

Teaching Evaluation and Curriculum Committee

The faculty will elect four members of a Teaching Evaluation and Curriculum Committee (TECC), who collectively must represent expertise in the areas of biological, chemical, geological and physical oceanography. *Terms will be for three years and will be staggered, so that at least one member is 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.

The functions and responsibilities of the TECC are defined as follows:

1. **Course Evaluations-** At the end of each semester, the TECC will insure that existing departmental procedures for course evaluations have been followed for all courses. The committee will review the results and discuss them with individual instructors as needed, and will circulate evaluation summaries to the course instructors, the Department Chair and Na Kamakai. Instructors will have the option of appending their own comments to the summaries being circulated. As part of this review process, the TECC will take special note of courses with problems in teaching effectiveness and/or content 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.
2. **Course Content-** The TECC 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. As part of this charge, the TECC will also maintain a current course-content notebook in the department office, available to students and faculty, and will insure that instructors of required courses know the current recommendations on course content.
3. **New Course Petitions-** The TECC will review new course petitions and advise applicants on procedures for adding courses to the University course catalog.
4. **Distribution Requirements-** The TECC will review and advise the faculty on proposed changes to the Department's list of approved courses in Groups I-VII.

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

Amended 5/15/96