ECE Curriculum Committee Meeting
Monday, January 30th, 2023

Attending: Arabshahi , Chen, Hussein, Hwang, Johnson, Kirschen, Makhsous, Mizell, Moritz, Overly, Suresh, Swanson, Thomas, Wilson

Agenda:
1. End of Quarter Report Survey (Makhsous)
2. Review of language in CoE suggested syllabus (Wilson)

End of Quarter Report survey (Makhsous)
([See Slides](#))
In an effort to simplify the End of Quarter Report process for faculty and gain improved timeliness and compliance of EOQ reports submissions, Makhsous presented ideas for improvements to the online form seeking feedback before sending it out to the greater faculty.
- The addition of a Likert scale for a number of question, with dropdown menus was well received by committee members, with suggestions for changes to language for the answer for some questions. Makhsous agreed to make suggested changes.
- A few suggestions surrounding ABET outcomes reporting were also suggested:
    o Add language for the various outcomes for easy reference
    o Add question asking if student did achieve the Outcomes as outlined in the course MCD.
- Wilson requested the addition of a question to ask whether students came into the class with the prerequisite knowledge required, as listed on the course MCD.

Discussion Concluded

Review of language in CoE suggested syllabus (Wilson)
With the goal having the department provide stronger information to their students, Wilson presented language options for a number of syllabi components with the hope that the language will create clarity of expectations in the class, as well as better inform students of resources and policies in the college and university. This language will then be used to generate a syllabus template for faculty in the department.
- o The university has specific language around religious accommodation, but Wilson has found that it is often missing in syllabi during peer reviews.
- o The committee members discussed the language in surround DRS accommodations. The language specifies the responsibility of the students when seeking accommodations beyond those they have activated through DRS at the start of the course.
    o The language clarifies that the student needs to work through DRS if additional accommodations are requested.
- o The committee discussed various methods to get the faculty to use a department template with the included language.
- o Rudell noted that there is often not time before the beginning of the quarter to revise syllabi, and he wondered if it would be possible to have the course canvas auto-populate the language so it was always there. Faculty could then remove or change any language if they desired.

Discussion Concluded

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Requested Updates from SAC (Johnson)

Johnson asked if the committee could respond to some questions from the ECE Student Advisory Council (SAC).

- Student are wondering if there will be a course on design and fabrication of PCBs.
    - Chen mentioned the new EE 201 does use custom PCBs, with Arabshahi noting that there is some discussion of expanding the course to add PCB design. Both noted the course is time-constrained, and only one credit. Members agreed that PCB design would be a good topic to cover, but might be better served by a workshop.
    - Further discussion will be needed.
- SAC members would like to have a way to provide real-time feedback on courses.
- With the meeting having reached time, Overly recommended that the student representatives submit SAC questions as an agenda item for future meetings, with questions submitted ahead of time so members can be prepared with the information needed to answer them. This would ensure time for discussion, and clearer responses.