

**Minutes of the Meeting of the
Undergraduate Committee
Department of Electrical & Computer Engineering
University of New Mexico
March 1, 2007**

The meeting was called to order at 1:00 P.M. in ECE Room L225. Committee members present were Chuck Hawkins, Sudharman Jayaweera, Greg Heileman, Marios Pattichis and Pradeep Sen. Also attending was Roberta Menicucci, and Ana Roybal

Minutes

The minutes from the previous two meetings were reviewed, and approved.

Awards

Roberta will send out a notice to faculty asking for nominations of students for the ECE and SOE undergraduate awards. The deadline for nominations will be April 1, and the Committee will select the awardees at their April 5th meeting.

EE Curriculum

Motion (Chuck; 2nd, Marios): Remove ECE 441 – Intro. to Communication System as a required course in the EE Curriculum, and return the 3 hours that are freed up to the technical elective pool.

The motion passed unanimously, and will be forwarded as a seconded motion to the EE faculty.

A discussion of replacing Math 314 in the EE curriculum with an Advanced Engineering Mathematics class based on Kreysig ensued. The committee would like to consider this proposal in more detail, and is asking Balu to provide a detailed syllabus for the class, along with a brief description of the impact of this possible change on the EE curriculum.

ABET

Greg provided a copy of the ABET reports from the previous ABET visit. These reports show how we are currently mapping outcomes to specific courses in the EE and CompE curricula. We will use these as a baseline for studying how outcomes should map to courses in our curricula. The committee asked Marios and Greg to do this for the CompE curriculum, and Mark and Sudharman for the EE curriculum. In addition, these two groups should identify courses that the Committee will select in order to assess the outcomes. E.g., we might select ECE 314 as a course that we use to determine how well outcome “a” is being addressed. Thus, we will not be requesting detailed “ABET reports” from every course going forward. Rather, the Committee will pick selected important courses to assess in order to determine whether or not outcomes are being met. This appears to be in line with what ABET now expects in terms of outcomes assessments.

The Committee discussed the fact that every instructor should still be aware of the outcomes the undergraduate course they teach should be addressing. Pradeep will work on a methodology for notifying the faculty of this information, and collecting very basic feedback (much less than we have requested in the past) regarding how well the course is working in terms of addressing these outcomes.

Recruiting

Greg mentioned that there are a number of high school student recruiting events upcoming. A number of committee members expressed an interest in getting involved in these efforts. Roberta and Frances Strong are responsible for coordinating these efforts.

Next Meeting

The next meeting will be on April 5th at 1:00pm.

The meeting was adjourned at 2:00 P.M.

Gregory L. Heileman, Chair
Undergraduate Committee
Dept. of Electrical & Computer Engineering