Minutes of Coordinator of Multi-Section Courses Meeting

1st 2009-2010

The Coordinator of Multi-Section Courses will hold a meeting to assign and follow their tasks as coordinators.

Attendance

<table>
<thead>
<tr>
<th>Multi-Section Course</th>
<th>Course No.</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programming Language</td>
<td>630203</td>
<td>Dr. Ali Al-Khawaldeh</td>
</tr>
<tr>
<td>Logic Circuit</td>
<td>630261</td>
<td>Dr. Ali Al-Khawaldeh</td>
</tr>
</tbody>
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The coordinators decide their tasks should be:

1. Hold regular meetings to ensure the implementation of course syllabus.
2. Arrange the student’s tutorial materials and projects among the classes.
3. Arrange the unified exams with other instructors.
4. Arrange with other instructors to update the course description, textbooks, and references. If there is any modification, the coordinator should present them to the department council for agreement.
5. Follow up the multi-section marks and put a strategy for reasons and healing any fluctuating "if exists" through the department council.