ECE Graduate Programs Curriculum Committee Meeting
Monday, January 22nd, 2024

Attending: Anantram, Hauck, Huberman, Kalavakonda, Li, Murali, Overly, Swanson

Agenda:
1. Proposal for Revision of Satisfactory Progress Language Regarding Ending of Guaranteed Funding
2. Recap of Grad Curriculum Review Process

Summary Minutes of Ad Hoc Email Meeting of 11/30/23: Approved

Proposal for Revision of Satisfactory Progress Language Regarding Ending of Guaranteed Funding
The discussion of proposed changes to the Satisfactory Progress policy pertaining to removal of guaranteed funding for PhD student was returned to committee after Anantram, PhD Faculty Coordinator, expressed concerns about the proposed new language with a dissenting vote. Since the vote was over email and not a good venue for further discussion, the topic was tabled until the committee could meet in person.

- Current language: ***"Failure to meet expectations listed above can result in a loss of funding commitments."***
- Proposed new language: ***"Failure to meet the expectations specified above **will** result in the loss of department-supported funding (teaching assistantship and fellowship) **and may result in a loss of** faculty-supported RA funding, for students with Academic Probation status"***
- *Anantram expressed concern the proposed language is less "student-friendly"*
- Anantram also desired to have a better understanding of the Probation process.
- Huberman stated that the change in language was just providing clarity to what was already the practiced process.
- Kalavakonda stated she approved of the new language as it makes the policy clearer, and made it clear that students could still reach out to faculty about RA funding.
- Swanson informed the committee that the current language was not always strong enough to keep students on probation from continuing, sometimes for many quarters, to receive TA positions and the strong urging of faculty members.
- Hauck motioned that he, Anantram, Huberman, and Yazdan-Shahmorad (faculty review of progress coordinator) meet to go over the policies in place and come up with an agreement among the group, then return it to committee.

Motion to review and bring back to committee approved

Recap of Grad Curriculum Review Process
After previous committee discussions of how best to break up faculty for purposes of reviewing curriculum, Li presented his revised groups, moving from the used of Research Groups to the Curriculum Groups used under the previous committee processes, and still used for reviewing undergraduate the undergraduate curriculum as well as for working through teaching assignments.

- Li showed process he originally generated for curriculum review within the EPIQS group.
- Li had not received many responses to get the same review process considered by the various research groups. With the plan to now use the more specific Curriculum Groups, the hope is

that there will be a better response, and he will begin reaching out to those groups to move the review process forward.

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.