

**Minutes of the Meeting of the
Undergraduate Committee
Electrical and Computer Engineering Department
University of New Mexico
October 22, 2009**

The meeting was called to order at 3:30 P.M. in EECE Room 118 on Thursday, October 22, 2009. Present were Gregory L. Heileman, Olga Lavrova, Nasir Ghani and Anna Roybal.

A copy of the Agenda is attached hereto.

1. Discussion about the Mock ABET Review, scheduled to take place February 1st and 2nd 2009. All ABET materials are expected to be ready by that time. Responsibilities for the report will be divided as follows:

Overall coordination--Greg
Surveys—Nasir
Website Cleanup—Payman
Knowledge Probes—Marios
Advising Database—Jamesina
Rubrics for KPs—Olga
Reviewer—Ravi

2. Knowledge probe rubric will change to indicate how courses relate to given outcomes with labels such as heavy, medium or light.
3. ECE 419 knowledge probes will continue to be submitted, and will reflect not the specific courses, but student abilities at that point.
4. Undergraduate Committee Meetings will be held every Thursday 3:30-4:30 pm month at 1:00 P.M. in EECE Room 118.

The meeting was adjourned at 4:30 pm

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