MINUTES: COE EFC MEETING; 11/14/2013 1:00 PM

In Attendance: Jasbir Arora, Ed Dove, Jia Lu (Chair), and David Rethwisch, Keri Hornbuckle (non-voting ex-officio)

Action items

1. The meeting was called to order at 1:00 PM. Minutes of the 7 November 2013 EFC meeting as distributed were approved by unanimous vote.
2. Announcements. Dianne Finnerty from Associate Provost Tom Rice’s office will be coming to the EFC meeting on 21 November 2013 to discuss issues related to policies for Fixed-Term Faculty.
3. Old Business
   a. Follow-up on Faculty Discussion of Standing Committees’ Charges
      Revisions of charges for the Teaching Committee and Curriculum Committee made during the College Faculty meeting of 29 October 2013 will be transmitted to the committees by the corresponding EFC contacts.
   b. Update: College Normative ACE Scores
      Professor Lu reported that inclusion of historical data with each course report may require changes to the software currently being used to produce the reports. These changes will be difficult because of the older nature of this software. One suggestion (Carrie Hogarty) was to generate the historical data charts and place them on a server for faculty access. EFC noted that this may be tedious for the faculty. It was suggested that Carrie should send these charts to all faculty as an email attachment. Professor Lu will discuss this with Carrie.
4. New Business
   a. End-of-Semester Faculty Meeting: Tuesday 17 December 2013 was selected as the day for the faculty meeting (time and place to be selected later).
   b. Faculty Perception of Administrators (FPOA): FPOA is conducted by the EFC. The report goes to the faculty of the concerned department and the administrator. The discussion focused on whether this distribution should be changed. It was decided to keep the current procedure in place until it is changed at the University level.
   c. Dean Hornbuckle distributed copy of an email from Professor Nixon regarding co-requisites for the statics course. At the present two co-requisites are: 22M:32 (MATH:1560) and 029:081 (PHYS:1611). The MATH co-requisite may not be necessary for the course. Professor Nixon suggested changes to the co-requisites for the course. The suggested changes were discussed at some length. However, Dean Hornbuckle noted that she has requested Professor Nixon to consult with all the Statics course instructors and submit a formal proposal. EFC will consider the proposal at alter time. It was noted, however, that any changes to the pre-requisites or co-requisites for the College core courses will need to be approved by the College faculty.
5. The meeting was adjourned at 2:00 PM.

Submitted by Jasbir Arora