MEETING MARCH 23rd, 2016


The meeting begins at 12h15 – Room ME.B1.10

1) Approbation of the agenda
   The agenda is approved by all.

2) Approbation of the minutes of the meeting of February 25th, 2016
   O. Lévêque asks that the following sentence be removed from the minutes of the meeting held on February 16th, 2016: «M. Lévêque estime que c’est aux commissions de faire une proposition de texte, et non pas à la Direction de l’école; ainsi le contenu du texte serait au gout des commissions ayant travaillé sur le sujet »

3) Suggestions for offering help to teaching
   A. Billard has prioritized and put forward the following issues which seem to be in accordance with the CCE members.

   Preamble: At this stage, each professor has to contact multiple people in order to obtain the necessary equipment to teach: SAC and/or the faculty for room computer rooms reservations, SAVE for audio visual equipment (microphones and speakers), the care-takers or an info desk for keys to enter class rooms and auditoriums, and also to open the audio visual boxes for projectors, and camipro accreditations for rights to enter class rooms.

   When a problem occurs with any equipment, it becomes complicated to find the right person/service to fix it. And it is even more complicated for new professor’s to find solutions and the right service/person to help them.

   Suggestion: In order to avoid these difficulties, the CCE suggest to set up a single point of contact to help professors. The person would make a note of any problems the professor encounters and then forward it to the different services. The same contact person would also record any non-functioning equipment so that it can be fixed rapidly. This person should be available from 8am to 7pm to cover teaching periods and reachable by phone or mail.
Preamble: The classrooms all have different furniture, audio visual means and settings. This information should be made available prior to teaching. The website http://plan.epfl.ch shows the setting of the classroom, but only information on the number of seats is available and not for all classrooms.

Recommendations: The CCE suggests that every classroom be added to this website as well as the following information:

- A list of available equipment in the classroom (amount of black boards, seats, tables, LCD projectors, microphones, and tie microphones, for computer rooms, the number of PC and their operating system)
- Camipro/key access to the classroom and its equipment (key to open the beamer box). SAC should give access on the professor’s Camipro card to the assigned classroom without having to ask for it.
- Some classrooms are now located in areas which have limited access at certain hours. For these classrooms, the opening hours should be known and access given during the rest of the time and on week-ends.
- A timetable per classroom with an updated input on who is occupying the classroom and at what time so that professors can coordinate each other if necessary.
- An emergency and unique contact for week-ends should be provided.
- The search engine of the website plan.epfl.ch should allow professors to find a classroom, and also using different search criteria such as audio visual, black boards, computer equipment, etc. to help the professor find a suitable classroom.

S. Deparis stats that he is a member of a working group on room equipment. He will keep the CCE informed with their progress. The group members are C. Hardebolle, C. Barras, J.-M. Furbringer, L. Rameret, D. Perret, P. Bangerter, P. Jermann and S. Deparis

N. Monod suggests that all the above listed requests should focus on the basic elements only.

The CCE members agree to the above list as being priority elements. A. Billard will contact M. Chuard on these matters.

The following topics will still need to be included:

- Room availability – who teaches what, in which room and at what time..
- Equipment in rooms – what is available, what is in use condition and what is broken..

For exams:

The numbering of the seats should be done by an appropriate service. The CCE could hire an AE to set up a room configuration for all the rooms when used for exams.

V. Gass knows someone who perhaps has time to do this; he will send him to A. Billard. Then, if hired, the AE could see O. Lévêque and O. Burdet to receive information on the subject’s layout. S. Deparis, P. Muralt, G. Anciaux, J. Sam, N. Monod would also participate to this project.
4) Discussion on the draft project prepared by the working group handling the subject “rethinking the polytechnic cursus offered by EPFL”

O. Lévêque gives information on the progress of this working group; they have already met 5-6 times. These discussions were originally initiated by P. Vandergheynst.
There are 30 members in this group and they represent all EPFL sections.

The suggestion no. 1) would be to reduce the amount of courses in BA 1st year; this would represent a considerable reduction in quantity for some sections. This course reduction would also offer more flexibility to the sections. A guidance patterns should however be offered to the students.
A report will be done and then given to all sections; the working group will make recommendations and then each section will be free to do as they want.

A. Billard thinks that the above mentioned report had a few contradictory points. A suggestion would be to introduce continuous marking, thus tending to an even work pattern for the students. The CCE members think it would be more appropriate to offer marked homework, some graded, other not.

N. Monod reckons there should be a difficulty gap to cross to give some meaning to studies. If the amount of courses is reduced, they should be replaced with exercises.

5) Miscellaneous

N. Monod would like to discuss the EPFL resources when considering the growing number of incoming students to EPFL.

C. Dionne queries whether the funding for original projects which existed in the past, still does. This fund was also available for PPUR – Polytechnical university press. It appears that this funding no longer exists and that it has been included in MOOCs budgets. C. Holliger wishes to talk about this subject in more detail and perhaps make a point for further discussion. They both believe that this funding were important to enhance teaching and publications used for teaching.

Next CCE meeting:
Thursday, April 21st at 12 :15pm – ME.B1.10

End of meeting : 13 :55
PV/S. Muller