Teaching Committee  
Academic Senate, Los Angeles Division  

Minutes of Meeting  
December 3, 2002  

Present: S. McClary, Chair; J. Garnett; C. Lewis; R. Liggett; A. Hutter  
Absence: P. Narins; E. Rodriguez-Cepeda; A. Subrahmanyan; J. Weinreb  
Staff: M. Avila; D. Dang  
Guests: S. Gilman  

Meeting: The meeting was called to order at 9:15 am  

1. WELCOME  

Chair welcomed new and returning members to the 2002-03 academic year of the Teaching Committee. She provided an overview of the committee’s structure and function.  

2. TEACHING EVALUATION GUIDE & FORM  

In 2001-02, the Committee was asked to take the lead role in examining and completing the revision of two documents—the form used in student evaluation of teaching (Evaluation of Instruction Program, Course and Instructor Form) and the draft (Teaching Evaluation Guide). These materials were prepared with consultation from a number of persons and committees and reviewed by both the 2000-01 and 2001-02 Teaching Committee members.  

This year’s Committee reviewed comments made by past groups and questioned whether it should amend the current form being used or the short form used by the Department of Mathematics. The following comments were made:  

Discussion  
♦ There should be a question on instructor’s preparedness and organization.  
♦ Refine the questions on the current form being used (old form) and shorten the form.  
♦ Chair raised the concern that students do not know the impact that teaching evaluation form has on faculty members’ career in the university. Proposed the idea of adding a phrase on the evaluation to inform students on the purpose of the evaluation and that their opinions are important. Also make it known that the evaluation results go into the instructor’s file.  
❖ Chair will draft a statement for the evaluation form to inform students on the importance of their opinions. The draft will be circulated to the committee for comment.  

Action  
The Committee will submit its completed work to Senate Chair Duncan Lindsey. The report will then be commented by several Senate Committees. Their comments will then be reviewed by the Teaching Committee and any final adjustments made.  

3. MEETING WITH KEITH BRANDT
Alumni Association wants to include professors that were selected for the Teaching Award in their spring ceremony. They suggested that the teaching committee should review latter faculty members first in the evaluation process.

- Committee agreed to switch the deadlines for TA’s and latter faculty members.

4. ADJOURNMENT

The meeting was adjourned at 10:35am