TO: Academic Committee

FROM: Associate Dean (Academic) Hendren
Faculty of Science

DATE: September 20, 2006

SUBJECT: Mini-Theme:
The Delivery and Evaluation Mechanisms of Undergraduate Science Courses

Points for Discussion:

1). Lecture/lab size
   - smaller sections?
   - labs done in groups?
   - maximum effective lab size?

2). Evaluation throughout the term versus evaluation via a 100% final exam
   - this evaluation may be through one or more midterms and/or through graded assignments/projects
   - students should have a clear idea of how they are doing before the W deadline

3). Guidelines for designing and giving midterms and exams
   - how to give fair midterm exams without all the infrastructure available for final exams
   - support needed?

4). Clear statements of how students are evaluated
   - clear explanation of midterm and exam contents

5). Positive use of course evaluations to guide improvements
   - professors and chairs make use of evaluations - both good and bad

6). Instructors who are difficult to understand due to poor English communication skills.

7). Reasonable TA support. Does a course have enough TAs for the size of the class?

8). Students coming into U1 without basic science/math. Should some courses be offered both in the fall and winter terms?

9). Appropriate use of technology in the classroom, including audio, visual and web-based materials.