



Attending: Joy, Wesley, Kurt, Brian, Margaret, Andrey, Karthik, Riley, Swati, Keshav, Jordan, Vivek

1. ARC Meetings

- The ARC weekly meeting will be Mondays at 10 PM in the SFC MCR.

2. ASCIT Teaching Awards

- We will first request nominations from the student body
- We will then meet to decide the winners
- Nominations up: April 13, 2009
- Nominations reminder email: April 20, 2009
- Nominations close: April 27, 2009
- ARC meets to decide awards: May 9th, 2009
- Remember to ask for reasoning behind nominations
- We will try to improve on the award dinner from last year

3. Dean's meeting

- The meeting with the Deans will be during lunch on May 11, 2009
- We will send out surveys on all core classes
- ARC reps will actively solicit comments for the meeting

4. TQFR

- The TQFR does not currently release comments to students
- We will suggest that TQFR comments get forwarded to the CLUE for viewing by students
- [Andrey](#) and [Karthik](#) will schedule a meeting with Prof. Hunt to discuss this
- We should also discuss the length of the new TQFR

5. Feedback mechanisms

- There need to be more mechanisms to improve courses during a term, rather than just for the next year
- The ARC should encourage professors to use some simple mechanisms
 - After-lecture comment cards
 - Attach a course survey to the end of a midterm
 - Encourage student-professor interaction through activities
- [Everyone](#) will talk to 3-5 professors about this
- [Karthik](#) will keep a list of professors who have been talked to

6. Long-term plans

(a) House Rep activity

- The role of ARC is not well-known on campus
- ARC house reps should inform students on what the ARC does and how they can use ARC
- ARC reps should occasionally hold house meetings to discuss academic issues
- We will revise the ARC rep guide and post it on the website
- We will consider asking the Tech to publish ARC minutes
- Encourage people to use the online anonymous comment box

(b) Educational outreach

- We should pass on both good comments and bad comments
- Recognize professors who teach well consistently (TQFR results)
- Collect good techniques and pass them on to faculty

(c) Other

- [Vivek](#) and [Jordan](#) will start organize professor teas in a style similar to Chem 1a lunches.
- [Kurt](#) will look into moving student-faculty lunches to the Ath
- We will look into setting up option clubs, such as BUSAC and the Chem Club to help collect student opinion
- [Riley](#) will look into the option mentor program
- We will look into getting access to the REGIS class-list mailing system
- [Keshav](#) and [Margaret](#) will look over ARC minutes to find problem classes
- [Joy](#) will work on the ARC guide to freshman labs
- [Kurt](#) will work on the ARC guide to seminar courses
- The ARC will be writing a guide for prefrosh and frosh on academics
 - [Karthik](#) will organize a sub-committee
 - This will probably be a summer project
- ARC reps will be active online (such as on Facebook) to help address academic concerns from prefrosh
- [Vivek](#) will work on Alumni relations
- [Andrey](#) will work on getting an ARC talk at frosh camp
- Freshman Advising
 - Next year there will be a dedicated group of frosh advisers
 - Advisers might be out of major (this will allow GPS and Hum professors to participate)
 - The new program will hopefully improve the quality of freshman advising
- Handbooks
 - Advising and TA handbooks exist
 - Nobody seems to use them
 - We should publicize or rewrite them
 - We should create a short booklet on some basic effective teaching practices
- UROH
 - ARC is in charge of the program with SFP
 - [Vivek](#) and [Riley](#) will work on publicizing the program
- Course capturing
 - This is happening
 - Website at <http://classes.caltech.edu>
 - [Vivek](#) will email MIT professors for their input on how OCW has affected MIT classes
- Committee appointments
 - We will organize this at the next meeting