

**Minutes of the Meeting of the
Undergraduate Committee
Electrical and Computer Engineering Department
University of New Mexico
February 14, 2005**

The meeting was called to order at 11:06 A.M. in EECE Room 118 on Monday, February 14, 2005. Present were Gregory L. Heileman, Christopher Smith, Howard Pollard, Balu Santhanam, Majeed Hayat, Allie Hand, and Roberta M. Menicucci.

A copy of the Agenda is attached hereto.

New Business:

1. Greg Heileman announced that Scott Tyo and an ad hoc committee will be reviewing the Electrical Engineering Curriculum in the near future and will keep the Computer Engineering faculty in the loop as revisions are being considered. The Computer Engineering new Curriculum will be in the new catalog and is more symmetric with the Electrical Engineering courses in that each course will be offered each semester. From now on, all in-house scholarships will be offered to both EE and CompE students, not to the individual major.
2. Honors and Problems Courses. A Motion was made by Dr. Pollard to revise the Honors Program and Undergraduate Problems courses to be supervised by full-time faculty, and bi-weekly reports were to be turned in as well as a final report by the student by the end of the semester. Chris Smith seconded the Motion. Discussion followed and it was agreed that the full faculty should be made aware of what the expectations are of supervising an Honors or Undergraduate Problems course are.
3. ABET materials are due again from the end of Fall 2004. A list of Course Coordinators by Area was passed out and is attached to these Minutes. Each course listed needs to have a faculty member responsible for that class. Collection objective for ABET purposes is to collect everything except materials and textbooks, which may be collected at nearer the time ABET occurs next.
4. WEB-CT courses have previously been watched over by Edl Schamiloglu who has been the gatekeeper each semester as to which are offered as WEB-CT or as regular classes. Now the area chairs will decide and approve which courses they want to be taught as WEB-CT. We offer almost all Master's level core courses on WEB-CT at the present time. The policy will now be for the area chairs to propose WEB-CT courses and to monitor them for good quality.

5. Lab fee money to support labs will be coming from the Dean's Office soon. The amount has increased this year because credit hour enrollments are higher this semester.
6. Recruitment. A handout was passed around showing the enrollment figures for Computer Engineering and Electrical Engineering students from Spring 2003 to the present. Student enrollment continues to go down each semester. A copy of the handout is attached to these Minutes.
7. Discussion followed regarding how best to begin recruitment efforts in our department aside from those being done by UNM or the School of Engineering. Roberta will try to get a list of prospective National Merit Scholarship high school students from the Educational Testing Services. If we can subscribe to their list of addresses, then we can vigorously recruit these students individually. Part of the discussion centered around whether or not faculty should be given release time to go to high schools and recruit each term, or to teach classes at high schools, or to offer summer school courses. Apparently, New Mexico Tech teaches a class at the Albuquerque Academy. Greg mentioned that we may be able to offer something in conjunction with the Atomic Museum. Greg will notify the TVI recruitment center there and meet with the advisors to discuss recruiting their students. We need to target individual people in order to determine how effective our marketing is. We have a posting up for a Technical Writer who will also be recruiting and preparing promotional and informational materials.

The meeting was adjourned at 11:55 A.M.

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

RMM/
Attachment