EFC Meeting Minutes  
(Sept 13, 2012)

Present: Professors J. Jessop, J. Kuhl, J. Lu, Thanos Papanicolaou, Associate Dean K. Hornbuckle

1. The meeting was called to order by Prof. Jessop at 1:00 PM.

2. Minutes of Sept 6th meeting were reviewed, amended and approved.

3. Prof. Jessop noted that elections for the next year’s EFC members need to be held as three current EFC members (Jessop, Kuhl and Udaykumar) will be rotating out. Prof. Kuhl raised the question whether it is a good idea to lose a majority of EFC members in one rotation; EFC agreed that it would be good to engineer the future EFC incoming and outgoing members so that better contiguity can be maintained.

4. Teaching committee charges were discussed and finalized. Framing the charge to address issues concerning the increasing number of foreign students was discussed. Prof. Jessop recommended that the Universal Design requirements mandated by the US Department of Education to the University be addressed by the committee in particular by considering how the college would satisfy the requirements stipulated by the University. Could lecture capture be a possible way to do this? ITS does offer ways to do lecture capture. There is also a University website for Universal design that could be consulted. In the college Prof. Tonya Peeples may be tuned in to the issue and could be consulted. There were several issues brought up by EFC members during the discussion, including: What are the expectations of the Dept of Education? What are the resources to learn about how to do about designing course materials/delivery to satisfy Universal Design requirements? How are faculty going to cope with implementing the requirements in light of the severely limited TA allocations etc.?

5. The charges for the P&T committee were discussed and amended. Professor Jessop inquired if the new electronic dossier submission process could aid in making the process of submitting information for P&T review more efficient? At present the preparation of dossiers can be a very onerous task for faculty applying for review. This issue was suggested as one that the P&T committee should consider.

6. The meeting adjourned at 2:00 PM.

Prepared by: H. S. Udaykumar