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1st Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on April 16, 2020

– The 1st meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, April 16, 2020 through Video Link.

– The following were present:

• Dr. M. Mansoor Ahmed	Vice Chancellor
• Dr. Amir Qayyum	Dean QEC/ Convener
• Dr. M. Tanvir Afzal	Member, SE Department
• Dr. Muhammad Tahir	Member, EE Department
• Dr. Salman Sagheer Warsi	Member, ME Department
• Dr. Shujaa Safdar Gardezi	Member, CE Department
• Dr. Abdul Basit Siddiqui	Member, CS Department
• Dr. Mahboob Alam	Member, Pharmacy Department
• Dr. Arshia Amin Butt	Member, Biosciences Department
• Dr. Lakhi Muhammad	Member, MS Department
• Mr. Amir Waqas Azhar	Member, IT Department
• Mr. Alamgir Khan	Member, Library
• Mr. Umair Manzoor	Assistant Director, QEC/ Secretary

– Dr. Dur-e-Shehwar Sagheer, Member, Mathematics Department couldn't attend the meeting because of an email error.
– Professor Dr. Muhammad Mansoor Ahmed, Vice Chancellor, chaired the meeting.
– The meeting started with the recitation from the Holy Quran by Dr. Muhammad Mansoor Ahmed. The Vice Chancellor welcomed all the participants of the meeting. Subsequently, the following meeting agenda points were discussed: -

Item # 1   <u>Introduction by the Vice Chancellor</u>   **<u>Action By</u>**

The Vice Chancellor apprised the members that this a specially constituted committee, as required by HEC, and the purpose of the committee is to look into different activities which are going on for the execution of courses through Virtual Learning Environment (VLE). VLE has already been effectively started and various courses are being executed by the departments of university. He added that we have ensured that we are meeting meet the minimum requirements set by Higher Education Commission (HEC) and other Regulatory Bodies.

The Vice Chancellor explained that the VLE Monitoring Committee is headed by a senior Professor who is also the Dean QEC, and one member from each department has been placed in the committee. These members will assess all the problems and issues faced by VLE and shall be discussed and resolved in this committee on weekly basis. The committee will deliberate on these issues, which could include issues related to the portal, timetable or technology. After discussion, the committee will present solutions/ suggestions to the Vice Chancellor, on the basis of which University will take appropriate measures to facilitate the students. He added that our prime focus is the student's facilitation, for which members from University's IT Department and Library have also been placed in this committee.

The Vice Chancellor shared that a policy has been drafted and approved for the Online Teaching Classes. This policy has been designed in the light of HEC Policy Guidance Note 5. As of now, a report for every department is being compiled by the respective Head of the Department, that gives the status of the class, including timings of the class, from where the class was taken, class strength at the time of execution and the registered strength of the class. Vice Chancellor appreciated HoDs and all the faculty members in smooth execution of online classes.

Item # 2   <u>ToR of the Committee</u>

Dean QEC, Dr. Amir Qayyum briefed the committee that it has been required by HEC to monitor all the online classes through a proper formal mechanism. All the problems faced during the execution of classes should be discussed and a proper solution should be presented to the university's higher management. Consequently, VLE monitoring committee has been constituted, and one member from every department has been placed. All these members will be the representatives of their departments, who will share the reports of their department with the committee. Dr. Amir Qayyum informed that the meeting will be convened every week, at the timeslot convenient for all the members.

Item # 3   VLE Committee Members Reporting Mechanism

Dean QEC informed that VLE Committee members will present the reports of their respective departments weekly in this meeting. All the issues and problems reported by the members will be recorded as Minutes of the Meeting and will be presented to Vice Chancellor regularly.

He requested all the members to present their first weekly report in a format according to their own choice, taking into consideration their departments requirements. Once all these reports are submitted, QEC will finalize a unified format that will be followed later on. He requested all the members to thoroughly go through the HEC guideline before drafting a weekly report, so that any point may not remain un-addressed.

All Committee Members

Dr. Amir Qayyum shared that Computer Science department arranges a weekly meeting where all the faculty members share the problems they are facing in online classes. He suggested to all the department representatives that observations from these meetings can be shared and then discussed in VLE Monitoring Committee meeting. Moreover, the members can randomly visit and observe online classes to observe the quality of classes.

Item # 4   Attendance Status – Department wise

Dean QEC shared the attendance status with the committee. He requested all the members to discuss the attendance status within their departments, and try to increase the attendance where it is less. He further suggested all the members that they should encourage the faculty members of their department to attract all the students to attend their classes on regular basis.

All Committee Members

Item # 5   Regulatory Authorities' Requirements

Dr. Amir Qayyum requested all the members to thoroughly go through the HEC guideline. All the committee members should highlight these points to their respective departments. He said that, as soon as the other regulatory bodies share their policies for online teaching classes, this would be shared with the committee members.

All Committee Members

Item # 6   CUST Online Teaching Policy & CUST Portal

Dean QEC briefly shared the CUST Online Teaching Policy to the committee. He shared that this policy has already been discussed in the departmental meetings of almost all the departments.

Dr. Amir Qayyum explained that CUST portal has a prime importance in facilitating students in their online classes. He said that a website report, showing the status of portal material was compiled by QEC on the instructions

of Vice Chancellor. The report was shared with all the Deans and HoDs for compliance. He said that the website report would be shared with all the members and it is their responsibility to report 100% compliance in the next meeting.	All Committee Members

Item # 7   <u>Assessment Mechanism</u>

The committee deliberated upon the assessment mechanism for quizzes, assignments and exams. Members of the committee shared practices of their respective departments, and informed that they are trying to facilitate students without compromising the quality.

Dean QEC said that the assessment mechanism will be decided by the respective departments, and this committee will verify if all the requirements of Regulatory Bodies are met. He requested all the members to discuss it in their departments and present the assessment mechanism in this committee.	All Committee Members

Item # 8   <u>VLE Email</u>

Dean QEC informed the committee that an email with address <u>vle@cust.edu.pk</u> has been created to facilitate students. Students will send their feedback or any problem they are facing about their online classes on this email, and this email will be handled by Mr. Umair Manzoor. He informed that this email address will be publicized on university's website and social media pages. He advised all the members to request all of their faculty members to share this email address with students.	All Committee Members

Item # 9   <u>Capacity Development for Online Classes</u>

Pended

Prepared By: **Approved By:**

Umair Manzoor   **Dr. Amir Qayyum**
Assistant Director QEC   Professor/ Dean QEC