

ARC Meeting Minutes

Location	SFL MCR	Date	5/15/2011
Attendees	Margaret, Catherine, Mahati, Melody, Jeff, Pushpa, Bryan	Time	4:00-5:00pm

Action Items

No.	Topic	Action Item(s)	Owner	Target Date
1	ASCIT Teaching Awards	Work on details of the awards and event location at Ath	Lucas	5/15
2	Ascit Teaching Awards	Send email invites to profs with googledoc; RSVP my Friday	Catherine	5/16
3	Ascit Teaching Awards	Send invites to students who nominated them	Lucas	5/16
4	Ascit Teaching Awards	Pick up hardcopy invites and give them to profs in person; check below to see who you are assigned to	ALL	5/15
5	Midterm Survey and Deans meeting followup	Send prof email of how the midterms survey and meeting went	ALL	5/20
6	Student Faculty lunches	Sending out emails for signups with week	SFL committee	5/20
7	Ma1A Prereq course	Email Margaret if want to be on committee		
8	Teaching quality	Work on action items from last meeting	Teaching Quality Committee	
9	Year round research	Follow up with Candace on getting website up and running	Melody	

- 1) Action Item Follow Up [quick rundown of completed tasks]
 - a) Deans Meeting follow up
 - i) Format?
 - (1) Discuss and present solutions to the problems beforehand. Talk small issues within ourselves—bring big issues to the deans
 - ii) Did you send feedback to your prof?
 - b) Ascit Teaching Awards-lucas
 - i) Invites (Profs/Students), is someone tracking RSVPs?
 - (1) TAs
 - Alden Walker (Lucas-coming)
 - Jonathan Arnold (Mahati)

Elliot Schneider (Catherine)
Gemma Mason (Shruti)

Profs

Donni Pinkston (Bryan)
Rob Phillips (Ishan)
Gil Rafael (Race)
Woody Fischer (Margaret)
Chris Umans (Bryan)

- ii) Awards
 - (1) Send email invites by beginning of this week with googledoc form
 - (2) in person invite this week. Come to Catherine's room tonight to pick up hard copies and give to prof or TA
 - (3) invite students who nominated them as well (3-4 students per prof-Sandhya and Shruti). Have them RSVP by Friday May 20th.
- iii) Race will tape the dinner
- c) Frosh Guide-Shruti
- d) Undergraduate Seminar Series
 - i) Margaret still working with Chris White
- 2) New Items
 - a) Online Ma1a prereq course (Kiewiet)
 - i) Committee (Margaret, Sam Elder, Jeff, Lucas)
 - ii) Let committee know what should be included on the survey?
 - (1) Content
 - (a) Panel of good TAs
 - (b) Manageable content
 - (2) Format?
 - iii) What topics should we try to cover
 - (1) Struggling w/ induction [step by step guide]
 - b) Committee Appointments
 - i) CEPSA-Larissa, Sam, Thimal
- 3) Committee Reports [more detailed report on status of projects. Feel free to get feedback from the ARC during this period]
 - a) Course Concerns
 - (1) ME96- Margaret- got a phone call from prof and will deal with the concern with the TAs
 - (2) Bharghav- will be working on website for standardizing course concerns/ticketing system
 - b) Student Faculty Lunches
 - i) Last one on May 24th- will be sending emails out this week; still be Fleming
 - c) Undergraduate Seminar Series
 - i) Margaret working with Chris White
 - d) Teaching Quality
 - i) Meeting- will proceed with handbook
 - ii) Lucas will send list out doc
 - iii) Get ideas from profs by sending letter/survey
 - iv) Talk to profs at the SFLs
 - e) Year around Research
 - i) Melody- Haven't gotten response from Candace yet

- f) Prof of the Month
 - i) Pushpa emailed MOSH to get money for prof of month and Mosh Social
- g) Student Faculty Interaction
- h) Ascit Teaching Awards
 - i) Order Awards
 - ii) Invite Profs
 - iii) Invite students (who nominated)
- 4) Announcements/Reminders
 - a) Bi8 comments-send me any bi8 comments to present to ccsc
 - i) Margaret will be meeting with Rothenberg
 - b) Option Tea- Aph (5/17)
 - c) Undergraduate Seminar Series –June 2nd 5-6pm Avery Library
 - d) Huntington Picnic (shameless Y plug—meet profs!)
- 5) Option Mentors
 - a) Recruit students to participate and be option mentors
 - b) Have mentors work to organize option teas
 - c) Publicize (ie in Frosh guide, email, in the Tech)
- 6) Tabled/Things to not forget about [I can't remember everything.. so if you think of anything that should be on here remind me!]
 - a) Ombuds Training
 - b) Meet with Profs before they teach courses to discuss
 - i) Ombuds
 - ii) Course policy
 - c) Deans meeting
 - d) Frosh Camp
 - e) Take a Prof to Lunch
 - f) Option Survival Guide
- 7) Bi8
 - a) Over people's heads
 - b) Mega sets
 - c) Not taught how to read a paper
 - d) Scheduled recitation (boot camp hard to attend)
 - e) Come up with a small number of topics to cover in depth
 - f) Try not to teach too many courses at once