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11th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on July 29, 2020

- The 11th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Wednesday, July 29, 2020 in B-Block Workshop Room at 02:00 PM.
- The following were present:

Dr. Amir Qayyum	Dean QEC/ Convener
Dr. Muhammad Sagheer	Member, DSA
Dr. Nadeem Anjum	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	Members, MS Department
Dr. Dure Shehwar	Member, Math Department
Mr. Amir Waqas Azhar	Member, IT
Mr. Umair Manzoor	Assistant Director, QEC/ Secretary
Muhammad Farhan	Assistant Director, ORIC

- Professor Dr. Amir Qayyum, Dean QEC, chaired the meeting.
- Mr. Alamgir Khan, Member Library could not attend the meeting.
- The meeting started with recitation from the Holy Quran by Dean QEC. He welcomed all the participants of the meeting. Subsequently, the following meeting agenda points were discussed: -

Item # 1 Reporting by VLE Committee Members

Action By

Dean QEC requested all the committee members who are having classes for Summer semester in their departments should submit their weekly report/feedback to VLE on regular basis. He further added that weekly reporting form has already been uploaded on MS Teams.

All
Committee
Members

Item # 2 Overview of VLE Activities-Spring 2020

Dean QEC briefed the committee members that QEC has compiled a brief but comprehensive report of VLE activities for Spring 2020. The report highlighted all the activities and efforts done by university administrative and faculty staff in successfully concluding spring 2020 semester. The report explained in detail the commencement of classes as per guidelines of regulatory authorities, efforts by VLE monitoring committee for capacity building of students and faculty, departmental weekly reporting, assessment mechanism, VLE email and LMS, FYPs and internships, formation of grievance committee, VLE monitoring committee and technical committee and the support provided to students and faculty by the university during online classes.

Dean QEC asked Assistant Director, QEC to share the VLE activities overview report with all the committee members for their suggestions.

Assistant
Director,
QEC

Item # 3 Capacity Building Sessions

Dean QEC apprised the committee members that keeping in view the importance of capacity building for faculty and students, QEC conducted several online training sessions on regular basis.

He requested the committee members to identify a resource person for a training session for faculty and students on “Psychological impact of current COVID-19 Situation on Faculty and Students”. Dr. Lakhi Muhammad said that faculty members from Department of Management Sciences have the potential to conduct such session. Dr. Muhammad Sagheer also volunteered to identify and search for a resource person.

Dean QEC requested both members to share further details with QEC so that resource person for the session can be finalized.

Dr. Lakhi
Muhammad,
Dr. M.
Sagheer

Item # 4 Departmental Proposals for Blended Learning in Fall 2020 Semester

Dean QEC shared that HEC has allowed universities to take decisions for reopening of universities according to their own circumstances, taking into consideration the SOPs to avoid spread of COVID-19. He further added that there is quite a chance that we may go towards the blended learning for Fall 2020 semester if the pandemic situation does not die down, therefore, we

should prepare workable strategy for blended learning. In this regard Dean QEC requested all the committee members to share their suggestions for transition to blended learning as a recommendation to the competent authority.

Following suggestions were shared by the committee members:

- a) Member EE Department suggested a blended environment with reduced number of students' present on campus. He proposed that engineering courses which involve psychomotor can be conducted on campus, while non-technical courses may be continued online. He proposed an alternative option of 01-02 days' classes in a week to be held online, while for rest of the week classes may be held on campus.
- b) Member CE Department proposed 02 days on campus classes strategy. The plan included one day on campus theory based classes while two days' labs based classes. He further proposed to adopt strategy such that a student having one class of his particular course on campus should have his second class on campus as well and vice versa.
- c) Member Management Sciences Department opined to call first year and last year students to the University for on campus classes. Classes of all other students should be adjusted such that half of their courses are online while half are on campus. He also added that to avoid clashes of courses, labs should be shifted to Saturday and Sunday.
- d) Member ME Department second the suggestion proposed by Member EE. Further to this he proposed to divide each class into two section with not more than 26 students in each section. He further added that labs should be adjusted such that maximum of 20 students are present in each lab. He also suggested to make sure that students called on campus should not have online classes the same day.
- e) Member CS Department and Member Mathematics Department briefed that FoC and FoHS have drafted a working strategy under guidance of Dr. Abdul Qadir, Dean FoC and FoHS for commencement of blended learning. They explained that calculations were done on basis of courses offered in Fall 2019 semester. More than 50% of university students are from FoC and FoHS.

According to the calculations done, it was found out that if 03 complete days are allocated to these two faculties then all the classes can be executed successfully for these two faculties. During these three days' classes for all technical courses will be held on campus while non-technical courses classes will be held online during rest of the week. It was further explained that each section of course will be reduced to 50% of its strength by dividing it into two sections. The calculation done is shown in table below.

Total Courses: UG technical	156
Required Classes in a week	312
Rooms Available	36
Rooms with half capacity	18
Number of UG Periods	6
Daily max periods	108
Required Days	2.89

All
Committee
Members

Dean QEC requested members of FoE and FMSS to present such working for their respective faculties in next meeting. If both of the faculties are able to conduct their classes in 02 days each with the same strategy, then this plan can be successfully adopted for Fall 2020 semester.

He further added that each faculty should rectify students and faculty course clashes during the whole calculations. Also, if required Labs may also be allocated for conduction of on campus classes.

Dean QEC asked Assistant Director, QEC to share the plan of FoC with all the committee members.

Assistant
Director,
QEC

The committee decided to meet after two weeks. With no further items for discussion the meeting was adjourned with a vote of thanks to all the participants and meeting chair.

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC