

Academic Committee Meeting 8/21/03

Attendance: Jeff Berghorson, Amir Sadjapour, Ted Harder, Julie Fry, Julie Liu

Lab Reviews

A first draft of the Lab Reviews results website to be published is done! Data from approx. 25 PI's, for whom at least 3 survey results exist, will be published.

Suggestions to be followed up on are:

- 1) Publish in pdf format to prevent inappropriate use of the excel file
- 2) Add a link for comments to go to the entire academics committee
- 3) Create a separate pdf file for each option
- 4) Talk to Steve Pracko / Mike Johnson about location for publication.

J. Fry will get this up on the gsc website before new students arrive, and will maintain page updates.

Course Reviews : new position for Course Reviews Editor?

Email from a student wondering how course evaluation info is published.

Seems it's not.

We have permission to publish, but it would be a lot of work, lots of data entry and web design to get into a useful format. We'd like to lobby to have a paid Caltech employee do this.

Suggestion (T. Harder): make website as a blog, with most recent updates at the top, header with most important links. Invite online comments on courses.

Should be paid well, since involves lots o data entry initially.

A. Sadjapour has a contact at USC he will ask about the project.

T. Harder will also talk to CPET (Caltech Project for Effective Teaching) about splitting funding. Also find out who funds CPET.

Another idea: do something like "CLUE", the undergrad equivalent. Make a searchable website!

Should pay ~\$5000 the first year, since lots of work.

Course descriptions in Caltech catalog

Should we lobby to have course descriptions updated in catalog? Often extremely out-of-date, and with many courses included that are offered infrequently.

Dean's office should be pushing faculty to update.

Problem: all changes in catalog must be OKed by faculty board – tedious process.

Will try to write this into job description of Dean of Graduate Studies.

Registrar's office and search for new registrar

Registrar has stepped down. There was much pressure to go to online registration, and resistance from the old registrar.

Still some concern among students about the transition to online registration.

Specifically, international students can have serious visa problems if their registration doesn't go through and they aren't full-time students. New system would require advisor

to go online and “sign off” on course choices. Student doesn’t have any control over whether or not this happens.

Acad. Committee should be involved.

Suggestion: could it be changed so we only need PI signature once a year, instead of 4 times?

Suggestion: signature no longer needed to drop classes.

J. Bergthorson and J. Liu will attend meeting with new registrar next month.

Everhardt Lecture Series

Dates set! Weds 1/28/04, Thurs 4/8/04, and Thurs 5/13/04, all in Ramo Auditorium. Seats 371.

Debbie White in Public Events office could help with getting advertising in Watson Lecture leaflets.

Might try to find a smaller intermediate sized room – discussed possibilities on campus.

Need to rent A/V equipment. Can train a student on A/V equip to avoid having to hire someone from the office for talks.

Suggestion: apply to Moore Hofstedter fund for money for the A/V equipment? Deadline is September.

J. Liu will talk to GSC about Moore fund application, adding our request to it.

Other ways to advertise: Alumni office, Von Karman lecture series at JPL.

J. Bergthorson will talk to Karen @ Alumni office, T. Harder will find out who to contact at JPL.

Website

J. Fry will maintain acad. Committee website.