

MINUTES No. 5
of the Meeting of the AEducational and Methodological Council (AMC)
dated May 19, 2025

Chair of the AMC: Baigarayev N.A.

Secretary of the AMC: K.S. Baktybayeva

Venue: Coworking Space, LIRC

Time: 15:00

Total number of AMC members: 26

Present: Attendance sheet attached

Voted: List of voters attached

Absent: Toigozhinova A.Zh., Chigambayev T.O., Bitileuova Z.K., Salamat Sh., Marupzhanov I., Ishanov Ye.Kh.

AGENDA

1. Approval of Reports of Institute EMBs

Speakers: Chairmen of Institute EMBs:

1) **Chairman of EMB of the Institute of Transportation and Construction — Abdreshov Sh.A.**

2) **Chairman of EMB of the Institute of Logistics and Business — Musayeva G.S.**

3) **Chairman of EMB of the Institute of Energy and Digital Technologies — Toigozhinova A.Zh.**

2. Approval of Reports of EMC Committees

1) **Chairman of the Committee "Formation and Monitoring of E-Learning Methodological Packages (ELMP)" — Kalimbetov G.P.**

2) **Chairman of the Committee "Monitoring of Midterm and Final Examinations/Attestation" — Ashirbayeva I.A.**

3) **Chairman of the Committee "Development, Monitoring, and Control of Educational Programs" — Sugurova A.Zh.**

4) **Chairman of the Committee "Planning and Publication of Educational Methodological Literature (EML)" — Kalambayeva G.A.**

3. **Results of EMC Performance for the 2024–2025 Academic Year and Tasks for the 2025–2026 Academic Year**

Speaker: Chairman of EMC — Baigarayev N.A.

4. **Performance Analysis:**

1) **Activities of the Standing Committee on Monitoring Class Quality for Semester 2 of the 2024–2025 Academic Year — Chairwoman of the Standing Committee on Monitoring Class Quality, Makhmetova N.M.**

2) **Schedule of the Department Innovation Week "Organization of the Educational Process Using Innovative Teaching Methods" and Master Classes — Senior Specialist of OAEPL, Baktybayeva K.S.**

5. Implementation Status of the Thematic Publishing Plan for EML for the 2024–2025 Academic Year

Speaker: Chairwoman of the Committee "Planning and Publication of EML" — Kalambayeva G.A. Approval of educational and methodological literature (EML).

6. Approval of Educational Methodological Literature (EML)

Speaker: Chairwoman of the Committee "Planning and Publication of EML" — Kalambayeva G.A.

7. Other Business

PROCEEDINGS AND DECISIONS:

1. HEARD:

Reports submitted by the Chairmen of the Institute EMBs: Chairman of EMB of the Institute of Transportation and Construction, Abdreshov Sh.A.; Chairwoman of EMB of the Institute of Logistics and Business, Musayeva G.S.; Chairwoman of EMB of the Institute of Energy and Digital Technologies, Toigozhinova A.Zh.

PROPOSAL:

To approve the reports of the Chairmen of the Institute EMBs.

Voting results:

“For” – 26; “Against” – 0; “Abstained” – 0.

The decision was adopted unanimously.

RESOLVED:

1. To approve the reports of the Chairmen of the Institute EMBs.

2. HEARD:

Reports for approval submitted by the Chairmen of the EMC Committees:

- 1) Chairman of the Committee "Formation and Monitoring of E-Learning Methodological Packages (ELMP)" — Kalimbetov G.P.
- 2) Chairman of the Committee "Monitoring of Midterm and Final Examinations/Attestation" — Ashirbayeva I.A.
- 3) Chairman of the Committee "Development, Monitoring, and Control of Educational Programs" — Sugurova A.Zh.
- 4) Chairman of the Committee "Planning and Publication of Educational Methodological Literature (EML)" — Kalambayeva G.A.

PROPOSAL:

To approve the reports of the Chairmen of the EMC Committees

Voting results:

“For” – 26; “Against” – 0; “Abstained” – 0.

The decision was adopted unanimously.

RESOLVED:

To approve the reports of the Chairmen of the EMC Committees.

3. HEARD:

Report on the results of EMC performance for the 2024–2025 academic year and tasks for the 2025–2026 academic year presented by the Chairman of EMC, Baigarayev N.A.

PROPOSAL:

To approve the report of the Chairman of EMC, Baigarayev N.A.

RESOLVED:

To approve the report of the Chairman of EMC, Baigarayev N.A.

Voting results:

“For” – 26; “Against” – 0; “Abstained” – 0.

The decision was adopted unanimously.

4. HEARD:

Report on the performance results of the Standing Committee on Monitoring Class Quality for Semester 2 of the 2024–2025 academic year presented by Chairwoman Makhmetova N.M., as well as the report on Department Innovation Week and master classes presented by Senior Specialist of OAEPL, Baktybayeva K.S.

PROPOSAL:

To endorse the reports of the Standing Committee Chairwoman and the Senior Specialist of OAEPL.

Voting results:

“For” – 26; “Against” – 0; “Abstained” – 0.

The decision was adopted unanimously.

RESOLVED:

To approve the reports of the Standing Committee Chairwoman and the Senior Specialist of OAEPL.

5. HEARD:

Information regarding the implementation of the thematic plan for publishing EML for the 2024–2025 academic year presented by the Chairwoman of the Committee "Planning and Publication of EML", Kalambayeva G.A.

PROPOSAL:

To take the information into consideration.

Voting results:

“For” – 26; “Against” – 0; “Abstained” – 0.

The decision was adopted unanimously.

RESOLVED:

To take note of the information regarding the implementation of the thematic plan for publishing EML for the 2024–2025 academic year..

6. HEARD:

Presentation of EML for review and approval by the Chairwoman of the Committee "Planning and Publication of EML", Kalambayeva G.A.

PROPOSAL:

To approve the presented EML.

Voting results:

“For” – 26; “Against” – 0; “Abstained” – 0.

RESOLVED:

To approve the presented EML.

Chair of the AMC _____ **N.A. Baig**

Secretary of the AMC _____ **K.S. Baktybayev**