

ECE Graduate Programs Curriculum Committee Meeting

Monday, January 29th, 2024

Attending: Anantram, Arabshahi, 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

Minutes Meeting of 1/22/24: Approved

Discussion of Rubric for Assessing Approval of New Course Proposals

With one of the primary responsibilities of the committee being the approval of new course proposals for the graduate curriculum, Li recommended creating a rubric to aid the committee in its review of courses for approval.

- Items members stated should be included:
 - Enrollment levels of pilot offerings.
 - Earlier discussions of process for new courses mention running the class as a special topics course for the first two offerings, then proposing as a permanent course if successful.
 - Student interest in topic
 - Availability of alternative instructors willing to teach the course to provide for sustainability of the course. (Are there other instructors who would be willing to teach the course? Or just the faculty member proposing the course.)
 - Does the course have importance long term, or is the topic related primarily to a short-term current rush of excitement that is likely to wane.
 - Is the topic modern and up-to-date?
 - Does the course fill an important gap in the curriculum?

Overly to draft language for rubric and present to committee for review and further discussion

Discussion of Proposal Process

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

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- 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.