

**Minutes of the Meeting of the
Undergraduate Committee
Electrical and Computer Engineering Department
University of New Mexico
March 2, 2009**

The meeting was called to order at 2:05 P.M. in ECE Room 132 on Monday, March 2, 2009. Present were Gregory L. Heileman, Jamesina Simpson, Nasir Ghani, Sudharman Jayaweera, Ravi Jain, Olga Lavrova, Payman Zarkash-Ha and Anna Roybal.

1. Academic Review: Dr. Heileman gave a summary on some of the suggestions made by the academic review committee, including more clarity on how alumni/employer surveys are assessed. A formal report will be submitted to the department by the review committee.
2. Alumni Surveys: Dr. Ghani continues to fine tune the survey. A new version of the employer survey was sent out 3/1, which explicitly states how questions relate to departmental objectives. The undergrad committee will review recent changes with the hopes of having the surveys available as an online form by the week of March 16th.
3. Senior Design: Increased faculty involvement in 419/420 was discussed. Suggestions include: the involvement of 2-3 faculty advisors assigned to an individual student group, to be available throughout the course of the project; project presentations being held at a faculty meeting in May; online review sheets; project advisors should not be allowed to review their student group; making the event more formal; awarding the top presentation with an award, possibly monetary. Senior design presentations to all faculty will begin spring 2009.
4. ECE curriculum: The general structure of a new EE curriculum proposed by Dr. Jayaweera was passed at a faculty meeting on February 6, 2009 with 18 voting for, 2 against with 3 abstentions. The undergrad committee will move forward on specific changes to courses and language used in the curriculum. Dr. Heileman will send an e-mail to all faculty for feedback on how the individual areas will conform to the new curriculum. Specifically, they will be asked to provide the courses they intend to be “completeness” and “depth” courses as well as descriptions of possible new courses that will fit into these categories.
5. ABET: Webmaster, Soheil Darabi has made the requested links on the ABET website active and is working with Anna to post all of the recently received knowledge probes. Dr. Zarkash-Ha will begin working with Soheil on a regular basis to ensure the websites continued progress. While fall probes have every student’s probe posted, starting spring 2009 three probes will be posted online—one high score, one medium score and one low score. Hard copies of ALL probes will remain to be available upon request.

6. EE minor: Due to several student requests, the committee will explore the possibility of adding an EE minor for mechanical engineering students. Anna will prepare a list of currently approved minors and their requirements for the next meeting.

The next meeting is scheduled for Monday, February 16, 2009 at 2:00 P.M. in ECE Room 118.

Gregory L. Heileman, Chair
Undergraduate Committee
ECE Department