Present:  S. McClary, Chair; J. Garnett; A. Hutter; C. Lewis; R. Liggett; P. Narins; A. Subrahmanyan; J. Weinreb

Absence:  E. Rodriguez-Cepeda

Staff:  M. Avila; D. Dang

Guests:  S. Kass

Meeting:  The meeting was called to order at 12:35 p.m.

1. MINUTES

The Minutes of the 12-3-02 meeting were approved with minor corrections.

2. DISTINGUISHED TEACHING ASSISTANT AWARD WINNERS

Statistical analyses of preliminary ballot ratings were used as a basis for discussion of eleven excellent candidates and selection of five recipients that will be presented the Distinguished Teaching Assistant Award. The five recipients chosen for this award were:

Louis deRosset, Philosophy
Ramela Grigorian, Art History
Gordon Haramaki, Musicology
Bryan Lockett, Classics
Theresa Romens-Woerpel, Geography

There was a brief discussion on whether unsolicited letters written by students, faculty and other associates in support of a candidate should be included in the nomination packet. The feeling was that unsolicited letters should not be accepted because they are not representative of the range of courses taught by the nominee, do not discuss the instructor’s success in and dedication to teaching or give specific examples of how the instructor fulfills the program’s criteria. For the 2003-04 academic year of the Distinguished Teaching Award Program, the entry instructions (letter section) will be revised to reflect this opinion.

3. TEACHING EVALUATION GUIDE & FORM

At the February 11th Legislative Assembly meeting the question of whether Teaching Evaluations should be posted on Bruinwalk.com was raised. Chair McClary noted that she was invited to meet with the Executive Board following the meeting to present the Committee’s position on this matter. After a brief discussion, Committee members agreed that numerical scores should be made public, while the evaluative comments should be retained by the department. The committee suggested that students be made aware of the weight that their comments have in formal evaluations and merit considerations for faculty advancement.

3. ADJOURNMENT

The meeting was adjourned at 2:00 p.m.