

CES/EE Curriculum Committee - MINUTES

October 14, 2021

12:30 – 1:30 p.m.

CP 303 / Zoom (for those who are unable to attend in-person)

Attendance:

Faculty: Max Laddomada, Thillainathan Logenthiran, Debasis Dawn, Vahid Dargahi, Nafiul Siddique, Mike McCourt, Jie “Jenny” Sheng, Orlando Baiocchi, Matt Tolentino (not present for vote)

Staff: Rachel Long, Kira King, David Ross, Christopher Barrett, Don McLane

Non-Voting Faculty: Hossein Pedram, Beth Jeffrey, Raj Katti

Items

1) Motion 1: Approve the minutes of our last meeting held on September 30, 2021.

Moved: M. McCourt

Seconded: T. Logenthiran

Eligible to vote: 9

8 in favor, 0 against, 1 absent for vote

2) Training to use equipment in Maker space

In the job safety manual, there’s a list of required list of trainings required for faculty and staff to complete before receiving access to enter the Maker Space/Labs (CP206 J and K). Once you have access, you can guide students/others through the labs. It’s important to remember that those with access must remain in the space with other non-trained individuals the entire time. This is a safety precaution, because if someone gets injured in the lab, there needs to be someone present who has completed the required training and knows how to respond safely and efficiently. This training isn’t equipment specific, and covers topics such as first aid and CPR, chemical training (there is a hazmat locker in certain labs), “stop the bleed” trainings, and much more. All of the trainings are available online through the training portal (with some exceptions, such as the CPR and first aid trainings). Any further questions about the required trainings to enter/guide others through labs and the Maker Space should contact any of the lab techs.

3) Collection data: include the outline of each coursework assigned along with the solution

The Chair reminded the committee to remember to also upload the outline of each coursework assigned, as well as the solution (the answers to the questions asked) to the designated course folders within the Google document. Students don't always include the original questions asked in an assignment when submitting, so it's important to remember to include for the ABET team to look over. Please upload all required information to the shared Google Drive as soon as possible—Rachel will start sending out more frequent reminders to faculty who haven't yet uploaded soon.

4) Ph.D. students from CSS

EE/CE instructors can apply to supervise and support CSS graduate students (the application for this year has already closed, but you can apply to support a graduate student for the 2022-23 academic year).

5) Updates from the advisors

The advisors are working with all current/prospective students together as a team until they find someone to fill the prospective student advisor position (which is responsible for recruiting/prospective students). They are now holding in-person student meetings, and are continuing to have meetings available virtually via Zoom. The advisors reminded the committee that winter registration opens up next month (November 5th), and to send students their way if there are any struggles. Any proposed changes/updates to the registration/application process should be brought to the advisors as soon as possible. The advisors also reminded everyone that they offered “conditional admits,” last year, which ended up being difficult to manage, and the committee might want to rethink that process (for example, it might create more flexibility for advising if we can remove certain classes as a pre requisite to admission, and instead make it a degree requirement).

The advisors have been working with our new marketing and recruitment specialist to coordinate a virtual open house in November. More information regarding this event will be sent out soon. If any committee member has any suggestions/ideas regarding recruitment, please reach out to the advisors.

One advisor raised a question regarding professional exams for B.S. graduates, and whether the committee feels that students will be prepared to take this exam post-graduation (students have been asking about these exams in advising appointments). The committee believes that students are adequately prepared to take the FE exam, but for the PE exam they are required to have ~5 years of field experience (this number is different state-to-state) to qualify to take this exam. The committee also mentioned that the PE exam is not so common in most fields of engineering, and is mostly taken by Civil

Engineers and Power Engineers so that they can sign off on designs. The committee concluded this conversation by agreeing that B.S. graduates are adequately prepared to take the FE exam after graduation, and recommends that they take it as close to their graduation date as possible. The advisors also recommended that the committee start tracking data of how many students take the FE and pass, as it might be a helpful fact for recruiting.

The advisors then raised the question of how students accepted early to EE and CES can better prepare for their first quarter of courses in the major. Specifically, they asked if it was possible to create an entrance packet that lists topics/information/skills that students can brush up on over the summer, so that they are more academically prepared. One advisor mentioned that they are going to start sending out the 310 syllabus early, since it is the most commonly failed course, and wants to be more proactive to help students prepare for this course. It was also suggested that a Zoom seminar over the summer to review mathematical concepts frequently used in 310, or a self-test so that students know where there are gaps in their knowledge could be very popular amongst newly admitted students.

6) Updates from the Faculty Council

The Faculty Council met last week and created a Distinguished Teaching Award Committee and a Distinguished Research Award Committee--The Council recommended Monika Sobolewska to head the Teaching Award Committee, and Mike McCourt to head the Research Award Committee. Debasis is the new Faculty Council chair, and will run faculty meetings this year. Donald Chinn is the vice chair, and will be chairing all Faculty Council meetings next year. The Council is also assisting with recruiting in what will hopefully be the first cohort of new Writing Fellows. If anyone is interested in being a Writing Fellow, please reach out to either Raj or Debasis as soon as possible.

The Chair mentioned that they are looking for a volunteer to head the Master's committee (preferably a tenured faculty member). This committee will be in charge of writing the graduate handbook and deciding/voting on all of the pre-requisite courses from the undergraduate program for each concentration within the Master's program. This will help give students a more constructed plan of what classes to take.

The committee will meet again next week for another ABET data assessment review.