The Committee met some eight times throughout the year and focused its principal
attention on the problem of course and faculty evaluation, a matter of principal
concern throughout the past several years.

The Committee noted that some major items of business from past years were acted
upon by the University Committee on recommendation by this Committee: The
delineation of functional relationships between the Academic Affairs, the
Academic Program and Curriculum, and the Admissions, Records and Student
Information Committee, the late-drop policy and academic calendar. The Committee
notes that an Ad Hoc Committee on late-drop policy was appointed to separately
consider continuation of that policy without consultation or reference to the
Academic Affairs Committee. The Committee was alerted to the possible necessity
of assisting in review of the academic calendar during summer, 1973, but no
participation was subsequently requested.

An ad hoc committee on faculty and course evaluation was appointed during the
year by the Vice Chancellor and informally consulted with Committee. The
Committee undertook to obtain a status report from several units of the implemen-
tation of Faculty Document 724 enacted by the UWM Faculty Senate on the recom-
mandation by the Committee on May 11, 1972 (which had urged the development and
administration of experimental evaluation instruments by departments and academic
units pending the development of a UWM-wide evaluation system). The response to
that survey was disappointing; with only the College of Letters and Science,
School of Education, School of Social Welfare, and School of Business Administra-
tion responding, and only the College of Letters and Science indicating depart-
mental action. Of the 30 responding departments, only 16 indicated a faculty
and course evaluation was completed in Sem. I, 1973-74, and only 11 indicated a
willingness to furnish a compilation of evaluations for publication and use by
other than faculty or administration. The Committee had considered requesting
publication of these results but the few courses evaluated made such action of
little worth. The Committee has been disappointed in the progress of the depart-
ments and units in developing special instruments for evaluation. Accordingly,
the Committee has urged the University Student Government to undertake a course
evaluation during Sem. II, 1973-74. Hopefully, the ad hoc committee will continue
its efforts to develop a university-wide instrument; however, the Committee is
not optimistic about when such instrument will likely be available inasmuch as
this undertaking already has proceeded for some two years. The Committee also
noted the instructions furnished by the Vice Chancellor on Feb. 21, 1974, to the
academic deans forwarding an instruction from Vice President Percy of Feb. 14
instructing course evaluations to be a formal part of merit consideration. Thus,
the 1974 merit recommendations presumably have been based upon evaluation policies
likely varying widely throughout the university. It is with this background of
consideration that the Committee therefore recommends to the Faculty Senate:

1. Course and Faculty Evaluation:

Regular course and faculty evaluation shall be designated as a mandatory require-
ment for all university courses taught by both full or part-time faculty members
including those taught by instructors or lecturers. This evaluation program
shall be developed in accordance with policies and guidelines furnished by the
Academic Affairs Committee and with such technical expertise in instrument design
and analysis #as may be provided through ad hoc faculty committees as may be
necessary and as may be provided by the administration,
The involvement of students as presently accomplished through membership in the Academic Affairs Committee shall continue. The administrative operational responsibility for implementation of the evaluation program shall be charged to the Office of Institutional Research. For initial implementation the instrument prepared by the University Student Government (attached) shall be used and adopted as necessary for specific use in courses varying from the instructional pattern of lecture/discussion. The University Student Government shall cooperate in this implementation as outlined in the proposal (attached). The University administration shall provide reproduction, distribution, and publication costs. The data shall be analysed in such manner to facilitate comparison between like courses within departments. The results of evaluation shall include notation of the number of times the course has been taught previously by the same instructor, the number of students enrolled, and the percentage of students responding to the questionnaire. No evaluation based upon a response of fewer than 50 percent of the student then enrolled shall be used as a basis for any administrative action. For any administrative use, each faculty member is encouraged and shall have the opportunity to append other evidence or comment considered relevant to such administrative review. The evaluation shall not be published for any first-time or experimental course offering although it shall be completed for all courses.

2. Committee Responsibilities:

The Codification Committee include consideration of the problem of committee agendas and jurisdiction as a responsibility for the new office of the Secretary of the University. The Secretary of the University shall be designated as the responsible party to route matters of academic faculty consideration to appropriate committees. It is specifically urged that once a matter has been referred to one committee for action that committee shall be designated as the principal responsible agent for completed action on the consideration. The concept and practice of faculty governance in the University of Wisconsin tradition is eroded by the establishment of ad hoc committee for matters under consideration by standing committees. Where reconsideration of a policy is desirable, such reconsideration shall be accomplished by the originally responsible committee with instructions to obtain additional relevant information for review of the policy.

Academic Affairs Committee

Thomas Burton, ex-officio
Bruce Fetter
Doris Hopkins
Leo Muskatevc
William R. Stroud, co-chairman
Jan Swatek, ex-officio
James VanVleet
Thomas Walton, Secretary
C. Edward Weber, ex-officio
James Cieslewicz, student
Gregory Daigneault, student
Donelaine Eddy, student
Gary Grueter, student
Todd Honeyager, student, co-chairman