

Minutes of the Curriculum Committee  
Subcommittee on Course Evaluation

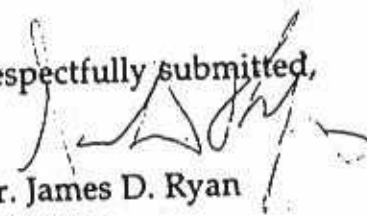
The committee convened in Colston Hall Room 347 on Tuesday, March 9, 1999, at 2:10 p.m.

Members Present: Professors D. Gonsler, M. Kanuck, J. Ryan, M. Wenzel (chair) and Mr. A. Glasser

Guest: Professor Witlieb, English Department

1. Professor Witlieb distributed written answers to questions posed by the committee (copy attached). The committee asked for further clarification of certain questions. The department was asked to reconsider whether a fixed syllabus and text books should be used particularly in courses taught by adjuncts.
2. The problem of interface between ESL and English remedial classes was discussed and the apparent difficulty of communication between the two departments was noted with regret.
3. Recommendations for enhancing passage through English remedial instruction include improving the freshman experience, block programming, smaller class size, and the experimental programs to be conducted under Title III.
4. After Professor Witlieb left, the Chair indicated that he would invite the Departments of Communication, Chemistry, and Physics to the next meeting to address CMS 01, CHM 02, and PHY 01. The Chair would prepare a series of questions for the three departments including: the number of sections offered and run in the past three semesters, the enrollment in each section, the spread of grades in each section, the ratio of adjunct faculty to full-time in remedial instruction, whether there is a syllabus and required text for each course, and whether the department feels the course is doing its job.
5. The next meeting is scheduled for March 23, 1999. The meeting adjourned at 3:45 p.m.

Respectfully submitted,

  
Dr. James D. Ryan  
Secretary