ECE Undergraduate Core Courses Committee Meeting
Friday, April 19th, 2024

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

Agenda:
1. Lab Safety: Issues and Discussion of Common Language for MCDs and Posting in Labs (Wilson - continuation of prev. meeting)
2. Review of EE 215 MCD (Chen)
3. Continued Discussion of EE 491

Minutes of April 4th, 2024: Approved

Lab Safety: Issues and Discussion of Common Language for MCDs and Posting in Labs (Wilson)
Continuing the topic of lab safety language to propose for Master Course Descriptions (MCDs) for Core courses, Wilson presented draft language attached to the current version of the EE 280 MCD as an example of language that could be recommended.
([EE 280 MCD](#))
- Wilson presented lab safety language added to the EE 280 MCD and asked for comments and suggestions.
- The committee members agreed the language was useful and a good model for other courses in the Core.
- The committee also discussed where more general lab safety information could be posted, information not specific to a particular course's labs but important for students to know.
    - Van Fossen suggested that Canvas as a possible location.
    - Some central location to which one could link to provide to students on syllabi and the web site.
    - Potential for a looping video in the lab space, ECE 137 in particular, was suggested as a possible way to ensure the information was seen by students using a particular space.
- The need for TA training was stressed.
- Wilson mentioned her current requirement that students sign a form stating they had been informed of particular safety concerns for her current offering of EE 280, but is hesitant to require faculty to do so for their offerings of lab courses.
- Wilson asked the committee to vote on approval for adding lab safety language to all Core course MCDs for courses implementing labs.

    Motion to add lab safety language to MCDs all Core courses implementing labs: APPROVED

Review of EE 215 MCD (Chen)
As part of the committee's review of Core course Master Course Descriptions (MCDs), Chen presented the MCD for EE 215 in his capacity as faculty coordinator for the course.
([MCD](#))
- Lecture topics were updated in consultation with other faculty (Rudell, Anantram, Hameed)
- Addition of Op-Amps language.

- After a concern that Op-Amps was not listed under "Learning Objectives," Chen agree it should be added and stated he would update the MCD.
  Motion to approve MCD as presented, with edits as requested: APPROVED

Continued Discussion of EE 491

With the ECE Colloquium series no longer being offered as a seminar in the undergraduate curriculum, the committee discussed how EE 491: Undergraduate Seminar might be revised to accommodate the needs of the department's undergraduate students.

- Wilson discussed EE 200: Undergraduate Research Exploration Seminar
  - Ran for one year
  - Considered a service role for one faculty member who found the amount of work involved to be too heavy
  - Course has not been offered since, and no plans to run it.
    - Under BSECE degree, the course would not be allowed to count toward Advanced ECE Electives since it is at the 200-level.
      - Only 300-level and 400-level EE courses (and a few exceptions) are eligible to apply toward the required 36 credits of Advance ECE Electives.
      - EE 491 would be allowed to apply, and students are allowed to take the one credit offering twice.
- Van Fossen discussed the need some students have for a single credit to fill in their schedules to get to full time, or to finish enough credits to graduate.
- With the course on the schedule for the Autumn 2024 quarter and registration set to open on May 3rd, it is necessary to decide whether to offer the course, or remove it from the schedule until a design for the course can be created and approved.
- One proposal is to have presentations by PhD students working on presentations for their dissertations and members of the ECE community who attend conferences, especially those to whom the department provides assistance for attending.
  - Many students are looking for a venue to practice their presentations.
  - Presenting to an undergraduate audience would be a benefit to presenters.
- Swanson asked who would oversee the offerings and ensure presentations were lined up?
  - Would this be a faculty member? Pre-Doc instructor? TA?
  - The committee was mixed on whether or not a pre-doc instructor was the right choice with Swanson expressing concern about pulling the course together with a pre-doc instructor this late, and that doing so could lead to a poorly structure offering.
  - Arabshahi stated his belief that the course should be a part of a faculty member's teaching load, and topics could include a wide range of areas: Tools, Soft Skills, specific curricular areas.
- Makhsous stated that the course was a good idea, and that it was just the mechanics and structure that needed to be worked out.
- Wison pressed that the priority is finding someone to run the offering for next year.

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Committee agreed to removal of EE 491 from the Autumn 2024 schedule. Makhsous will meet with Hameed to generate ideas of how the seminar course might be run. Those ideas will be discussed in a future committee meeting.