

**Minutes of the Meeting of the  
Undergraduate Committee  
Electrical and Computer Engineering Department  
University of New Mexico  
March 30, 2009**

The meeting was called to order at 2:00 P.M. in ECE Room 118 on Monday, March 30, 2009. Present were Gregory L. Heileman, Anna Roybal, Nasir Ghani, Sudharman Jayaweera, Olga Lavrova, Payman Zarkash-Ha, Ravi Jain, Luke Lester and Roberta M. Menicucci.

1. Old Business: Starting in Fall 2009, ECE 409 will no longer exist; paperwork needs to be completed to remove it from the catalog. It will be included in ECE 419L. The title of ECE 419L will include Engineering Ethics in it. So a Form A needs to be completed to change the title of ECE 102 and 419L, and a Form C needs to be completed to remove ECE 409 from the curriculum. Students will be informed that they don't have to take ECE 409 in the Fall if they are taking ECE 419L.
2. For the new Power/Energy Track, Form B needs to be completed to add this into the catalog. A number needs to be assigned to it and to the classes, Emerging Energies and Photovoltaics, which will be Technical Electives as part of the Power/Energy Track.
3. ABET. Dr. Ghani has completed the Employer and Employee Surveys and has been working with Frank Mercer to put them on the web. Now, we need to know who to send the employer one to; Roberta had given a list of Alumni to Dr. Ghani which she had obtained from the Alumni Office with the names, addresses and some e-mail addresses for students who have graduated in the past ten or more years. Dr. Ghani will work with Frank to get all this sent out electronically. Dr. Abdallah will add to the list we came up with of employers to send the form to also. We mentioned Honeywell, Sandia, Wellstone, Intel, Emcore, Boeing, CVS, Aspen Aviation, PNM, Lockheed-Martin, AFRL, Harris, etc. We would like to see all this complete in two weeks.
4. Sohail, the webmaster, may need some information from Anna, but she is also waiting for some information from Dr. Heileman regarding broken links to put on the ABET website, which is really looking very good.

5. We are still waiting for Knowledge Probes from the beginning of the Spring 2009 semester; Anna will send out another e-mail to get these and also those from the end of this semester.
6. The results of the UNM review need to go on the ABET website. Dr. Abdallah mentioned that we really need to start preparing for our Mock Review to be held in the Fall of 2009. We need to start inviting people to come and help us do the review.
7. We need to get good students to meet with ABET and get from them good feedback on our programs. This Friday, April 3, 2009, is our Open Student Forum, so we are hoping to get some good feedback from that. Feedback needs to come from the students and from the industrial advisory board.
8. Dr. Abdallah mentioned that several schools recently did their ABET reviews and did not come out as well as they had expected to. Duke, MIT and Howard in Washington found that ABET had tightened up a bit from their past reviews. So ABET may have stricter evaluators this time around. So we want to be sure we are thoroughly prepared before they get here.
9. Fall 2008 is ready for us to review and evaluate, so we need to make sure Spring 2009 is ready soon too. Curriculum changes are being made to the EE curriculum, which is just what ABET wants to see.
10. By the end of this week, the Area Chairs need to have their Tracks and additional Technical Electives in order by area. There needs to be a 300-level entry course and then other courses to follow from that.

The meeting was adjourned at 3:00 P.M. Everyone agreed to meet every other Monday for the next few weeks, so the next meeting will be Monday, April 13, 2009 at 2:00 in ECE 132. There was some discussion by Dr. Jain that we move the date and time, but everyone present preferred that it be kept to the time and date already selected.

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Gregory L. Heileman, Chair  
Undergraduate Committee  
ECE Department