

**Minutes of the Meeting of the  
Undergraduate Committee  
Department of Electrical & Computer Engineering  
University of New Mexico  
February 15, 2007**

The meeting was called to order at 1:00 P.M. in ECE Room 210. Committee members present were Mark Gilmore, Chuck Hawkins, Peter Dorato, Sudharman Jayaweera, Greg Heileman, and Pradeep Sen. Also attending was Roberta Menicucci, and Anna Roybal

**Meeting Times**

The Committee agreed to meet the first Thursday of each month at 1:00pm for the remainder of the current semester.

**Awards**

There are a number of undergraduate awards given every semester by the Department and the School of Engineering. The Department gives an outstanding Sophomore, Junior, and Senior award for both the Computer and Electrical Engineering programs. The Department also gives an Outstanding Student Service Award. The School of Engineering offers two undergraduate awards, Outstanding Junior in ECE, and Outstanding Senior in ECE.

The timeframe for picking awardees is early April. Roberta mentioned that faculty provide very few nominations. The Committee decided that we should take a more active role in determining the awardees. Nominations will still be sought, but the files of outstanding students will also be provided to the committee for review, and final decisions will be made at the April Undergraduate Committee meeting.

**ABET**

Greg described an ABET meeting he attended, presented by the UNM School of Engineering in February. It appears that ABET has made the information collection process that should take place between visits less stringent. In particular, it is not necessary to collect outcomes for every single course in a program. Rather, it is sufficient to identify a course that is “downstream” from ones that are supposed to cover specific outcomes, and then perform an assessment on this downstream course. If problems with the outcomes associated with the downstream course are identified, then those performing the assessment can dig deeper into other courses.

It was also mentioned at the February meeting that ABET feels that assessments should not be conducted by individuals. Rather, departments should identify a group that is responsible for conducting outcomes assessments. The Undergraduate Committee discussed the fact that it should serve in this capacity for the ECE Department.

Finally, it was discussed that the Mission of the Department needs to be evaluated on a yearly basis, and that the Department’s Advisory Committee should review it. The Committee will review the current Mission Statement, and bring up the matter at the next ECE Department Advisory Committee meeting.

The importance of course coordinators with respect to this process was mentioned, and some said that they were not aware of how these were currently assigned. The list of course coordinators has been presented at the last two ECE Faculty meetings, and is kept updated on our ABET website that is accessible through [www.ece.unm.edu](http://www.ece.unm.edu).

### **Undergraduate Tracks**

The ECE Undergraduate Tracks were discussed. An obvious issue with the Signals & Communication Track was mentioned, namely, that ECE 439 – Intro. to Communication Systems is both a required course in the EE curriculum, as well as a track elective for Signals & Communication. Sudharman mentioned that he would bring this issue up with his group, and that a replacement course would most likely be selected and reported to the Committee.

In general, each committee member was asked to review their track electives with their respective groups, and report on any possible changes at the next Committee meeting.

### **Senior Projects Classes – ECE 419/420**

Committee members were asked to make sure the members of their groups make it clear to students during advising that ECE 419 will only be offered in the Fall going forward, and ECE 420 only in the Spring. If a student is planning to graduate in the Fall semester, it is important that they initiate the ECE 419/420 sequence in the previous fall semester. Also please make everyone aware that we will be loosening the prerequisites somewhat. Specifically, if a student is lacking a few 300-level courses, they can still be approved to take ECE 419.

### **EE Curriculum**

A number of the issues associated with the proposed EE curriculum changes that Balu has been working on were discussed. Specifically, a number of items were discussed at the December Undergraduate Committee meeting, and are described in the minutes of that meeting. The Undergraduate Committee members were asked to discuss these items with their respective groups, so that they can be addressed at the next meeting of the Undergraduate Committee.

### **Next Meeting**

The next meeting will be on March 1<sup>st</sup> at 1:00pm.

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

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