

**MEETING SUMMARY NOTES**

Electrical and Computer Engineering Department

**Undergraduate Committee**

2 May 2011

Called to Order: 2:11pm  
Adjournment: 3:15pm

<b>Facilitator:</b>	<i>Prof. Greg Heileman</i>	<b>Note Taker (s):</b>	<i>Ms. Lorena Duncan</i>
<b>Attendees:</b>	<i>Prof. Greg Heileman, Prof. Nasir Ghani, Prof. Sudharman Jayaweera, Prof. Marios Pattichis, Prof. Balu Santhanam, Prof. Jamesina Simpson, Prof. Payman Zarkesh-Ha, Ms. Amber Mattson, Ms. Lorena Duncan</i>		
<b>Absentees</b> (ratio from last meeting)	<i>N/A</i>		
<b>Guest(s):</b>	<i>N/A</i>		
<b>Approval of Minutes:</b>	<i>N/A</i>		
<b>(1) AGENDA ITEM</b>	<b>DISCUSSION</b>		
<i>Introduction to New Staff</i>	<i>Prof. Heileman introduced new staff, Ms. Amber Mattson (Admin. Assistant-Student Programs) and Ms. Lorena Duncan (Undergraduate Academic Advisor) to committee.</i>		
<b>ACTION</b>	<i>N/A</i>		
<b>(2) AGENDA ITEM</b>	<b>DISCUSSION</b>		
<i>ABET Visit</i>	<i>Prof. Heileman reviewed process from ABET visit. Official results are expected in July. Group discussion on ways to continue to review the ABET process.</i>		
<b>ACTION</b>	<ul style="list-style-type: none"> <li><i>-Continue to collect data.</i></li> <li><i>-Send out exit survey's for graduating seniors to begin to have good database in order to contact in 3-5 years</i></li> <li><i>-Meeting with Industrial Partners</i></li> <li><i>-Review knowledge Probes</i></li> </ul>		
<b>(3) AGENDA ITEM</b>	<b>DISCUSSION</b>		
<i>Knowledge Probes</i>	<i>Knowledge probes were collected from current term (Spring 2011). Knowledge Probes from last semester have still not been located due to transition of Admin. Assistant.</i>		
<b>ACTION</b>	<ul style="list-style-type: none"> <li><i>-Use probes from Spring 2011 term and review beginning of Fall 2011 term.</i></li> <li><i>-Ms. Amber Mattson will continue to look for probes from last term (Fall 2010). If unable to locate, will possibly ask faculty for knowledge probes again.</i></li> <li><i>-Review knowledge probes for current courses, re-evaluate where the probes are for next meeting.</i></li> </ul>		
<b>(4) AGENDA ITEM</b>	<b>DISCUSSION</b>		
<i>Advising</i>	<ul style="list-style-type: none"> <li><i>-Prof. Heileman discussed the changes to the database due to the collaboration of Ms. Lorena Duncan and Mr. Frank Mercer. Currently faculty set aside specific times for students to schedule for advisement. It was proposed to change set up of scheduling to have students individually contact faculty to schedule advisement or continue with current procedure.</i></li> <li><i>-Prof. Jayaweera would like to have a schedule of classes for advisement to know if courses students would like to take will be offered and if there are time conflicts.</i></li> <li><i>-Prof. Simpson and Prof. Ghani also requested for a list of tracks available for students.</i></li> <li><i>-It was brought to the attention to Prof. Heileman from several students that the Computer Science Dept. offers a course that meet the content offered for Math 327 (Discrete Math).</i></li> <li><i>-Changes to curriculum schedule. ECE 314 should be a pre-req for ECE 340.</i></li> </ul>		
<b>ACTION</b>	<i>-Advisement scheduling will continue to stay as is for next advisement. Review change of</i>		

	<p>procedure after next advisement period.</p> <p>-Ms. Lorena Duncan will request a tentative schedule of courses for the upcoming term in a PDF from Ms. Amber Mattson for advisement to have distributed to faculty prior to advisement.</p> <p>-Review of current tracks for EE students need to be updated and will be distributed via Undergraduate Handbook online to faculty for advisement.</p> <p>-Prof. Jayaweera motioned to accept CS course as an option for Math 327 for Comp E. curriculum. Second motion by Prof. Pattichis. Motion was passed by all. Prof. Heileman and Prof. Pattichis will take the proposal to the Comp. E faculty to vote.</p>
<b>(5) AGENDA ITEM</b>	<b>DISCUSSION</b>
Exit Surveys	Graduating seniors will now take their exit survey online. It will consist of two parts. Part one consisting of personal information gathered to contact students in 3-5 years and part two consisting of current impressions of the ECE programs.
<b>ACTION</b>	Surveys will be sent out by end of the week to graduating seniors with a hold placed on account until they complete survey.
<b>(6) AGENDA ITEM</b>	<b>DISCUSSION</b>
Undergraduate Handbook	Ms. Lorena Duncan distributed a draft of the Undergraduate Handbook that has been continuously worked on and put together by several parties for the past year. All members reviewed the handbook, in particular the curriculum and track information. All present members reviewed handbook.
<b>ACTION</b>	All present committee members will review the handbook and email suggestions and improvements to Ms. Lorena Duncan. Changes will be applied and handbook will be reviewed again at next meeting in hopes to approve and pass official handbook.
<b>(7) AGENDA ITEM</b>	<b>DISCUSSION</b>
New Comp. E Track	Prof. Heileman and Ms. Lorena Duncan met with members from IFDM (Interdisciplinary Film & Digital Media) to create a new track for Computer Engineering. Reviewed curriculum with all committee member. Students on the track will continue to have advisement with ECE faculty. If an IFDM course is not offered in a semester students will have option to substitute IFDM course with UNM Core course.
<b>ACTION</b>	Prof. Simpson motioned to accept new track. Second motion by Prof. Jayaweera. Motion was passed by all. The new track will be evaluated in 2-3 years to see the outcome of how many students are interested and successful on the track plan.
<b>HANDOUTS</b>	<b>NEXT MEETING /DRAFT AGENDA</b>
-Undergraduate Handbook -New Computer Engineering IFDM track curriculum.	<p><b>DATE:</b> TBA</p> <p><b>TIME:</b> TBA <b>LOCATION:</b>TBA</p> <p><b><u>NEXT AGENDA:</u></b></p> <p>Open Remarks</p> <p>Approval of Minutes</p> <p>Old Business</p> <p>New Business</p> <p>Open Forum</p>
<b>ADJOURNMENT</b>	<b>2 May 2011 3:15pm</b>