assessment of learning for the online student 	Coordinators	Till the next meeting