

SCDMC PROPOSAL ON

‘MAINTAINANCE OF DIGITAL COURSE FILES (DCF)-2017’

To be submitted to the Academic Senate for consideration after September 15, 2017

1. Preamble:

This proposal seeks to ensure that ‘Course Files’, containing minimum essential information about the content and conduct of the course, are maintained centrally with SCDMC for each course offered in any semester.

The proposed Digital Course File (DCF) will help

- Instructors post brief contents and policies regarding conduct of the course for students to view anytime during the current semester
- Instructors to review and learn from previous implementations while planning the course for a new semester
- Senate or its any authorized body to review and revise contents or mode of conduct based on previous implementations and feedback from instructors and tutors
- make incremental changes in curriculum as required
- Enable survey/report pedagogical innovations attempted in various courses for wider dissemination.

The maintenance of such course files will help any future Academic Review Committee obtain desired data. The documentation regarding courses offered will get systematized, and would help maintain continuity, and make possible informed decisions regarding changes in conduct or modification of contents.

2. **The Proposal:**

2.1 Each semester all non-thesis courses will have a ‘dropbox’ into which the following documents will be stored:

Group A Documents (accessible to ALL)

- 1 Approved Course Content Page (as approved by SUGC/SPGC/ARC)
- 2 First Course Handout (FCH) (given to students on the first day of the course)
- 3 Any major announcement regarding change in policies given in the ‘FCH’
- 4 Assignments
- 5 Question Papers: Quizzes, Tests and End Sem Exam Paper

Group B Documents (Access requiring authorization by SCDMC/DOAA/HoD)

- 6 Instructor’s Impressions & Recommendations
- 7 Faculty Tutors’ Impressions and Recommendations
- 8 Student Tutors’ Impressions & Recommendations
- 9 Summary of Grade distribution branch-wise (to be provided by OARS/DOAA)
- 10 Observations or notes of SCDMC or its authorized sub-committee

- 2.2. All these documents will be stored only in pdf format which may contain links to course websites. The course will not store any course material in the form notes or resources.
- 2.3. The course folders will be classified according to Departments offering these courses. The database would be searchable according to semester and/or Department.
- 2.4. The responsibility of providing these documents to SCDMC initially would be with Conveners DPGC/DUGC/PPGC/ Instructors. In future, it should be possible for Instructors and Tutors to directly upload these documents during the semester.
- 2.5. SCDMC would ensure compliance and report to the Senate in its semester /annual reports.
- 2.6. The maintenance of such course files would enable SCDMC in effectively discharging its functions to the Senate.
- 2.7. The Student Feedback Survey or its summary will *not* be a part of this File. However, summary observations, or notes made by SCDMC or its authorized committee will be included (after considering all input provided) as Document 10 as listed above.

3. Concluding Remarks:

With increase in student and faculty strength over the last two decades, there is a need to reiterate and protect the shared norms of conducting courses. It seems at present that it is even difficult to identify them and locate problem spots. Norms are not codified rules, but yet are culturally shared and have important function in achieving desired outcomes and maintain standards. Norms provide limits of bandwidth of exercising freedom, and yet help create an ambience to provide systemic encouragement to innovate. DCF seeks to record a thumbnail sketch of how the course was conducted, and record instructor's and tutor's side of the story about content and innovation.

4. APPENDICES (Suggested Format of Documents)

I. First Course Handout (FCH)

II. Impressions & Recommendations of Course Instructors (IRCI)

III. Impressions and Recommendations of Faculty Tutors (IRFT)

IV. Impressions & Recommendations of Student Tutors (IRST)

APPENDIX-I

Providing '**First Course Handout**' to Students:

To be a standard norm for all Courses

Providing students details of the course and policies to be followed by the instructor on the first day of the semester, has been one among many best practices in conduct of courses in the Institute. This is currently practiced by most instructors. This proposal seeks to make it a standard norm for all non-thesis courses of the Institute. The aim will be to help

- Instructors plan all aspects of the course carefully considering operational and pedagogical details
- Provide students clarity regarding instructor's expectations and rules of engagement
- It will be an important part of the documentation that SCDMC seeks to maintain centrally for all courses.

All instructors-in-charge will provide the registered students the 'First Course Handout' containing *inter alia* the following details of the course:

1. Objectives: in brief, described best in terms of pedagogical outcomes
2. Prerequisites: Binding as per approved course proposal by SPGC/SUGC
Instructor expectations in terms of prior knowledge and skills
3. Course Contents: Best described in terms of modules and no. of lectures/module
(Typically 10-15% variation from the approved contents is permissible.
Any modifications of content are to be a part of the Instructor's Feedback at the end of the semester)
4. Special Emphasis: (optional)
5. Lecture, Tutorial & Lab Schedule & Venue
6. Office Hours: or, recommended mode of contact beyond formal contact hours
7. Evaluation Components & Policies: Exams, Quizzes, Assignments, Attendance, Participation et.
8. Course Policies: Attendance, Honesty Practices, Withdrawal (within the limits of DOAA Guidelines)
9. Books & References: Properly Formatted along with listing of possible internet sources.

These First Course Handouts will be made public for all courses on SCDMC website.

Any changes in policies or major adjustments will be duly announced and communicated to SCDMC for uploading at the SCDMC website.

Examples of several types of courses will be supplied for instructors to adapt.
Guidelines to Instructors generally sent out to Instructors is at:

http://www.iitk.ac.in/doaa/data/Conduct_of_Courses.pdf

<https://iitkteaching.wordpress.com/2014/07/26/guidelines-to-instructors/>

APPENDIX-II

Impressions & Recommendations of Course Instructors (IRCI)

This is to be submitted by all instructors independently at the end of the semester after grades have been finalized. The Instructor can either send a scanned copy in pdf form, or can fill up an on-line form.

1. Number of Classes (standard duration):

Required /Planned this semester:

No. managed to take:

No. that had to be rescheduled:

Max. No. of consecutive classes that had to be rescheduled:

2. Content:

- a) Were you able to comfortably cover the course content with the desired pace?
- b) What content modification did you carry out in this implementation?
- c) What changes in content would you suggest for future implementations?
- d) Please give an estimate of preparation time you had to devote beyond contact hours.

3. Conduct of the Course:

- a) Was there a website devoted to the course?
- b) Did you use any Learning Management System (LMS)? If yes, please give your feedback.
- c) How was the average attendance? Mention any systematic observation worth noting.
- d) In your opinion, how actively/enthusiastically did the students participate?
- e) Was there an announced discussion hour? If yes, please comment on level of attendance and quality of participation.

4. Evaluation & Grading:

- a) Were all evaluation components followed as announced? Please state if there were any changes that became necessary.
- b) Comment on specific features regarding performance of students that you may have noticed.
- c) Were you satisfied with the grading procedure adopted, and distribution of grades that you finally awarded? Please mention any observations or note-worthy features.

5. Pedagogical Innovations: Please mention in brief if you tried any pedagogical innovations (such as flipped class, use of Learning Management System, new logical sequencing of topics etc.). SCDMC will contact you for further details.

6. Suggestions for Action: Please suggest or comment on any aspect that HoD/DPGC/DUGC /SCDMC should take note of.

APPENDIX -III

Impressions & Recommendations of Faculty Tutors (IRFT)

1. How satisfied you are with the with the resources and assignments and their solutions provided by the Instructor?
2. How many classes did you manage to attend? Did it benefit your tutorial performance?
3. How was student attendance and participation in the Tutorials on an average?
4. Was there a discussion hour announced for this course? If yes, please comment on level of attendance and quality of participation.
5. Please estimate the amount of time you had to devote beyond contact hours for preparation of tutorials (average number of hours per tutorial or week). Any comments thereof.
6. Do you have any suggestions on content, coverage, pace or modifications that are needed in the course? Please list.
7. How effective was the smooth conduct of the course? Any suggestions?

APPENDIX -IV

Impressions & Recommendations of Student Tutors (IRST)

1. How many hours did you have to devote to prepare for each tutorial? How many hours you had expected to devote before taking on the assignment?
2. How many classes did you manage to attend? Did it benefit your tutorial performance?
3. In your opinion, were the assignments effective, solutions provided useful, and could you get help in understanding concepts?
4. Were you involved in evaluation and grading? How was your experience?
5. How effective was the smooth conduct of the course? Any suggestions?