



Course File Committee

The mission of the Course File Committee is to collaborate with College faculty members in ensuring that all course files are completed in an accurate and timely manner, and that action is taken based upon the recommendations made in the course of course file compilation.

Responsibilities:

1. Initial review of Course Files and collaborate with faculty members to ensure that all course files are accurate and completed on time (Appendix 1- Portfolio)
2. Prepare weekly reports on Course Portfolio development for the Deans Council
3. Collaborate with faculty members in ensuring that recommendations made in the process of course file completion are noted and implemented as necessary.

Members:

N	Name	Position	Title
1	Ms. Ghaida Al Rawashdeh	Head, General Education Department	Chairman
2	Dr. Samer Abdelhadi	Representative, College of Mass Communication	Member
3	Dr. Lamia Raslan	Representative, College of Law	Member
4	Ms. Aysha Ehsan	Representative, General Education Department	Member + Secretary to the Committee
5	Mr. Mus'ab Qutami	Representative, IT Center	Member

Meeting Schedule: Twice a month