



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: info@cust.edu.pk, Website: <http://www.cust.edu.pk>

12th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on August 20, 2020

- The 12th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, August 20, 2020 in B-Block Workshop Room at 04:00 PM.

- The following were present:

Dr. Amir Qayyum	Convener, Dean QEC
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	Secretary, Assistant Director QEC

- Professor Dr. Amir Qayyum, Dean QEC, chaired 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 <u>Reporting by VLE Committee Members for Summer Semester</u>	<u>Action By</u>
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Dean QEC requested all the committee members who are having classes for Summer semester in their departments to complete their weekly report file, available on VLE Monitoring Committee Microsoft Team for this week. He also requested the members to share their respective departmental weekly reports for previous weeks of Summer semester to Assistant Director, QEC through email.

All
Committee
Members

Item # 2 <u>Departmental Proposals for Blended Learning</u>

Dean QEC briefed the committee that the members from Faculty of Computing and Faculty of Health and Life Sciences presented their working plan in last meeting for blended learning for Fall 2020 semester. Both faculties were able to cover the on-campus classes within 3 days. He requested the members from Faculty of Management and Social Sciences and Faculty of Engineering to present their proposal for blended learning, if situation requires this in Fall 2020 semester.

Member – Department of Management Sciences informed the committee that according to their working, they need 2 days for on-campus classes. During these 2 days, no more than 24 students in all classrooms will attend their lectures. During the remaining 3 days of week, students will take online classes remotely. It has been taken care that all the courses that require physical presence of students and instructors in campus for better understanding are managed to be delivered on-campus. Whereas, the rest of the courses will be delivered online.

Member – Department of Mechanical Engineering shared that they have formally designed a timetable for blended learning in Fall 2020. He shared that they will be able to cover the theory courses that are required to be delivered on-campus within 2 days. Anyhow, they would require a third day to conduct few labs for around 100 students. It was suggested that these students can be called to university during any of the two days allocated for Faculty of Management and Social Sciences students, as they don't require labs.

Member – Department of Civil Engineering apprised the committee that they also require 2 days weekly, for blended course execution. During these two days, technical courses will be delivered on-campus with 24 students present in a classroom. Rest of the courses that are identified as suitable for online classes will be attended by the students through Microsoft Teams.

Member – Electrical Engineering Department informed that they also require 2 days for technical theoretical courses to be delivered on-campus. Electrical Engineering Department would require a third day for lab performance as well. These labs can be arranged during any of the two days allocated for Faculty of Management and Social Sciences.

Dean QEC requested Sr. Manager, IT to provide his technical input regarding blended learning. Sr. Manager, IT shared some observations. He shared that when the university shifts to blended learning, there could be internet bandwidth problem. But, this will be confirmed once the classes are executed from the campus. Moreover, he added that installation of two webcams in each room is not reliable because of extension wires, and may create trouble during classes. He also briefed the committee that it is not possible to share live activity of instructor with the view of white board to the classroom where half of the class is attending the lecture, in another room. This needs high level technical system (particularly cameras) that is very costly. There was a suggestion that all the classrooms should have a stylus which can be used by instructors to facilitate the students present in the other classroom.

The committee unanimously agreed that the students present in second classroom (where the instructor is not present) must have live activity of instructor with the view of white board displayed on projector. As the students are coming all the way from their homes for on-campus classes, there should be an arrangement that is better as compared to online classes being attended from home. Therefore, current arrangements are not sufficient to fulfill this, and hence, reducing the class size to fit in a single room is much better option.

Item # 3 Advantages of Online Education in Future

Dean QEC shared that CUST has successfully completed online education during Spring – 2020 semester, with the tireless efforts of teaching and administrative staff. He requested all the members to give their point of view on the fact that having such a good experience, should online education be continued in any form in future as well?

All the members of the committee agreed to the opinion, and said that online education can be continued in limited form in future as well. It was suggested that all the makeup classes in future can be conducted online. It was also proposed that the faculty member on leave can also take online classes. This will help save the time of students, by continuing their classes without any disruption.

Dean QEC requested the members to discuss this matter in their departmental meetings, and present their departmental feedback and proposal in the next meeting. These proposals will be shared with the Vice Chancellor.

All
Committee
Members

Item # 4 Capacity Building Sessions

Dean QEC apprised the committee members that a capacity building session was conducted by Dr. Sabahat Haqani, Dr. Ishrat Yousaf and Ms. Maryam Khan on August 12, 2020. The title of the session was "**Reflecting on Teacher Wellbeing During Covid-19**". He shared that a number of participants from

all the departments participated in the session, and appreciated the efforts of presenters.

Director Student Affairs informed the committee that a resource person from Quaid-i-Azam University (QAU) was requested for an online capacity building session of CUST faculty staff. He requested Dean QEC that meanwhile a session can be arranged by a resource person from within CUST, as the presenter from QAU has yet not confirmed for the session.

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 the chair.

Prepared By:

Approved By:



Umair Manzoor
Assistant Director QEC



Dr. Amir Qayyum
Professor/ Dean QEC