

Monday, May 1, 2006

To: The Engineering Faculty Council

From: The College Teaching Committee 2005-2006
(H. S. Udaykumar (Chair), John D. Lee, Allan Guymon)

Subject: Report of Teaching Committee for 2005-2006

The teaching committee deliberated and reached decisions on the following charges during this past academic year.

1. Review Nominations and recommend a faculty member for the College teaching Award.

Decision: The teaching committee nominated Prof. Er Wei Bai of ECE department for this award.

2. Review Nominations and recommend nominees from the College of Engineering for the President and Provost Award for teaching excellence.

Decision: Based on the nominations received the committee nominated Prof. Er-Wei Bai of ECE department for this award.

3. Develop a policy on guidelines for initiating grade dispute proceedings for consideration by the faculty.

Decision: The committee found that the template offered by Dean Scranton, based on the policy adopted by the College of Business was a suitable policy on grade changes. The policy states as follows:

Policy on grade disputes:

Any student wishing to appeal a grade from a class must do so before the close of the session (last day of classes) for the next full semester (i.e. excluding summer and winter sessions). However, students should be encouraged through syllabi notice and communication from the Undergraduate Program Office, to appeal within a month of the end of the semester in which they were enrolled in the class.

In addition, a related matter of maintenance of student records was also considered with the following policy statement (again adapted from the one adopted by the College of Business):

Records Policy:

A file of course grades should be kept in the respective department offices for a period of five years. Term papers, assignments and projects are the property of the student who prepared them. Students should be told in advance if the instructor plans to keep copies of student work. Examinations (questions and answers) are the property of the instructor.

The committee recommends that the above policy statements be publicized via handbooks at the college and department levels and on appropriate websites. The above policy should also be conveyed to students and instructors via email.

4. Recommend charges for the next academic year.
None.