

## NULC GE Lecturers

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### MINUTES GE Lecturers' Monthly Staff Meeting No. 6/2015 NULC 4<sup>th</sup> Floor CITCOMS Building, 30 April 2015

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#### Meeting Place and Time

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The monthly meeting of NULC GE Lecturers was held at NULC Room 3 on Thursday, April 30, 2015. The meeting was called to order by the Assistant Director, Mr. Ken Dun, at 1:30 p.m. There were 26 members in attendance of a total membership of 27.

#### Present

Mr. Kenneth John Dun	Chair
Ms. D W R W M M W Vimani Vijanana Kumari Madugalle	Member
Ms. Amilya Isurini Warusawitharane	Member
Ms. Walimunige Thilini Madhushan Gunathilake	Member
Mr. Reggie D. Hinoguin	Member
Mr. Jasper Joy B. Villasurda	Member
Mr. Prospero Igupen	Member
Mr. Melvin Esmayor Garin	Member
Mr. Paul Joseph Freund	Member
Mr. John Richard Griffiee	Member
Mr. Matthew Brock Smeaton	Member
Mr. Kevin Mark Roehl	Member
Mr. Christopher James Cook	Member
Ms. Daisy Jimenez Gonzales	Member
Ms. Judely Marish C.Canete	Member
Ms. Claudine Kinao Malis	Member
Mr. Adam Richard Dalton	Member
Ms. Mihiri Dulshani Jayawardena Muthunayekege	Member
Ms. Joan Sareno	Member

#### Apologies

Mr. Delano III G.Chantengco	Member
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### 1. Approval of Agenda

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The agenda was received via email and approved for the April 30, 2015 monthly meeting.

### 2. Approval of Minutes

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The minutes of the previous meeting held on April 2, 2015, were RECEIVED through email and APPROVED as a correct record and without modifications.

### 3. Matters for Information

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3.1 Lecturers' leave and absences – The Chair emphasized that lecturers are required to report for work at their scheduled teaching times and places unless they are on a scheduled absence from work. He advised that a request for a leave of absence or vacation leave must be submitted prior to the leave. A sick leave can be filed after the leave and must present a medical certificate. The employee should complete and sign the appropriate leave application form and submit it to Khun Jeab. He further explained that if we are not at our desk during working weeks, we are meant to be accessible by phone.

3.2 Library office rotation – Month of May 2015 Office Rotation to NU Library (Ajarn Matthew, Ajarn Dulshani, Ajarn Edwin and Ajarn Perry)

3.3 Student Absences – The Chair detailed that students must attend at least 80% of the classes in order to be eligible to take the final examination. If a student has missed more than 20% of the class time, the lecturer must inform the students so they can withdraw from the course within the time frame given by the university. The notification of disqualification needs to be given to the student and a copy kept by the lecturer. If the student is not in class, the form needs to be emailed. Questions arose from the issue of sending notification but after a lengthy discussion, the Chair pointed out that students have to withdraw themselves as stated in the TQF 3 so General Education will delete their names from the lists of students for the finals. Failure on the part of the students to withdraw themselves within the time frame given will result to F as their final grade and students who miss the final examination will also receive an F as the final grade regardless of their accumulated scores for the course during the semester.

3.4 Signing of letters and documents for students - The Chair reiterated that NULC lecturers are not authorized to sign a university document/request for a

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student. Any written requests from students must be referred to Khun Jeab who will confer it with our Assistant Director and be approved by our Director. Students must sit their exams at the scheduled date, and the only exception is for students who cannot write an exam because of documented health reasons.

3.5 Final exam scores and grade submission – The Chair instructed lecturers to input the final exam scores and grades correctly into the REG system in order to avoid inconsistencies and delays in the reporting of final grades to the students. A sample print out of the grade entry was shown by the Chair for guidance. The due date for the Semester 2 Academic Year 2014 grade submission is June 2, 2014 but for GE, grades will need to be finalized and submitted during the first week of the summer course.

3.6 Summer Course and Semester 3 – The schedule will be emailed and can be accessed at the REG System.

### SUMMER COURSE / SEMESTER 3 Academic Year 2014

- First Day - Monday 25 May 2015 (English 1, 2 and 3 and Let's Talk)
- Midterm Exam - Wednesday 24 June 2015
- Last Day of Classes - Friday July 17 2015
- Final Exam Period - Monday July 20 - Friday 24 July 2015
- Last day for Grade Submission - 17 Aug 2015

3.7 Work allocation in 2015 academic year – It is expected that lecturers will have the same teaching blocks for the new academic year as in the first semester, 2014. There will be 20 periods of teaching a week (5 sections) and no Let's Talk program in semester 1.

3.8 Academic Calendar 2015 – The Chair will email the Academic Calendar 2015 and requested everybody to check and read it for guidance.

### Academic Calendar 2015 Semester 1

- First Day of Classes: Monday 10 August 2015
- Midterm Exams: 28 September - 2 October 2015
- Last Day to Withdraw: Friday 13 November 2015
- Last Day of Classes: Friday 27 November 2015
- Final Exams: 30 November - 11 December 2015
- Submission of Grades: 5 January 2016 (or as advised)

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3.9 NULC fee for service courses – The Chair declared that Dr. Ponchulee’s project for NULC to offer fee service courses has been approved by the President. Lecturers may be able to teach programs that offer additional pay aside from their standard salary such as evening courses on Saturday, teaching at NU Bangkok Campus, TEFL Certificate and other test preparation courses. Lecturers are also encouraged to come up with other ideas and write a proposal for its approval.

### 4. Matters Arising from the minutes

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4.1 Ajarn Kevin proposed that the TQF 3 be in both languages for students’ understanding and guidance. The Chair noted the suggestion and would look into it.

4.2 Ajarn Claudine inquired whether some lecturers can teach one course for the first semester in order to lessen preparation for students and promote expertise in teaching. The Chair expressed consideration on the matter but suggested teaching both courses for a change which the other members agreed and preferred to have.

4.3 Ajarn Paul expressed his concerns regarding our work environment and relationship with our heads. He stressed that we all should work as a team and help carry out our duties smoothly. The Chair thanked the member for his support and advice and agreed to consider the points made.

4.4 NULC Website Upgrade – The Chair relayed that the director has invited input from all NULC staff for an upgrade of the website. There are plans for the site to have a public interface and a separate NULC staff intranet area with information which will be accessed by login. Ajarn Roy is Chair of the project and Khun Ae from NULC staff is the secretary. Contact Ajarn Perry for any suggestions or ideas.

4.5 Classroom/Monthly Meeting – Ajarn Matthew suggested using one classroom for teaching and to move the monthly meetings to Tuesdays. Other members showed support on the matter and agreed on Tuesday meetings. The arrangement of the same classroom for teaching was noted and will be requested by the Chair.

4.6 Performance Evaluation of Students – Ajarn Adam commented on the performance evaluation of students and recommended that there should be speaking test to really gauge their level. The Chair pointed out that for the meantime the university entrance exam will be used as a basis for their leveling and informed that there will be more changes in the course in the future such as assessments and leveling.

### 5. Matters for Discussion

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5.1 Assessment and the Role of Exam Committees – The Chair summarized the Role of Exam Committees to be as follows:

- The Head and Deputy Head can call group meetings, assign tasks and report any misdeeds conducted by members.
- Group members are to attend all group meetings, complete the assigned tasks, accept the revisions and contribute to the smooth running of the group.

The Chair reported that the Heads are carrying the weight of completing the exam questions. He thus pointed out that all members are responsible for the making of exams and to contribute questions that are fair, well-written, no errors and conform to the course.

5.2 Course Changes in 2015 Academic Year – For next academic year, a new course material from Cambridge called “Empower” is currently being considered to be used. It has been written especially to align with the CEFR and has a blended delivery approach, an LMS, and multimedia support materials. If we take it up, we will be the first institution in the world to use it. The Chair indicated that there may be an exception for high level students to take English 1 and will go straight to English 2 using a higher level materials.

5.3 Staff Performance Appraisal – The Chair mentioned that the renewal of contract in the future will be subject to an appraisal process. Fifty percent will come from students, 30 percent from contributions to working environment which will be decided by the Deputy Director and 20 percent from general things.

The Chair showed the benchmark for appraisal to be as follows:

#### Appraisal of Teaching Staff

1. Student evaluation of teaching and classroom performance	50%
2. Contributions to the educational aims of NULC/GE; preparedness for teaching; record-keeping; contributions to exam committees etc.	30%
3. Other factors including professionalism;	

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interactions with the university community; contributions outside of class; dress code etc.	20%
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### 6. Announcements

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Public Holidays for the Month of May - Please be advised that there are three public holidays in May. (May 4, May 5 and May 13)

Forthcoming Meetings – The Chair proposed that the next meeting will be May 26, 2015 from 10am to 12pm (to be confirmed).

### 7. Adjournment

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There being no further business or questions raised, the Chair thanked all the members for their participation and closed the meeting at 3:30 pm.

Minute Note Taker: Aj. Prospero Igupen

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Minutes prepared by Aj. Prospero Igupen