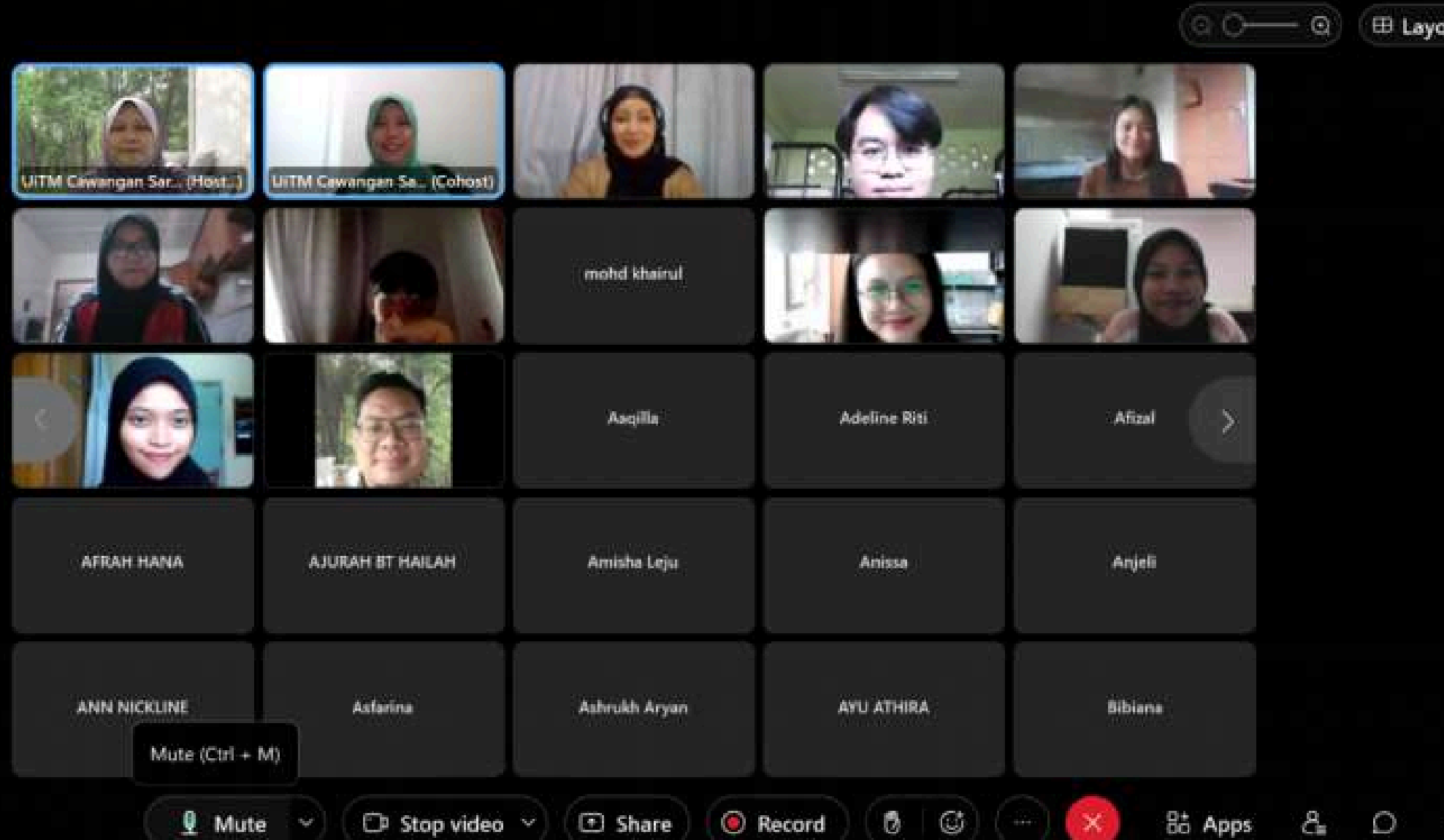


COLLABORATIVE TEACHING IMR652

Sharing Session featuring Sarawak Energy Berhad



Writers: Suhaida Halamy and Nurfaizah Kamarudin

This semester, we delve into the fascinating world of Management of Business Records (IMR652), a servicing subject to bachelor degree students from the Faculty of Business and Management. The students enrolled in this course come from three different degree programs: BA242 (Finance), BA240 (Marketing), and BA232 (Office System Management). Guiding them through this subject are four esteemed lecturers from the School of Information Science: Suhaida Halamy, Nurfaizah Kamarudin, Sharin Sulaiman, and Suriani Jack.

Collaborative teaching (CT), also known as cooperative teaching or team teaching, refers to teaching approaches in which experts from within and across disciplines, as well as industrial practitioners, collaborate to educate, mentor, facilitate, and train groups of students to empower student self-learning (Centre of Innovative Delivery and Learning Development (CIDL), UiTM). The lecturers brainstormed ideas for implementing collaborative teaching for this code because it was the first time.

Encouraged by UiTM's support for collaborative teaching with alumni, we devised a plan to invite an ex-student from the School of Information Science, Pn Nor'ainzie bt Turkey, who now works in the records management division of Sarawak Energy Berhad. We submitted a proposal to HEA&A for an honorarium budget to make it happen and intend to hold an online webinar on Saturday, May 13, 2023, from 10 a.m. to 12 p.m. The good news came quickly: the proposal was approved, and we received an RM200 honorarium.

Four teaching lecturers shared the responsibility. Suhaida Halamy assumed the role of project leader, managing communication with the invited speaker and moderating the webinar. Nurfaizah Kamarudin oversaw the preparation of the proposal and report for HEA&A. Sharin Sulaiman was in charge of documenting the collaborative teaching both before and after it took place. Finally, Suriani Jack designed an eye-catching promotional poster. With everything in place, we embarked on this collaborative teaching journey, grateful for the opportunity to connect with alumni and enhance our students' learning experiences.

The title of the online webinar is "The Importance and Challenges of Business Records Management in an Organization." The topic was chosen from the syllabus with care to improve students' understanding of records management, share knowledge, and foster discussions on the subject. The primary goal was to introduce students to proper record-keeping procedures. During the 2-hour webinar, the speaker shared valuable experiences and insights on record management within organizations interactively. Students asked relevant questions about current issues during the Q&A session, adding excitement. As a result of attending such a webinar, their active participation demonstrated their growing understanding of the importance of record-keeping. As she skillfully answered the students' questions, the speaker's knowledge shone through, resulting in a lively and meaningful interaction between the students and herself.

As the session ended, we took photos to commemorate the enriching experience the speaker and students shared.

The webinar went off without a hitch, with an impressive turnout of over 80 students. During the webinar, the students worked well together. We hope the students will fully absorb the information presented during the webinar and apply it to excel on paper and in their professional endeavors. The knowledge gained has the potential to positively shape their working environment, fostering growth and success in their future careers.

Finally, the organizers thank the invited speaker for devoting her time on a weekend to enriching the students with this informative sharing session. Furthermore, thank you to all colleagues for their exceptional cooperation, which was critical to the webinar's success. Only through such collaborative efforts and support can we provide meaningful experiences for our students.



The students actively engage in the question-and-answer session

