

**Minutes of the Meeting of the
Undergraduate Committee
Electrical and Computer Engineering Department
University of New Mexico
November 24, 2008**

The meeting was called to order at 2:20 P.M. in ECE Room 118 on Monday, November 24, 2008. Present were Gregory L. Heileman, Payman Zarkesh-Ha, Nasir Ghani, Sudharman Jayaweera, and Roberta M. Menicucci.

A copy of the Agenda is attached hereto.

1. ABET: Dr. Heileman will send out a “template” for the Knowledge Probes taken from what he has already turned in and from what Dr. Santhanam has also turned in to Anna Roybal. Dr. Heileman will also update the ABET website.
2. Alumni Surveys: Dr. Ghani will look over the Alumni and Employer Surveys which are in the last ABET booklet which Dr. Heileman will forward to him and will revise them. Roberta will get a list of all Alumni with names, addresses, phone numbers and e-mails from the Alumni Office on campus so she can start sending out the surveys and calling for e-mail addresses if they are not provided by the Alumni Office. Dr. Ghani will work with Frank Mercer to put the survey on line so Alumni can submit their answers on line.

The meeting was adjourned at 2:45 P.M.

The next meeting is December 16, 2008 at 3:00 P.M. in ECE Room 118.

Gregory L. Heileman, Chair
Undergraduate Committee
ECE Department