

**WORK PLAN OF THE METHODOLOGICAL COUNCIL
ARCHITECTURE DEPARTMENT
FOR 2020-2021 ACADEMIC YEAR**

№	Considered issues	Responsible for the preparation	Speakers
August-September			
Meeting #1			
1.	Planning of the Faculty Council activity for the new academic year, familiarization with the list of events.	FA Dean,	Glaudinova M.B., Atamanchenko- Mischenko V.D.
2.	Consideration and approval of the annual work plan of the Faculty MC.	Chairman of the MC	Glaudinova M.B., Atamanchenko- Mischenko V.D.
3.	Review and approval of Teaching Programmes 6B07311-"Architecture of Residential and Public Buildings", 6B07312-"Urban Planning", 7B07311-"Architecture of Residential and Public Buildings" and 8B07311-"Architecture of Residential and Public Buildings"	Dean of FA,	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
4.	Professors and lecturers' assignments for the disciplines	Chairperson of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
5.	Organizing a seminar for young teachers	Dean of FA,	FA Academic Teaching Staff Atamanchenko- Mishchenko V.D.
6.	Checking the availability of the Bachelor's, Master's and Doctoral studies textbooks on the readiness for the academic year	Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
7.	Checking the availability of the Bachelor's, Master's and Doctoral studies textbooks on the readiness for the academic year	Dean of FA, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
8.	Preparation of the plan of carrying out master-classes, lectures by production workers, author's seminars for the autumn semester	Dean of FA, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
9.	Reconciliation of educational, methodical and scientific literature in the library	Dean of FA, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
10.	Approval of the schedule of video presentations of open classes of FA Academic Teaching Staff for the fall semester	Chairman of the MC	Atamanchenko- Mishchenko V.D.
11.	Approval of the schedule for the	Teachers with	FA Academic Teaching

	development of electronic publications	experience in the areas Chairman of the MC	Staff Atamanchenko- Mishchenko V.D.
12.	Other	Chairman of the MC FA Academic Teaching Staff	Atamanchenko- Mishchenko V.D., FA Academic Teaching Staff

October-November

Meeting №2

1.	Formation of the plan of intramural publication of educational and methodical literature	Chairman of the MC	Atamanchenko- Mishchenko V.D.
2.	Introduction of modern scientific achievements in the methodology of teaching architectural disciplines	Teachers with experience in the areas Chairman of the MC	FA Academic Teaching Staff Atamanchenko- Mishchenko V.D.
3.	Reporting on the methodological seminars, master classes, author seminars, lectures of industrialists, according to the approved plans	Chairman of the MC	Atamanchenko- Mishchenko V.D.
4.	Council of clients and the Expert Commission composition formation and approval	Dean of FA, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
5.	Development of the work plan for the Customer Council and the Expert Committee for the academic year.	Dean of FA, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
6.	Review and approval of methodological materials prepared for the FA Academic Teaching Staff	Dean of FA, Chairman of the MC, FA Academic Teaching Staff	Glaudinova M.B., Atamanchenko- Mishchenko V.D., FA Academic Teaching Staff
7.	Review and update the database of examination questions, the base of test assignments for the winter exam session	Chairman of the MC, referrers	Atamanchenko- Mishchenko V.D., ответственные за направления
8.	Supporting and accompanying young teachers	Mentors	FA Academic Teaching Staff
9.	Other	Chairman of the MC FA Academic Teaching Staff	Atamanchenko- Mishchenko V.D., FA Academic Teaching Staff

**December
Meeting №3**

1.	Analysis of the results of faculty attendance in the fall semester	Chairman of the MC, academic professors of FA	Atamanchenko- Mishchenko V.D., academic professors of FA
2.	Review and approval of methodological materials prepared for publication by FA Academic Teaching Staff	Dean of FA, Chairman of the MC, FA Academic Teaching Staff	Glaudinova M.B., Atamanchenko- Mishchenko V.D., FA Academic Teaching Staff
3.	Report on the methodological work of the faculty in the 1st semester	Chairman of the MC	Atamanchenko- Mishchenko V.D.
4.	Report on the video-presentations of open classes, joint attendance of SRHR for the fall semester	Chairman of the MC	Atamanchenko- Mishchenko V.D.
5.	Review of corrected curricula for all levels and forms of education for compliance with the SES for the next academic year	Chairman of the MC	Atamanchenko- Mishchenko V.D.
6.	Report on the methodical seminars, master classes, seminars of authors, lectures of production workers, according to the approved plans.	Chairman of the MC	Atamanchenko- Mishchenko V.D.
7.	Other	Chairman of the MC FA Academic Teaching Staff	Atamanchenko- Mishchenko V.D., FA Academic Teaching Staff

January-February

Meeting №4

1.	Assignment of professors and teachers to disciplines	Dean of Факультета, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
2.	Preparation of the schedule of master classes, lectures by production workers, and author's seminars for the fall semester	Dean of FA, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
3.	Approval of the schedule of video presentations of FA Academic Teaching Staff open classes for the spring semester	Dean of FA, Chairman of the MC	Glaudinova M.B., Atamanchenko- Mishchenko V.D.
4.	Approval of the list of disciplines, the base of examination questions, and the base of test tasks for the spring examination session	Chairman of the MC, referrers	Atamanchenko- Mishchenko V.D., ответственные за направления
5.	Report on the conducted methodical seminars, master-classes, author seminars, lectures of production workers, according to the approved plans	Chairman of the MC	Atamanchenko- Mishchenko V.D.

March-April**Meeting №5**

1.	On the submission of requests for educational literature for 2021-2022 academic year.	Chairman of the MC	Atamanchenko-Mishchenko V.D.
2.	Report on the conducted methodical seminars, master classes, author seminars, lectures of production workers, according to the approved plans	Chairman of the MC	Atamanchenko-Mishchenko V.D.
3.	Consideration and approval of the Catalogue of elective disciplines for the next academic year	Chairman of the MC	Atamanchenko-Mishchenko V.D.
4.	Other	Chairman of the MC FA Academic Teaching Staff	Atamanchenko-Mishchenko V.D., FA Academic Teaching Staff

May-June**Meeting №6**

1.	Report on conducted methodical seminars, master classes, author seminars, lectures of production workers, according to approved plans	Chairman of the MC	Atamanchenko-Mishchenko V.D.
2.	Preparation of the methodological provision of the FA for the summer exam session	Chairman of the MC, Academic Prof., FA Academic Teaching Staff	Atamanchenko-Mishchenko V.D., акад. проф., FA Academic Teaching Staff
3.	Approval of the schedule for the development of electronic publications for the next academic year	Chairman of the MC	Atamanchenko-Mishchenko V.D.
4.	Summarizing report on the readiness of the study materials for the spring semester	Chairman of the MC	Atamanchenko-Mishchenko V.D.
5.	Summary report on teaching activities of the teaching staff for the spring semester	Chairman of the MC	Atamanchenko-Mishchenko V.D.
6.	Report on the methodical seminars, master-classes, author's seminars, lectures by teachers for the academic year	Chairman of the MC	Atamanchenko-Mishchenko V.D.
7.	Report on the video-presentations of open classes, mutual attendance of the SRPS during the academic year	Chairman of the MC	Atamanchenko-Mishchenko V.D.
8.	Formation of the annual report on the methodical work of the faculty for the academic year	Chairman of the MC	Atamanchenko-Mishchenko V.D.
9.	Other	Chairman of the MC FA Academic Teaching Staff	Atamanchenko-Mishchenko V.D., FA Academic Teaching Staff