

ECE Undergraduate Core Courses Committee Meeting

Friday, March 1st, 2024

Attending: Chen, Hauck, Hameed, Makhsous, Overly, Shepard, Swanson, Van Fossen, Wilson (Chair)

Agenda:

1. Review of EE 271 MCD
2. Review of proposed revisions to BSECE Satisfactory Progress Policy

Minutes of February 16th, 2024: Approved

Review of EE 271 MCD

As part of its review of all core course MCDs, the committee took up a review of the MCD for EE 271: *Digital Circuits and Systems*.

- Hauck presented proposed [MCD for EE 271](#)
- Consensus from stakeholders was achieved aside from one area:
 - Stakeholders compromised on whether labs needed to be done alone or in teams.
 - If an instructor allows labs to be worked on in teams, the instructor must have a method to determine each student's ability and have a system that allows for grading of the individual work done.
- Labs 1–7 must use the physical lab kit. The final project, which is a multi-week lab, can use either the Remote Hub or a physical kit.
- On the questions of instruction of Verilog and students developing skill with Verilog, Makhsous explained that code examples were given in class, but instruction was mostly left at the higher level, with students using TA office hours for more in-depth exploration and practice.

Motion to approve proposed version of EE 271 MCD: Approved

Review of proposed revisions to BSECE Satisfactory Progress Policy

To simplify the process of determining and tracking students under the BSECE satisfactory policy, ECE Undergraduate Advising examined the current process and drafted a set of proposed revisions.

- (See [Overview of Changes and Justifications](#))
- (See [Flowcharts of Current and Proposed policy workflows](#))
- (See [Final Proposed Policy Document](#))
- Members discussed how faculty can help students who are struggling or falling far behind in their classes.
 - Currently, many faculty will email ECE Undergraduate Advising when there are concerns.
 - Advising can then reach out to the student to check in.
 - Sending a notice to Advising is usually done only when the student has become unresponsive.
 - Main goal is to create dialog with student to see how the department can best support them.
 - Wilson mentioned that it may be helpful to have feedback from Advising on how instructors can change aspects of how they teach that may help to lower the numbers of students hitting up against the satisfactory policy.

Motion to approve proposed revisions to BSECE Satisfactory Progress policy: APPROVED