

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: December 1, 2014
TO: Dr. Tim Kennedy
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 333 – Fluid Mechanics

The library has examined the course proposal and is able to support the proposed course. Please contact your librarian liaison, Mark McCallon (mccallonm@acu.edu), if additional library resources are needed to support the proposed course. Thank you.

October 7, 2014

Dr. Timothy Kennedy
Foster Science 319
Office: (325) 674-2165
timothy.kennedy@acu.edu

Re: Review of ENGR333: Fluid Mechanics

Dear Dr. Kennedy,

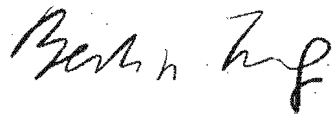
Thank you for the submission of ENGR333: Fluid Mechanics. I reviewed the syllabus based on the ACU Syllabus Guidelines. I found that your syllabus meets the requirements outlined in this guideline, except the following areas where further clarification or improvements would be appreciated when you send the syllabus to the council for final approval:

1. You mentioned that being absent or tardy would negatively affect "your participation, homework, and quiz grades". Do you plan to elaborate on that by describing, for instance, how exactly absences and tardiness affect grades? Some professors are rather specific about the impact.
2. You mentioned that quizzes would be given "frequently", but students may want to know if you mean in each class or in each week.
3. It is going to be very helpful if you could specify how many quizzes you will give, and how many points students can earn with each quiz. There are similar needs for other types of assessment. I understand that you use weighted grading which makes it not so essential whether you assign 10 or 100 for a quiz, but having such points help students keep track if they are not familiar with the weighting methods. It also helps you to plan the course.
4. The syllabus guidelines require that you provide "topics" that you will cover. You have textbook chapter numbers, but the topics are not listed in your schedule. It helps students to see the detailed topics to be covered each day/week.
5. Your competencies and measurement section could use some clarification. Would it be possible to describe with some detail how each competency will be measured? Right now you listed all the measurement methods together. It may help you to plan if you match the competencies with the measurements.

These are my questions or suggestions from a design perspective. It is up to you to incorporate them. There is no further need to bring the application back to the Adams Center for another review.

We would like to thank you for allowing the Adams Center team to review your course application. If there is anything else we can do to help you in the development of the course, please feel free to let me know.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Berni Tuf". The signature is written in a cursive, flowing style with a large initial "B" and a stylized "T".