



From: Elizabeth Karvonen <elizabethkarvonen@gmail.com>

Sent: Tuesday, September 6, 2016 12:52 PM

To: Maria Levinson

Subject: Thank you and summary for your approval

Dear MARIa,

First of all, thank you for coming to Mofet and for your patience and answers you gave to all of us! FYI - there were representatives from the following colleges in the meeting today:

Sakhnin, David Yellin, Arabic College, Haifa, Herzog, Ohalo, Gordon, Michlala Yerushalayim, Shaanan, Levinsky, Bet Berl, Seminar Hakibbutzim, HEmdat HaDarom, TAlpiot, Oranim, Orot, El KAssami, Achva, Kaye.

Now - to summarize the main points that you agreed upon:

- 1) The final date to submit the QA has changed from 1st January 2017 to 1st March 2017.
- 2) The committee will visit each College in May - on a date arranged with the colleges. During the visit they committee will meet management, staff and students - all organized in advance - but will not sit in lectures.
- 3) The QA is an independent process - it is NOT connected to the move to the 'VATAT'
- 4) CV's - only need to be English for the English Department Staff. Other Education staff CV's can be in Hebrew / Arabic
- 5) CV - PENSIONERS - people who worked last year but have now retired : we can use their old CV but mark clearly - ON PENSION
- 6) Regarding syllabi:
 - a. the most recent, updated syllabi for courses should be used
 - b. English courses - obviously all to be in English
 - c. Education courses - the main points to be translated into English, but the Bibliography can stay in Hebrew / Arabic. You will send a template of the main points to include.
 - d. IF there are several parallel courses - eg: Philosophy of Education - one or two representative syllabi can be given. There is no need to submit all of them, even if they are taught by different teachers and not exactly the same
 - e. It does not matter which Bibliographic referencing system we use (APA or whatever)
- 7) Samples of work: For each mandatory course only ONE task or test is needed (the biggest / most representative). The instructions plus a good & poor example To upload onto a shared DROPBOX (which you will open)
- 8) Official College documents - such as the TAKAONON or SEMINAR PAPER INSTRUCTIONS, do not need to be translated into English.



Please let me know that I understood you right and that all these points are correct. Then I can send this out to the other staff quickly. Possibly you would like to inform the colleges of this information too, so that all are aware of it. IF there is anything I forgot - please add it too!

In addition, I think it was agreed that you will find out about how to mark down a member of staff who works part time in one department and the other part in the English Department.

Thanks again -
Elizabeth

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