

**Minutes of the Meeting of the
Undergraduate Committee
Electrical and Computer Engineering Department
University of New Mexico
November 19, 2003**

The meeting of the ABET Committee was called to order at 2:00 P.M. on Wednesday, November 19, 2003. The following were present: Ramiro Jordan, Peter Dorato, Roberta M. Menicucci, Jared Herweg, Greg Heileman, Jason Walker, and Alim Haji.

The following items were discussed and agreed upon:

1. ABET's web address is: <https://abet.ece.unm.edu> - password protected. Login is professor and password is ABET 2003.
2. The faculty need to get in their information on the Summer 2003 courses they taught IMMEDIATELY, as well as their biographies.
3. The faculty need to be reminded to get their feedback in to Ramiro Jordan and Jared Herweg immediately also. Course coordinators are responsible for making sure this feedback is given by Tuesday, November 25, 2003.
4. Roberta M. Menicucci will send Greg Heileman a copy of the Industry Survey so he can send it out to industry for their feedback.
4. The First Draft of the Report for ABET is due on December 10, 2003. An independent evaluator will be here to do the evaluating and make suggestions for improvement, etc.
5. A mock-up ABET visit is scheduled for February 16 and 17, 2004 for the whole School of Engineering.

The meeting was adjourned at 1:40 P.M.

Ramiro Jordan, Associate Chair
EECE Department

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The meeting of the Undergraduate Committee was called to order at 12:35 P.M. on Wednesday, November 19, 2003. The following were present: Ramiro Jordan, Peter Dorato, Roberta Menicucci, Jared Herweg, Howard Pollard, Greg Heileman, Chris Smith, Jason Walker, Wennie Shu, Marek Osinski, and Sudhakar Prasad from Physics.

The following items were discussed and agreed upon:

1. ABET's web address is: <https://abet.ece.unm.edu> - password protected. Login is professor and password is abet2003
2. All minutes, flow charts, assessments, course descriptions, and bios from everybody will be placed on this website. All undergraduate courses are going to be included. The ABET Committee will produce the report which will go to the evaluators for their consideration.
3. We need more timely feedback of grades and homework assignments from faculty to students. In at least eight classes this Fall 2003 semester, we have had more than the usual amount of complaints that the faculty are negligent in timely returning these scores to the students.
4. Tutoring is an issue where we are deficient in providing additional assistance to our students in some of the more difficult classes. We can't do much about Math, Physics or Computer Science classes, but we do need to try harder to provide tutoring for the EECE classes. We will work harder with the Honorary Societies, such as the Eta Kappa Nu, IEEE, and the Minority Engineering and Native American Programs for better tutoring schedules.
5. We may need to come up with recitation sections for the harder of our courses, such as ECE 238L, 340, 314 and 371. We could utilize the Gas on the Department for this purpose.
6. Dr. Osinski presented a new Bachelor of Science in Optical Science and Engineering. A proposed Curriculum is attached to these Minutes. After considerable discussion from him, others present and the arrival of Dr. Osinski's counterpart, Dr. Sudhakar Prasad, a motion was made by Dr. Osinski to have the Undergraduate Committee approve presenting to the faculty this new program in principle pending the hiring of a new faculty member to teach one or more of the proposed courses. Roberta M. Menicucci seconded the Motion. The vote was taken: five (5) in favor of presenting it to the faculty and one (1) abstention.

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7. The discussion for the new Bachelor of Science in Optical Science and Engineering included whether or not the program actually has the constituency to support the hiring of our students when they have completed the program and also do we have enough students to make the program a viable success. Dr. Osinski has letters of support from local companies and others which he will present to the faculty their next meeting on this coming Friday.
8. Concerns were expressed about the probability of this new program being ABET accredited in time to come and it was decided that the program is absolutely following the criteria to the letter and should have no problem at all acquiring ABET accreditation.
9. Dr. Chris Smith and Dr. Wennie Shu proposed that the Computer Engineering Department would like to either eliminate one of the following electronics classes: ECE 321 or 322, or in the alternative, reverse the order of the material that is taught in each class. Perhaps they would like to come up with an entirely new class so they can add one additional technical elective to the Computer Engineering Program without changing the number of 132 required hours for graduation. They have discussed this with Drs. Don Neamen, Charles Fleddermann and Charles Hawkins, who all agree with the concept. Since Dr. Neamen is revising his textbook, it is possible that he can accommodate the reversal of the order the analog and digital material is being taught, stressing one more than the other. It may be possible to keep his book for ECE 321 and 322 and just create a whole new course. Drs. Smith and Shu will get some consensus and agreement from the Computer Engineering Committee before presenting their proposal to the entire faculty on Friday.

The meeting was adjourned at 1:40 P.M.

Ramiro Jordan, Associate Chair
EECE Department

Handout: Proposed Curriculum for
Bachelor of Science in Optical Science and
Engineering Program