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| --- | --- | --- |
| Course number/ name: | | |
| Meeting #: | Date: |  |

Recommendations for the course:

|  |  |
| --- | --- |
| # | Recommendations |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Recommendations for the instructor:

|  |  |
| --- | --- |
| # | Recommendations |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

*Focus group members:*

Member1 name Member 2 name Member3 name

Focus group discussion criteria.

Things to be discussed in focus group meetings:

1. The course syllabus includes the main components (course outline):
   1. Course general information
   2. Course description
   3. Course objectives
   4. Course Learning outcomes (CLO)
   5. Topics to be covered
   6. Student evaluation criteria (e.x. weight of exams and assignments)
   7. Evaluation type and CLOs mapping
   8. Course material references
   9. Course Teaching strategies
2. The appropriateness of CLOs based on the course description.
3. The mapping between CLOs and PLOs (Program Learning Outcomes).
4. The weight for each CLO (The total weight should be 100%).
5. Check how well the students results meet each CLO threshold (check the results report from excel sheet file of the course).
6. Discuss course report based on the CLO grade level.