

Undergraduate Committee Meeting
Friday, September 4, 2015
11:00 AM - 1:00 PM
LeFrak 1124

Present: Tatiana Loboda (Chair), George Hurtt, Erik Kasischke, Keith Yearwood, Byron Marroquin, Kristen Bergery, Meredith Brown

The committee has not been charged with a particular task for the semester and will meet as needed to handle the issues as they arise throughout the year.

The Department has been informed by the Associate Dean for Undergraduate Studies that no additional growth in the number of majors is needed and we should maintain the present numbers of majors with our current capacity.

The committee discussed the issues noted below and made the following recommendations:

1. Make MATH220 or MATH140 a benchmark in addition to GEOG201/211 and GEOG202. Motion is forwarded to the departmental meeting for faculty approval.
2. By request from Keith Yearwood Kristen and Byron will check if a certain proportion of seats in 201/211 can be reserved for GEOG undergrads - report at the next meeting.
3. GEOG 211 is to be moved fully to online format - APPROVED:
 - a. Recommend that the TA has at least 1 hour office hours in a real physical space (same hour can be used for online office hours too)
 - b. Recommend that one full-time TA is available as the instructor of record and course manager.
 - c. Recommend that additional graders are available to support the full-time TA due to a high volume of grading load (240 labs per week).
4. Currently the program has 6-8 undergraduate TAs (within the expected range). Undergraduate Director will report with updates on the Undergraduate TA program, evaluations, training, and numbers at the next meeting.
5. Undergraduate Director and the Advising office are requested to prepare a short update on the progress of our students through individual "tracks" previously designed by the faculty:
 - a. Enrollment numbers and expressed interest in individual tracks
 - b. Identify tracks to be removed
 - c. Identify tracks new potential tracks.