

الجامعة البريطانية فى مصر كلية الإتصال والإعلام



FACULTY OF
COMMUNICATION &
MASS MEDIA

ملف داعم للدراسة الذاتية 2024/2023 معيار الجهاز الإدارى المؤشر (2/5)

وثائق وأدلة (3/2/5)
خطط التدريب السنوية بالكلية للجهاز الإدارى والفنى

3- خطة التدريب الجهاز الإدارى بكلية الإتصال والإعلام 2024/2023 وقرار مجلس باعتمادها وتقرير عنها

خطة التدريب السنوية بالكلية لتنمية قدرات ومهارات أعضاء الجهاز الإداري 2024/2023

Annual Staff Development Plan for 2023-2024

	University Faculty Department Other	Date	Topic	Key Outcomes By the end of this session staff will be familiar with:	Duration (Hours)	Presenter	Target Audience and Requirement	Target Number
1.	Staff Induction, Probation and PDA							
1.1	Faculty	21/9/2023	Faculty Vision & Mission Overview of induction content, induction material and induction checklist	<ul style="list-style-type: none"> ➤ The Faculty's Vision & Mission ➤ The induction content, induction material & induction checklist 	30 min	Dr. Amany Bassioni	Mandatory All New Academic Staff, Teaching Assistants & Admin (Full and Part time)	3
1.2	Faculty	21/9/2023	BUE campus, buildings & facilities	<ul style="list-style-type: none"> ➤ the campus, buildings and facilities 	30 min	Faculty Personal Development Advisors	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.3	Faculty	20/9/2023	Meet work colleagues	<ul style="list-style-type: none"> ➤ work colleagues 	15 min	Dr. Sherehan Hamdallah	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.4	Faculty	20/9/2023	Job role and responsibilities	<ul style="list-style-type: none"> ➤ their role and responsibilities according to the job description 	30 min	Dr. Sherehan Hamdallah	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.7	Faculty	20/9/2023	Questions and answers	<ul style="list-style-type: none"> ➤ To clarify any queries / concerns 	30 min	Dr. Salma Elgazzar	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.7	University	22/9/2023	Staff Development	<ul style="list-style-type: none"> ➤ Staff Development at the BUE 		Dr. Pauline Chenghesh University Staff Development Coordinator	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3

	University Faculty Department Other	Date	Topic	Key Outcomes By the end of this session staff will be familiar with:	Duration (Hours)	Presenter	Target Audience and Requirement	Target Number
1.9	University	22/9/2023	HR induction session for FULL-TIME staff	<ul style="list-style-type: none"> ➤ sickness/absence procedure ➤ early leave/late arrival ➤ medical care ➤ holiday entitlement/ procedure ➤ official holidays for staff ➤ attendance policy 		HR Team	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full-Time)	6
1.11	University	22/9/2023	Academic Regulations	<ul style="list-style-type: none"> ➤ the BUE's academic regulations 		Mr. Assem EISayad	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	6
1.12	University	22/9/2023	Student Record System (SRS)	<ul style="list-style-type: none"> ➤ The student record system 		Q & V Team	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	6
	Faculty	May, 2024	Applying Rubrics in assessment process	<ul style="list-style-type: none"> ➤ 	60	Dr. Yasmin Bakir	All Academic Staff	8
	Faculty	June, 2024	Library Induction for the staff	<ul style="list-style-type: none"> ➤ TBA 	60	Library team	All Academic Staff	4
6.	Administration							
	Faculty	3/9/2023	Meet work colleagues	<ul style="list-style-type: none"> • work colleagues 	30 min	Faculty Staff Development Coordinators	Administrative Staff	6
	Faculty	March, 2024 (postponed)	Email writing and Netiquette	<ul style="list-style-type: none"> • Report Structure • E-mails. • Letters 	60 min	Dr. Samah Nassar	Administrative Staff	8
	Faculty	July, 2024	Interpersonal Skills for Educational Administrators	<ul style="list-style-type: none"> • Improve interpersonal skills to deal with students. 	60 mins	Dr. Maram Hussein	Administrative Staff	6

محضر مجلس الكلية باعتماد خطة تدريب الجهاز الإدارى العام الجامعى 2024/2023

			
<p>Faculty of Communication and Mass Media</p> <p>The First Faculty Council meeting</p> <p>Date: Wednesday, 27th of September 2023</p> <p>Time: 11 00 am</p> <p>Venue: ZOOM – FCMM Meeting Room</p> <p>Attendees:</p>			
Prof. Mohamed Shouman		The Dean of the Faculty of Communication and Mass Media	
Prof. Adel Saleh		The Vice-Dean for Teaching and Learning	
Associate Prof. Joseph Oldham		Acting Vice-Dean for Research and the Post-Graduate Programme Director	
Associate Prof. Amany Bassiouny		Acting Head of the Integrated Marketing Communications Department	
Associate Prof. Samah Nassar		Acting Head of the Film and Media Studies Department	
Associate Prof. Lawrie Phillips		Acting Head of the Radio and Television Department	
Dr. Radwa Ashoush		Head of the Exam Office	
Dr. Yasmin Bakir		Head of the Quality Unit	
External Members of the Faculty's Council:			
Prof. Ali Agwa		Professor of Public Relations and the Former Dean of the Faculty of Mass Communication, Cairo University	
Mr. Mohammed Habib		A Journalist and the Former Head of the Higher Education's Department at AlAhram Newspaper and an Expert in the Affairs of Higher Education	
Mr. Mosaad Fouda		The Chairman of the Egyptian Cinema Syndicate and Arab Artists' Union & T.V. Director	
<p>Minute Takers: Ms. Nesma Adel and Reem Omran</p> <p>3. Apologies:</p> <p>All members were present in the meeting via Zoom except Mr. Mosaad Fouda - Chairman of the Egypt Cinema Syndicate and Arab Artists Union and T.V Director.</p> <p>4. 9th of July session minutes Approval:</p> <p>4.1 The minutes of the last meeting were shared to the members and all members approved the last minutes.</p>			
<hr/> <p>Faculty Council Meeting Wednesday, 27th of September 2023</p>			

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CONTINUING EDUCATION
SHEIKH EL-DOKKI

القرار: الموافقة الهيكل التنظيمي العام للكلية واليات مراجعة وتحديث الهيكل التنظيمي للكلية مع سرعة إعلانه على الموقع الإلكتروني للكلية ولوحات جدارية بمبنى الكلية

الموضوع: بخصوص عرض خطة التدريب الجهاز الإداري بكلية الإتصال والإعلام 2024/2023
القرار: الموافقة الخطة مع التزام أعضاء الجهاز الإداري والفني المخصص بالكلية للمشاركة في برامج الخطة

الموضوع: بخصوص عرض تقرير تقييم مدى إستيفاء معايير ملاءمة مساحات وتجهيزات مباني الكلية والمرافق Norms عن العام الجامعي 2023/2022

القرار: الموافقة على التقرير مع العمل على زيادة عدد القاعات الدراسية وزيادة أجهزة إستديوهات المحاكاه التعليمية

الموضوع: بخصوص عرض قائمة أعداد الكتب والمراجع والدوريات الورقية والإلكترونية بقطاع كلية الإتصال والإعلام العام الجامعي 2024/2023

القرار: الموافقة قائمة الكتب والمراجع والدوريات بالمكتبة المركزية بالجامعة

الموضوع: بخصوص عرض تقرير التقييم الذاتي لتحقق مؤشرات معايير جودة التعليم والإعتماد 2023/2022
القرار: الموافقة على تقرير التقييم الذاتي للكلية مع إعداد خطة التحسين بناءا على التقرير

الموضوع: بخصوص عرض نتائج إستطلاع رأى سوق العمل فى برنامج الكلية التعليمية العام الجامعي 2023/2022
القرار: الموافقة وتنفيذ الإجراءات التصحيحية المقترحة بالإجتماع

الموضوع: بخصوص عرض تشكيل لجنة أخلاقيات البحث العلمى العام الجامعي 2024/2023
القرار: الموافقة على التشكيل وفقا لمعايير إختيار تشكيل أعضاء لجنة أخلاقيات البحث العلمى و للقواعد والإرشادات الدولية

9. Faculty's Activities:

8.1. Prof. Mohamed Shouman announced that the Faculty has hired 3 demonstrators and 1 PHD holder in Major Film and Media Studies

8.2 Prof. Mohamed Shouman also added that the Faculty's students recruitments this year is 130 students

10. A.O.B:

- The Faculty will sign a protocol with Semi Media (Media Company) in cooperation with the School of Continues Education

Faculty Council Meeting Wednesday, 27th of September 2023

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- Prof. Adel Saleh commented that our Faculty is dealing with this issue properly by giving the students 2 modules in Arabic in addition to, seeking help of experts related to any major

Chair of the Faculty Council Dean of the Faculty

Prof. Mohamed Shouman



1/10/2023

Faculty Council Meeting Wednesday, 27th of September 2023

تقرير عن خطة التدريب الإداري العام الجامعي 2024/2023 Staff Development Report for Academic Year 2023/2024

For the Administrative staff, there are programs run on the university's level by which they are delivered by professionals in their fields.

These sessions included:

- Staff Development
- HR induction session for FULL-TIME staff
- Academic Regulations
- Student Record System (SRS)

FCMM played a big role in familiarizing the newly hired staff with the workplace by providing relevant sessions.

These sessions included:

- Faculty Vision & Mission
- Overview of induction content, induction material and induction checklist
- Meet work colleagues
- Job role and responsibilities

Progress:

A session about “**Interpersonal skills in Educational administration**” was provided to (8) members of the administrative staff by Dr. Maram Hussein during summer (July, 2024).

There was also a session that should've been provided to admins in (**Netiquette and email writing**) in March but postponed due to bad timings.