**The Centers Report for the 5th and 6th week**

**Accomplishments**

1. **Necessary administrative coordination**

* The council is provided with the load of centers’ members
* Dr. Altohaini excused himself for representing the Translation Center.
* Members of clubs are requested to announce and promote for the clubs.

1. **Holding a meeting**

* A request to hold a meeting with the Literature club to provide necessary coordination to revitalize the center.
* Shaping an agenda specific to the meeting after calling the staff members of the center before the meeting (attached).
* Providing samples to measure students’ skills in translation and literature (such as asking a student to analyze a sample of a literary text and write a short paragraph to which the student will receive a feedback.).

1. **Workshops**

* Design a poster for the workshop presented by Dr. Ahmad Altuhainni (excused himself)
* Design a poster for the workshop presented by Dr. Abdulhamid Eliwa (to be held next week)
* Prepare advertising posters for the clubs (to be sent weekly to the Dean’s Whatsapp account)

1. **Next week’s plan**

* Organize workshops specific to literature department.
* Review and display advertising posters on screens.
* Make the needed preparations for Dr. Elewa’s workshop.
* Conduct minor workshops (other than the scientific activity held in the council room).
* Request faculty member in general to present practical activities.
* Communicate with the information committee to document the college’s achievements and accomplishments.