CES/EE Curriculum Committee – MINUTES

September 22, 2021

1:00 – 3:00 p.m.

Virtually via Zoom

Attendance:

- **Faculty**: Orlando Baiocchi (arrived after vote), Vahid Dargahi, Debasis Dawn, Massimiliano Laddomada, Thillainathan Logenthiran, Michael McCourt, Jie "Jenny" Sheng, Nafiul Siddique, Matt Tolentino

- **Non-Voting Faculty**: Raj Katti

- **Staff**: Andrew Fry, Christopher Barrett, Don McLane, Beth Jeffrey, Bob Landowski, Zaide Chavez, Rachel Long

Items

1) **Motion 1: Approve the Meeting Minutes from May 20, 2021**

   Moved: M. McCourt

   Seconded: T. Logenthiran

   Eligible to vote: 9

   8 in favor, 0 against, 0 abstained, 1 absent

2) **Discussion and Vote on removal of TCES 203 as prerequisite for TCES 372 Machine Organization**

TCES 372 Machine Organization and Architecture for Computer Engineers (5)
Covers the general features of computation systems, including an introduction to processor architecture, instruction sets, assembly programming, cache and memory architecture, debug monitors, and translation from higher level languages to machine language. Prerequisite: minimum grade of 2.0 in both TCES 230 and TCES 203.

The committee discussed how TCES 203 is an old prerequisite, and raised the question of whether the information presented in this course is really relevant for machine organization. It was also mentioned by a committee member that the more prerequisites we require, the harder it is for the student.

Motion 2: To remove TCES 203 as a prerequisite for TCES 372

Moved: J. Sheng

Seconded: M. McCourt

Eligible to vote: 9

8 in favor, 0 against, 0 abstained, 1 absent

3) **ABET prep for next year visit:**

Upload a copy of best/intermediate/worst sample graded coursework in the appropriate folder at:

S:\SET\General\ABET_EE_CE_AY17_18_to_22_23\Assessment_data\AY20212022

Upload a 2-page syllabus **in word** using the ABET format (see document attached to the email ABET syllabus template.docx).

Rachel will create a Google Share Drive folder for faculty to submit syllabi, and Max will send the link to everyone as soon as it is created. The committee was reminded to submit all documents in Word format so that he can easily edit as needed, and to double check that their submitted syllabi are in the correct ABET formatting. More information on this formatting was sent to everyone before this meeting. It is important that faculty not wait until next year to submit their required syllabi, and to submit to the secure Google Share Drive in a timely manner.

4) **EE and CES Assessment plan for AY2021-2022.**

Our new student orientation will be held online on Monday 27th at 3.30pm.

The Academic Advisors have recommended that faculty discuss important program information such as ethics and cheating/plagiarism policies, and any potential research opportunities in this orientation. Faculty should send any relevant information for individual faculty introductions to Beth as soon as possible.

5) **New Student Orientation online on zoom. When? Monday 27th at 3.30pm.**

Our new student orientation will be held online on Monday 27th at 3.30pm.

Meeting ID: 913 8841 3854

https://washington.zoom.us/j/91388413854

6) **Tutoring for junior students: every Thursday at 12.30pm until 1.20pm in CP 325. Mark Babin (EE senior) and Paul Park (CES senior) are the tutors for autumn quarter.**

The committee was reminded to please share this information with junior students, since juniors tend to struggle initially and tutoring is a helpful resource.

7) **10-year review of all SET programs**

This review is happening next year, and is mandated by the greater UW system. Typically in this review, we have to explain the quality metrics we use in our degrees. For the undergraduate degrees, we can use the data from our ABET accreditation materials. The purpose of this review is to evaluate the quality of our programs, and the key questions asked are: are the unit's degree programs of high quality? Do they meet the university's expectations of quality and reputation? How does the unit compare with that or peer and aspirational institutions in terms of educational programs and scholarship (or professional preparations)?

We also have the opportunity to ask questions to the reviewers, which will help guide the review committee in addressing the unit's current strengths, challenges, and the best path for achieving its future goals.

The Dean has started a document that can be accessed by everyone with possible unit-defined questions. We also need to submit 8 possible external and internal reviewer names (due in the next couple of months) so please send any suggestions to Max.

8) **MS ECE: we received 7 applications.**

   a. Creation of a Graduate Committee. Need to appoint a Graduate Committee Chair.

   b. Make sure everyone enrolled in your MS courses is eligible to be enrolled in the course

We only had to cancel 1 class: TECE 510 Advanced Computer Architecture (taught by Hossein Pedram)

The Graduate Committee (similar to Computer Science's) would be responsible for advising new students, and to create documents such as policies/handbooks for master's programs and to address any issues that may come up along the way. Most of these policies for a committee are in place in Computer Science, and our committee could make changes as they see fit. This committee would also be responsible for approving thesis proposals, and needs to be a separate committee from the undergraduate committee. It was also mentioned that all graduate faculty would need to be a part of this committee.

The committee was reminded to double check that students that have enrolled in their courses are eligible (have completed the appropriate prerequisites) for that that course. For those that are ineligible or haven't completed the required prerequisites, faculty should encourage them to enroll in some undergraduate courses. It might take a student longer than 45 credits to receive their master's degree if they do not have these prerequisite classes. Faculty should also create a list of courses students must take to be eligible for master's courses.

9) **Marketing/Recruiting plan of our 3 engineering programs.**

The Master's program was approved late, so we weren't able to do a ton of recruiting. We did send out mail to former graduates to let them know that this program is available, and all students who have applied are former students (some being students who just graduated in June). We will need to speak with the new marketing hire (Haneen) and graduate advisor (Victoria Olive). We will work with Haneen to get some assistance marketing nationally and internationally, but please let the committee chair know if you have any marketing suggestions.

Andrew Fry encouraged the committee to send any newsworthy updates (i.e. research student work, etc.) to him, since he has connections that are pushing out stories all the time—this could also help with marketing.

The advisors mentioned that in order to attract more students, we need to find more scholarships. We also need to clarify what each different major means/what a professional career in each major could look like/list companies that are looking for applicants who know about embedded systems, since there is some confusion for students on these differences. The advisors recommended working with Haneen on finding a way to best do this.

10) **Set date for discussion of the Assessment data from AY 2020-2021**

The committee agreed to meet on Thursdays during lunch time, with the **next meeting being on Thursday, September 30th from 12:30pm – 1:30pm.** This meeting will be in person in CP 303 and via Zoom for those who can't attend in person. The committee chair will send exit interviews via PDF for faculty to look at in advance so that the meeting on the 30th can go faster.

11) **Updates from the advisors (Beth):**

We currently have 39 EE students registered and ready for the fall quarter, and 15 CE students— these numbers are about the same as last year. Beth feels that we can get these numbers up if we improve marketing and find more scholarships. The advisors are working on a "what major is best

for you" quiz to help students figure out where they might be a good fit. The advisors are also working with the UW Seattle career center and will update everyone as things develop.

12) Updates from the faculty council

First Faculty Council meeting is on October 7th