In Attendance
Soura Dasgupta, Ed Dove, Jia Lu (chair), and David Rethwisch

Action items

1. Minutes of the 5Sept2013 EFC meeting were unanimously approved.
2. Lu reviewed the status of the special election to the EFC, and reported that there are two candidates.
3. Dove reported on the status of the on-line evaluation of teaching initiative. The University has entered the bid stage for software that will be used by all colleges. The status of the bid process is unknown. The plan is to have a pilot run at the end of the Spring semester for one college. The Faculty Senate is forming a committee to propose policy concerning the use and distribution of the results of the evaluation survey.
4. It was noted that the standing committee membership and chairs have been filled with the exception of 2 members of the Curriculum Committee. The student member of the Curriculum Committee also needs to be identified; Rethwisch will solicit names from his chair for this position.
5. The proposed changes to the Faculty Perception of Administration (FPOA) made by last year’s EFC were discussed. The motion implementing the proposed changes was tabled at the final CoE faculty meeting the last academic year. The EFC will propose only the following change in language to the existing FPOA policy: change the existing text “… the DEO of each of the six College of Engineering Departments …” to the new text “… the DEO of each College of Engineering department ….”
6. Dove will investigate the need to include a charge related to (1) universal design, and (2) making learning materials more accessible, such as using assistive technology with classroom materials.
7. The charges to the Teaching Committee were discussed.
   a. The General Charge is, “The Teaching Committee shall be responsible for all matters relating to evaluation and improvement of the quality of instruction in the college, and for making appropriate recommendations to the dean and the faculty.”
   b. The Specific Charges are:
      i. “Consider means to assess adequacy of TA support for all College of Engineering courses, especially 59-labeled courses, and propose means to meet the College’s requirements.”
      ii. “Consider possibility of spill-over classrooms to handle large class sizes. Work with the ITC to study the feasibility of such classroom use, and the possibility of implementing such use.”
      iii. “Follow-up the progress on developing an automated system to check for satisfactory completion of pre-requisites for each course at the time of registration.”
      iv. “Review nominations from the College of Engineering faculty, and make recommendations to the administrations for both College and Provost teaching awards.”
      v. “Recommend specific charges for the 2014-2015 College of Engineering Teaching Committee.”
      vi. “Submit an interim report to the EFC by January 31, 2014, and a final report to the EFC by April 1, 2014.”

The meeting was adjourned at 2:00, and no one objected.

Submitted by Ed Dove