ECE Graduate Programs Curriculum Committee Meeting
Friday, October 20th, 2023

Attending: Anantram, Hauck, Li, Overly, Swanson

Agenda:
1. Discussion of Committee Process
2. Discussion of Proposal Process
3. Setting of Formal Meeting Time for Quarter

Discussion of Committee Process

Previously, the ECE Curriculum Committee covered all programs within the Department of Electrical and Computer Engineering. Under a directive of the department chair Eric Klavins, a new committee structure has been created with 3 separate committees: the ECE Core Courses Committee, the ECE Undergraduate Elective Courses Committee, and this committee, the Graduate Programs Curriculum Committee (GPCC). The first order of business of the new GPCC is to discuss the committee's purpose and processes.

- The committee is a continuation of the Graduate Programs Review Committee (GPRC), and will continue the work of reviewing the graduate programs offered by the department, with the additional responsibility of overseeing the curriculum of the programs.
- Li discussed a desire to invite each research group to join the committee to discuss their course structures. This process was started in the GPRC, and should be a priority for the new GPCC.
- Discussion was opened around assignment of courses for each year, and the process used in the assigning instructors.
    - Li mentioned that his review in the GPRC was through the lens of research groups:
        - Biosystems
        - Computing and Networking
        - Data Science
        - Electronic, Photonic, and Integrated Quantum Systems (EPIQS)
        - Power and Energy Systems
        - Robotics and Control
    - Teaching assignments were processed through the various curriculum groups:
        - Biosystems and Neural Engineering
        - Communications
        - Controls and Robotics
        - Devices
        - Embedded Systems
        - Energy
        - Signal and Image Processing / Data Science
        - VLSI
    - The committee agreed to continue its work through the lens of Research Groups, but defer to faculty in the groups on how they wish to handle course allocation and teaching assignments, possibly breaking up the groups for these purposes.
        - Some research groups, Computing and Networking in particular, would be unwieldly during teaching assignments if addressed as a whole, and will be better served by breaking the group into more defined areas when examining courses offered within the group, and generating annual teaching assignments.

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Discussion of Proposal Process

For course and program proposals, Overly suggested the following process:

- Working with the Curriculum Manager, faculty will craft a proposal package for submission.
  - The affected faculty from the sub-discipline should work together to craft the proposal.
- The Curriculum Manager will send out the proposal(s) to committee members in advance of a committee meeting for members to review prior to that meeting.
- At the start of the meeting, the proposals will be raised as part of the "Consent Agenda," where motion will be raised for a vote on each proposal.
- If any member wishes to discuss a proposal, the committee may discuss it immediately, if time is available, or the proposal can be tabled and added to a subsequent meeting for discussion, with the option to request more information or revisions from the initial faculty owner of the proposal
- The committee agreed to the

Setting of Formal Meeting Time for Quarter

- Committee members agree to meet every other week, with the option of calling ad hoc meetings should the need arise.