

الجامعة البريطانية في مصر كلية الإتصال والإعلام



FACULTY OF
COMMUNICATION &
MASS MEDIA

ملف داعم للدراسة الذاتية ٢٠٢٤/٢٠٢٥
معيار الجهاز الإداري
المؤشر (٢/٥)

وثائق وأدلة (٣/٢/٥)
خطط التدريب السنوية بالكلية للجهاز الإداري والفني

٤- خطة التدريب الجهاز الإداري بكلية الإتصال والإعلام ٢٠٢٢/٢٠٢٣ وقرار مجلس باعتمادها وتقرير عنها

خطة التدريب السنوية بالجامعة/الكلية لتنمية قدرات ومهارات أعضاء الجهاز الإداري ٢٠٢٣/٢٠٢٢

Annual Staff Development Plan for 2022-2023

	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	21/9/2022	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	21/9/2022	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	20/9/2022	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	20/9/2022	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	20/9/2022	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

	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
1.7	University		Staff Development	➤ Staff Development at the BUE		Dr. Pauline Ghenghesh University Staff Development Coordinator	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.9	University		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)	3
1.11	University		Academic Regulations	➤ the BUE's academic regulations		Mr. Assem ElSayad	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
1.12	University		Student Record System (SRS)	➤ The student record system		Q & V Team	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)	3
6.	Administration							
	Faculty	3/9/2022	Meet work colleagues	<ul style="list-style-type: none"> • work colleagues ➤ 	30 min	Faculty Staff Development Coordinators	Administrative Staff	6
6.1	Faculty	9/11/2022	Soft Skills for Admin Staff	➤ develop interpersonal skills, communication skills, and listening skills.	45 min	Dr. Salma elgazzar	Faculty administrators	2
	Faculty	March, 2023	Correspondences	<ul style="list-style-type: none"> • Report Structure • E-mails. • Letters 	60 min	Dr. Maram Hussein	Administrative Staff	8
	Faculty	October, 2023	Quality Assurance in education : induction session for staff	NAQAAE induction	60 min	Dr. Yasmin Bakir	FCMM staff (academic & admins)	11

محضر مجلس الكلية باعتماد خطة تدريب الجهاز الإدارى العام الجامعى ٢٠٢٢/٢٠٢٣

 <p>The BRITISH UNIVERSITY IN EGYPT</p>	 <p>FACULTY OF COMMUNICATION & MASS MEDIA</p>
Faculty of Communication and Mass Media	
Faculty Council meeting	
Date: Thursday, 27 th of October 2022	
Time: 12:00 pm	
Venue: ZOOM – FCMM Meeting Room	
Attendees:	
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. Amany Bassiouny	Acting Head of the Integrated Marketing Communications Department
Dr. Naglaa Elemary	Supervisor of the Radio and Television Department
Dr. Joseph Oldham	The Post-Graduate Programme Director and the Supervisor of the Film and Media Studies Department
Dr. Yasmin Bakir	Head of the Quality Unit
Dr. Radwa Ashoush	The Exam Officer
Dr. Sherehan HamdAllah	Lecturer
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

Minute Takers: Ms. Nesma Adel and Reem Omran

1. Agenda:

1. Welcoming the new Faculty Council members for the Academic Year 2021-2022
2. Apologies
3. 28th of July session minutes Approval
4. Report on the Teaching and Learning Process of Semester one Year 2022-2023
5. Quality Unite Report

Faculty Council Meeting – Thursday, 27th of October 2022

6. PG Programme and Research Report
7. Student Activities Report
8. Student Services Report
9. Staff Recruitment
10. Promotions
11. AOB

1. Welcoming the new Faculty Council members for the Academic Year 2021-2022

2. Apologies:

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.

3. 28th of July session minutes Approval:

3.1 The minutes of the last meeting was shared to the members and all members approved the last minutes.

4. Report on the Teaching and Learning Process of Semester one Year 2022-2023:

- 4.1. Prof. Shouman stated that the face-to-face teaching methods is better than the online and also mentioned that the Faculty is monitoring the attendance of the students and strictly following the attendance policy.

5. Quality assurance unit:

5.1 Dr. Yasmine said that the faculty hosts Dr. Effat to make sure that the quality unit members are following the 12 standards of NAQAA

الموضوع : بشأن عرض تشكيل وحدة ضمان الجودة العام الجامعي 2023/2022

القرار: الموافقة على التشكيل مع إضافة أعضاء من الجهاز الإداري

الموضوع : بشأن عرض خطة التدريب للجهاز الإداري بكلية الإتصال والإعلام 2023/2022

القرار: الموافقة على الخطة وإعداد تقرير عن تنفيذها



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7. Student Activities Report:

7.1. Dr. Amany said that the Faculty started preparing plans for the student activities

8. Student Services Report:

8.1. Prof. Adel mentioned that the Faculty is proceeding with some workshops for the students to develop their skills like (interviews and presentations)

8.2. Prof. Adel also added that the university is doing evaluation every semester for the students to evaluate the teaching process

9. Staff Recruitment:

9.1. Prof. Shouman stated that the Faculty will hire 3 module leaders for each major, and they will join the Faculty next semester because the university panels were delayed

10. Promotions:

10.1. Prof. Shouman announced that promotion of Prof. Adel Saleh

10.2. Prof. Shouman also added that after reviewing the thesis of Dr. Maram Hussein the panel gives it's approval

11. A.O.B:

- To Recommend Adding obligatory internships for Seniors (DY3) in the Portfolio module

Chair of the Faculty Council Dean of the Faculty

Prof. Mohamed Shouman



31/10/2022

Faculty Council Meeting – Thursday, 27th of October 2022

تقرير عن خطة التدريب الجهازي الإداري العام الجامعي ٢٠٢٣/٢٠٢٢
Staff Development Report for Academic Year 2022/2023

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

There was also a session that should've been provided to admins (Netiquette and email writing), however it was postponed to the following Academic year due to Ramadan timings followed by Eid and then exams. Successfully conducted a session under title (Quality Assurance in education : induction session for staff) where (11) admins attended along with the academic staff.