



30th June, 2017

ACADEMIC AND FACULTY COMMITTEE ANNUAL REVIEW REPORT

- The committee reviewed the End of Term Evaluation (Students' Evaluation) questionnaires. It has been suggested by the committee that the End of Term Evaluation should be simplified so that the students can easily understand how to respond.
- The committee suggested that the Program Coordinator should conduct Classroom Observation to the faculty members every semester.
- The committee observed that some faculty members need the Test Construction training and it has been suggested that it should be given before the beginning of the Fall Semester.
- To provide assistance to students on academic matters, the Academic and Faculty Committee appointed the following Academic Mentors: Evi Kalatha for 1st year students, Michalis Michaelides for 2nd year students, Dr. Kyrillos Nikolaou for 3rd year students, Dr. Eleni Asprogenous for 4th year students, and Dr. Marianna Kyriakou for the Foundation Courses. The Mentoring Coordinating Team are Dr. Milani Austria, Head of Business Administration and Chrysoulla Trisvei, Head of Hotel Administration.
- The committee decided that there should be tutor mentoring for the new faculty members.
- The committee decided to create rankings of lecturers only for internal use and not rankings of lecturers for employment.



- The Academic Procedures were reviewed from the time a student/candidate is registered until he/she becomes a student. The academic obligations, academic rights and procedures for newcomers were also discussed.
- Random check of teaching methods, learning and evaluation of classes is necessary.
- The Student Affairs Office submitted a draft policy on how to provide assistance to the poor but deserving students.
- Announcement shall be given for the schedule of seminars for the faculty and administrative staff.

Ellie Petrou

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Director of Academic Studies

Chrysoula Trisvei

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Hotel Administration Program Coordinator

Milani Austria

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Business Administration Program Coordinator