

UNIVERSITY OF HAWAII AT MANOA

Department of Oceanography

May 1984

MEMO TO: Departmental and Graduate Faculty, and Department Policy Files
FROM: Joint Faculty/Student Curriculum Committee
SUBJECT: Adopted Changes

For your individual files here are the recommendations in the final form in which they were adopted by the faculty in the meeting of April 11, 1984.

Recommendation 1

Concerning the preparation we require of new applicants, the department will change its brochures, announcements, and University Catalog listings to read:

An applicant must have an intensive, rigorous undergraduate training in one of the basic sciences or engineering. Regardless of major, such an applicant must have a year each of calculus, physics and chemistry. The well prepared will also have covered classical thermodynamics and applied differential equations, and will have had a semester each of biology and geology.

Recommendations 2

The faculty will elect three members of a Teaching Evaluation Committee, who collectively must represent expertise in the areas of biological, physical, and geological/chemical oceanography. Terms will be for three years and will be staggered, with one member replaced at the beginning of each academic year. In addition, a student member of the committee will be elected by the Oceanography Graduate Student Organization, Na Kamakai, at the beginning of each academic year.

At the end of each semester, this committee:

- 1) Will insure that existing departmental course evaluation procedures are carried out in all courses, will discuss the results with the individual instructors, and will circulate evaluation summaries to the faculty and to Na Kamakai. Instructors will have the option of appending their own comments to the summaries being circulated.

- 2) Will review the content of required courses which were taught in the semester just ended, and will make any necessary recommendations for improvement. The committee may gather materials and solicit advice as required to evaluate a course's breadth of coverage, level of treatment, currency of material, and integration with other courses.
- 3) Will maintain a current course-content notebook in the department office, available to students and faculty; will insure that instructors of required courses know the current recommendations on course content; and will keep the whole faculty apprised of its work.
- 4) Will take special note of any course in which a problem with teaching effectiveness and/or content is identified, and will work with the department chair and the instructor to try to bring about the desired improvements. Failing such improvement, the committee may bring the case to the faculty as a whole, with recommendations for changes in teaching assignments.

Note: Initially, terms will be for 1, 2, and 3 years, based on vote count. Service should be independent of any other committee assignments.

Recommendation 3

That the department abolish introductory lab courses intended for students from all subdisciplines. If it is desired to give all students practice problems, calculations, exercises, lab demonstrations, field trips, etc., these shall be assigned in connection with the basic courses (620-623). If laboratory courses are desired they shall consist of rigorous, in-depth training designed to impart a professionally useful level of expertise to students in a subdiscipline.

Recommendation 4

That the department adopt the policy that all MS and PhD committees have a majority of members who are oceanography graduate faculty, exclusive of affiliate and cooperating faculty.

Recommendation 5

That each subfield develop and publish some structured curriculum guidelines for its students. These need not be hard-and-fast requirements, but they should be definite enough to give faculty and students some common understanding about the type, level, and amount of coursework generally considered good/necessary/sufficient for MS and PhD students in each subdiscipline.

Recommendation 6

The department assigns the associate chairman to be a graduate program supervisor. In this capacity he will be responsible for keeping an overview of the graduate degree program and the way it serves the students. He will:

- Assist the chairman by maintaining an awareness of the overall graduate program -- its quality, general health, technical operation, and effective delivery to the students.
- Annually review the progress of each student to see that each is moving forward with coursework, research work, and degree requirements at a reasonable rate, and keep the department chairman apprised of his findings. If necessary the student and his advisors will be pressured in this connection.
- See that students are receiving reasonably consistent treatment from all advisors and across all subdisciplines.
- Be the officially designated person to whom graduate students can bring problems they may be having with any aspects of the program or their studies. In this connection, we note that the program supervisor is not expected to take over the duties of the students' faculty advisors, and further, that as always we encourage students to discuss problems with any faculty member they wish. The purpose here for designating the program supervisor is merely to further encourage communication from those students who might feel more comfortable with a formal arrangement.