

ECE Curriculum Committee Meeting

Wednesday, November 16th, 2022

Attending: Arabshahi , Chen, Johnson, Kirschen, Makhsous, Overly, Suresh, Swanson, Sykes, Wilson

Agenda:

1. Discussion of Teaching Schedule Assignment Process (Arabshahi)
2. Discussion on Possibility of Forming a “Core Courses Group”

Discussion of Teaching Schedule Assignment Process (Arabshahi)

Arabshahi asked the committee for ideas relating to what might be done to improve the annual process of determining course teaching assignments. Under the current process, curriculum group chairs are asked to work with the faculty in their groups to obtain course requests and assignments for the year. Once the information is obtained, the requests are sent to the Associate Chair for Education (ACE) to resolve any conflicts and make final assignments. This process is often made difficult as some faculty are unresponsive to communications from the group chairs, making the assignment process inefficient and, at times, unfair. It also creates stress for the group chairs that could be avoided.

Comments and ideas from committee members:

- There are a few courses that are less desirable. These are generally large-enrollment lab courses.
- One idea presented is to determine those from whom it is difficult to get a and assign them first.
 - One potential issue is that these faculty could then be seen as getting “first choice,” which could be a “reward” for being unresponsive.
- Another idea proposed would be to have the assignment process take place over one or two faculty meetings. The courses would be assigned, with everyone involved, until all courses were filled.
- A faculty group could be created which would be responsible for the core undergraduate courses, which is where most of the undesirable courses are. This group would recruit for the core assignments before any other assignments are determined. This would have a side benefit of assigning faculty who are stronger at teaching the course, which committee members on the committee agreed was very important.
- The committee agreed that further discussion was needed and would be schedule for a later date.

Discussion on Possibility of Forming a “Core Courses Group” (Arabshahi)

Arabshahi asked the committee to consider whether forming a faculty group to be responsible for the undergraduate program core courses would be helpful. Currently, the curriculum groups oversee their own courses, and oversee the monitoring and occasional updating of their group of courses. Meanwhile, the core courses often fall outside of any of those groups. The committee view was generally positive, with some reservations regarding time required of the group members.

ECE Curriculum Committee Meeting

Wednesday, November 16th, 2022

Further comments from the discussion:

- It would be good to have a course archive for each course, so material was readily available for review and use by instructors, especially those teaching the course for the first time
- The Core Group would oversee overseeing and maintaining the course archives
- The group should be small and report back to the ECE Curriculum Committee (ECE CC)
 - How often the reporting would take place was not determined, but about once a quarter seemed reasonable to most members
- The Core Group would act much like the curriculum groups and would be responsible for overseeing the maintenance, review, and updating of the core courses, in cooperation with the larger ECE CC.
- The Core Group should have a clear directive and structure
- The Core Group could work directly with the course coordinator for each course
- Kirschen -EE 393 & EE 398 should be considered part of the core and under the core group's purview

Initial Action Item: Chen, Makhsous, Wilson, and Hameed will act as an initial committee to devise processes for the group, as well as come up with an initial proposal for how teaching assignment for the core courses could be addressed. (**Note** - Group members will need to reach out to Hameed for participation, and his participation in the group is not yet confirmed.)