MEETING APRIL 21st, 2016


Absentees: A. Fontcuberta, P. Huellhaupt, P. Soubeyrand, M. Soutter.

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

1) Approbation of the agenda and of the minutes of March 23rd, 2016
   The agenda is approved by all. No comments made regarding the minutes.

2) General Assembly of the CCE
   A. Billard informs that the CCE has the obligation of holding a General Assembly, usually during the spring semester. Considering the election of the new Presidency, the GA will take place on October 13th, 2016 and M. Vetterli has been invited to the event along with all the professors of the school. More information will be given later.

   With the CCE’s agreement, A. Billard will give Mr. Vetterli the subjects of discussion for which they would like to have his views, such as:
   A. Strengths and weaknesses’ of EPFL teaching
   B. His vision on the future
   C. Teaching subjects:
      . Evaluation of the teachers
      . Teaching rooms
      . Support for teaching, recruitment of TAs and student assistants
      . Promotion and evaluation of teaching innovations beyond Moocs
      . Moocs in teaching
   D. Hiring of new teachers

3) Support to teaching
   A. Billard has prepared a recapitulative excel document regarding the support for teaching which has been discussed with the CCE.
   O. Lévéque thinks that if the purpose is to request the sections’ needs, they will come up with too many requests. H.-J. Ruppen suggests that it might be better to discuss this list first with the people in charge of making the school’s timetables; this would allow the CCE to determine real needs.
The members of the CCE suggest to work again on the document to better highlight the lists of need. A. Billiards and O. Lévêque will undertake this task.

4) **Support to teaching (O. Lévêque)**

A student assistant was hired to help set up the website for the seating plan for the exam rooms. ([http://plans.epfl.ch](http://plans.epfl.ch)). Every classroom will be thus available for exam organisation.

**Follow-up on the directive for evaluation of teaching**

The Directive on teaching evaluation has been rejected. A new one will be made and put out for consultation. R. Boulic (AE) will ask R. Tormey whether he plans to elaborate the new document differently from the 1st one. A meeting with some CCE members who can attend will be held on April 27th, 2016 at 9am. 

The CCE will explain that since an opinion was requested from them, it would be appropriate to take it into consideration to avoid repeating the same mistakes.

5) **Miscellaneous**

F. Naef states that the Polydôme is not a suitable exam room; the lighting and the space are not appropriate for having an exam there. Some emails with the SAC have been exchanged in order to improve the lighting; this discussion will be continued closer to the spring semester.

O. Martin mentions that mentoring new teachers when they joint EPFL is important. It would be appropriate to set up a 1 day introduction programme of EPFL. O. Martin will prepare some discussion issues for this subject for the June 23rd, 2016 meeting.

J. Sam states that the computers in the computer classrooms are not suitable for TPs. The processors are often too weak, the operating systems out of date or incompatible with software. Unfortunately, there is no contact person to offer help. A. Billard has mentioned this subject to M. Chuard so that he can participate in the DAF working group on this topic.

**Next CCE meeting:**

Wednesday, May 18th, 2016 at 12:15pm – ME.B1.10

Meeting ends at 13:25.
PV/S. Muller