CCGB Minutes  
September 18, 1998


Members absent: D. Gries, J. Hopcroft, L. Lion

Ex-Officio: T. Cookingam, D. Cox, B. East, K. Hover, D. Maloney Hahn

Others: S. Dennis-Conlon

Approval of Minutes: The minutes of September 11, 1998 were approved as read.

Undergraduate Programs Announcements: K. Hover, Assoc. Dean, introduced M. Walter who will be the ABEN representative to CCGB. B. East, Director of Admissions, and T. Cookingam, the Acting Director of Minority Programs will be ad hoc members to CCGB for this academic year.

D. Maloney Hahn, Advising, announced that a search for the Registrar’s position has been started.

Chairs for CCGB Sub-committees Announcements: K. Hover, Assoc. Dean; has asked for clarification regarding the letter to be sent from Dean Hopcroft to the faculty community asking for volunteers for members of the CCGB sub-committees. Should the letter poll faculty ask for volunteers as a whole or to specific sub-committees? All sub-committees, except for the Technical Writing sub-committee, need additional members.

Action: K. Hover, Assoc. Dean, will draft a letter for Dean Hopcroft requesting volunteers from all faculty. Volunteers will then contact the sub-committee chairs.

J. Jenkins, Chair of the Math & Science sub-committee, the sub-committee is charged to review changes in the new curriculum in the Physics department.

Action: J. Jenkins will be collecting syllabi from the Math department with copies sent to faculty who would benefit from knowing what is being taught in the Math curriculum. Copies of Math final exams will be kept on file in the Undergraduate Programs office.

Open Discussion of Assoc. Directors and CCGB Role: P. Kintner, Chair, EE, noted that many of the new members have not had the benefit of attending previous CCGB meetings. In order to give the new members an understanding of how the CCGB operates K. Hover has outlined the responsibilities of the CCGB (attached) per the April 1991 bylaws.

• The faculty has the continuing responsibility for “that portion of the curriculum common to all undergraduate students enrolled in the college.”
• Quality & character of curriculum responsibility of the entire college faculty
• Faculty establishes CCGB and delegates to it the responsibility and authority
to carry out faculty objects.
• Board provides general oversight and leadership on educational issues, college
wide programs, and curricular organization
• “CCGB has a special duty to consult with, seek the advice of, and inform the
College Faculty of its policies and practices.”

The CCGB interacts with the Dean, Faculty, and Student Services

CCGB responsibility:
• continuous coordination, evaluation, and improvement of the common
curriculum in the college.
• Evaluations of teaching and content in service courses
• Designate computing courses
• Technical writing
• Intro. to Engineering
• Approve all courses designated as Engineering Courses
• Approve all common courses provided by A&S or any other college
• Establish a mechanism for student petitions to deviate from common
curriculum
• Consider and recommend action on general well being of undergraduate
engineering students, including such issues as:
  Workload equity
  Advising

Key Issues:
• CCGB must be tied to faculty (vital link between the two)
• Continuous evaluation
• Petitions to ASPAC (sub-committee of the CCGB)

Membership:
Primarily the Associate Directors of each department are members of the CCGB.
The CCGB is the nearest thing to an Associate Directors committee. The committee
serves a vital purpose in keeping us all in the loop.

Associate Directors Duties in Electrical Engineering by P. Kintner:

Primary Responsibilities:
• Assigning faculty to courses and vice-versa (negotiation process)
• Select and assign TAs, manage grader resources (TA used to help with
Graduate enrollment)
• Assigning of advisors

Secondary Responsibilities:
• Work with the college through the undergraduate coordinator
• Work with DOGS to balance needs
• Teaching evaluation CZAR (student & peer)
• Work with faculty to coordinate curriculum
• Oversee laboratory resources, spending, etc.
• Laboratory upgrade proposals
• Schedule scarce laboratory resources (space, UNIX)
• Chair Academic Actions Committee
• Sign academic action letters
• Make Engr. 150 presentations

Unofficial Responsibilities:
• Mentoring young faculty in teaching
• Lightening rod for undergraduate problems
• Balance/negotiate conflicts
• Optimizing faculty talents/resources

Unwanted Responsibilities:
• Policing ITA and TA training

Organization:
• Report to Director
• Supervise undergraduate coordinator
• Work with Asst. Director
  (Meng, awards, fellowships, institutional memory, petitions)
• Weekly staff meetings with Director, Assistant Director, DOGS, Administrative Manager

Work Policy through Curriculum and Standards Committee:
• Weekly meeting with 5-6 members
• Discuss and frame issues
• Report to faculty a few times per semester for advice/feedback and for ultimate approval

How are other units organized?
  R. Kay; in Geology the chairman does ¾ of what was mentioned, especially assigning courses to faculty. There is informal contact with the faculty, mostly by e-mail. Regular faculty meeting are held bi-monthly.

  F. Wise, A&EP, very different from Geology and Electrical Engr. The chairman assigns faculty to courses, but due to a small faculty not much moving around in courses occurs. One of the biggest problems for the Assoc. Director in A&EP is trying to manage the constant interruptions. Bi-weekly meetings occur with the faculty. The Assoc. Director, in addition to Engr. 150, presents at freshman orientation and field information session.
J. Jenkins is the chair of T&AM, which runs its department very differently as they do not have undergraduate students of their own. There is no Assoc. Director rather the Administrative Manager assists the director with a variety of projects such as course evaluations. In addition to the weekly faculty luncheons faculty meetings occur when necessary.

F. Gouldin, who is new to the Assoc. Director position in Mechanical Engineering, indicates that his duties are very similar to Electrical Engineering with the exception of an Asst. Director. Mechanical Engineering has an undergraduate coordinator who assists with the students. Faculty meetings occur monthly with necessary reporting/consulting of CCGB issues on an informal basis.

M. Duncan in Chemical Engineering indicated that his duties as Assoc. Director are similar to Electrical Engineering. Faculty meetings occur on a monthly basis.

M. Walter noted ABEN’s de-centralized department compared to others. The chair of the department does many of the duties that the Assoc. Director in Electrical Engineering performs. ABEN has a Student Services Center, along with Directors of both Undergraduate Studies and Graduate Studies.

Prioritization of CCGB Agenda

J. Hopcroft would like to charge the CCGB to look at course evaluations, both the form and the procedures. Should this be done with an ad-hoc committee or with the CCGB as a whole? Are their suggestions of what we think needs to be done? The driver in the course evaluations is the growing importance campus wide with course evaluations. In addition, the Dean is concerned with course evaluations and the evaluation results figure into raises, tenure, and promotion. The course evaluation system is in place but has not been evaluated in some time.

Comments: In some departments course evaluations come into the office and are placed under lock and key. Faculty may not have an opportunity to review them. The policy varies tremendously from department to department. Are the course evaluations actually under the jurisdiction of the CCGB?

D. Cox, Asst. Dean discussed the process in which evaluations are distributed. First they come to the Dean’s office then distributed to the departments. The evaluations are used by the Dean to review teaching on a departmental and individual level.

Many of the new faculty fear the evaluation process. It has been rumored that faculty take evaluations to their offices to read prior to handing them in. There may be some justification in faculty reading the forms if they are not allowed to obtain any sort of feedback regarding their own teaching evaluations.

In the process, as it is now, the feedback is too far removed for it to do any good. In the future, with the purchase of a scanner, the feedback can be disseminated much more rapidly.

With ABET 2000 as our next accreditation review process, evaluations (and with it a 360 degree review) will be important for students near graduation and those just graduating to be surveyed.

Action: Think about whether you think a separate sub-committee or the CCGB, as a whole is the right avenue to take on the evaluation review.

Meeting adjourned at 9:00 am.
CCGB Agenda - DRAFT
Friday, September 25, 1998
1. Approval of September 18, 1998 minutes
2. Undergraduate Programs Announcements
3. ABET Update
4. Continued discussion of course evaluations and consideration of charge from the Dean.
6. TBA