

## Academics Committee Meeting 9/18/03

### Attendance:

Jeff Berghorson  
Julie Fry  
Stephanie Chow  
Allen Drummond  
Amir Sadjapour

### Lab Reviews

Julie: Version proposed for publications, will make a few more adjustments.  
Make it clear on survey website how future results will be published, and that people don't have to answer every question  
Leaving numbers coordinated with one respondent – so people can compare answers to various questions.  
Add vertical lines separating columns  
Allan – have a few “teaser” results of general interest on front page  
List of PIs included on front page  
Email [gscbod@caltech.edu](mailto:gscbod@caltech.edu) before final version published  
Increase the transparency of survey  
Publish! Publications committee: [gscpubs@caltech.edu](mailto:gscpubs@caltech.edu)

### Course Evaluations

Amir:  
Talked with about doing course evaluation data consolidation  
See if someone is already collecting and filing data, see if they want to collaborate  
Should we buy SCANTRON machine?  
Probably costs \$400-\$500 (Amir)  
Writing proposal to apply for Moore – Hofstetter Funding  
Jeff:  
In some options, might not be as relevant as others  
When a student is looking for a minor, doesn't know the department – this would be most helpful  
Amir:  
Looked at undergrad version of this ([donut.caltech.edu/clue](http://donut.caltech.edu/clue)), doesn't look particularly useful, not a lot of comments submitted on various  
Will grad students take the time to go submit reviews?  
Jeff: We should talk to Student Affairs and see if Caltech is willing to just do this for us.  
Will meet with Margot Marshak on Sept 29 about this  
Amir will talk to whoever is in charge in ASCIT (undergrads) to get them on board

### Registrar Search

Would like someone with a strong opinion to be on search committee – non of us have strong opinions!

### Future Plans

Mid to late October, meet with Dean's office to talk about course reviews & new faculty orientation (they are busy now)

Both issues will be brought up with Margot at Sept. meeting

### **Everhard Lecture Series**

We should start advertising for ELS now

Julie Liu had volunteered to be in charge

Should put up some posters around campus and send out an email inviting nominations

(ask Ramesh about nomination form, etc.)

Looking for another room – Ramo too big

Broad would be nice, visible, easy for people from off-campus to find

Get advertising done by early October, due Oct. 31, with reminder email halfway through

Interviews in November, decision by end of November

Allen will make up poster, after seeing what Ramesh has done

### **ITS Security**

Marissa heard of someone whose ITS account was shut down because his computer was being used to buy music online. They didn't notify him. Is this symptomatic?

We should find out what the official policy is. Make an appointment with someone at ITS? Allen will take a look at this.

### **Workshops on Academics issues**

See last meeting's minutes – Allen & Stephanie will set up a lunch meeting to talk, with Jerry Hauser (Career Development Center) Victoria Leeding (Career Counselor)

Helen Hasenfeld (Ombuds office) to discuss setting these up.