

**Minutes of the Meeting of the
Undergraduate Committee
Electrical and Computer Engineering Department
University of New Mexico
November 19, 2009**

The meeting was called to order at 3:30 P.M. in EECE Room 118 on Thursday, October , 2009. Present were Gregory L. Heileman, Olga Lavrova, Sudharman Jayaweera, Ravi Jain, Marios Pattichis, Nasir Ghani, Payman Zarkesh-Ha, Roberta Menicucciand Anna Roybal.

Curriculum

1. All courses in the UNM catalog that list corequisites need to be changed to pre or corequisites to prevent registration/override problems for those who have taken the class as transfer credit.
2. Remaining tracks that need to be submitted to Roberta are Energy and SPComm.

ABET

1. ABET website should be password protected if not completely, on minutes and probes.
2. Minutes from open forums will be put on ABET website.

Continuous Improvement

1. Open forum was held for fall semester, and will continue to be held once a semester.
2. Knowledge probes—beginning semester should be analyzed at the beginning of the following semester and one month into the semester for Knowledge probes—end semester. After being reviewed, if changes are needed, a meeting with course coordinator (or outside departments) will be set up.
3. Employers will be alternated when administering employer survey.

Advisement

1. Sign up for advisement will be put online. Students will be locked out of sign up before advisement has started to prevent last minute signups.
2. A snapshot of the screen will be e-mailed to the student either immediately after advisement or immediately after their hold has been lifted. As with comments put into the hardcopy files, it should be assumed by the faculty advisors that the student will read their comments.
3. Students might have the option in the future to do advisement through phone calls or e-mail. Particularly for those who live out of town or work full time.

The next meeting will be held December 3, 2009
The meeting was adjourned at 4:30 pm

Gregory L. Heileman, Chair
Undergraduate Committee
Electrical and Computer
Engineering Department