CES/EE Committee – Minutes

January 13, 2022

12:30 – 1:30 p.m.

CP303 / Zoom

<u>**Attendance**</u>

Voting Faculty: Max Laddomada, Vahid Dargahi, Debasis Dawn, Thillainathan Logenthiran, Mike McCourt, Jie "Jenny" Sheng, Nafiul Siddique

Non-Voting Faculty and Staff: Rachel Long, Raj Katti, Hossein Pedram, Kira King, David Ross, Beth Jeffrey, Christopher Barrett, Bob Landowski

Absent: Orlando Baiocchi, Matt Tolentino

<u>**Items**</u>

1) Approve the minutes of our last meeting held on December 2, 2021

> **Moved: D. Dawn**
>
> **Seconded: T. Logenthiran**
>
> *Eligible to vote: 9*
>
> **7 yes, 0 no, 0 abstain (2 voting faculty members absent)**

2) Issues caused by online/face-to-face course scheduling

Students have been struggling balancing both in-person and online courses - some courses are being offered fully online while others remain in-person, and students are having a hard time reaching the classroom in-person and then immediately needing to find a space to attend their next course online (and vice versa). The committee chair encouraged everyone to teach online only if it's necessary, since it is becoming increasingly more difficult and unmanageable for students this quarter. There needs to be a strong rationale for a course to remain fully online. It is also important to note that we are flexible for those in special situations (i.e. living with immunocompromised individuals), and there should continue to be an option for students to attend virtually for courses currently being held in-person. The Chair reminded the committee to try to conduct exams in-person to avoid cheating, which seems to be more

prevalent in online courses. Along with this, the Chair recommended faculty to not place a high percentage on homework assignments, and to instead prioritize exam grades, as exams better showcase a student's retention of course material.

3) Prerequisite for courses

The Chair reminded the committee that we are not permitted to waive prerequisites. If a student wants to take your course but doesn't have the required prerequisite to enroll, they are not permitted to register, no exceptions. This creates big issues with our upcoming ABET accreditation, and could potentially lead to us losing our current accreditation if this continues.

4) ABET

a. Assessment plan for Winter 2022

Please refer to the assessment plan (included in email with today's agenda from the Chair) for list of courses/outcomes being assessed this quarter.

b. Data collection on Google shared drive

We are still collecting sample course works and syllabi on the Google shared drive. As a reminder, everyone will need to upload the syllabus for each course they are teaching this quarter.

c. Assessment data from Autumn 2021

This committee will need to discuss all of the assessment data in early June. After this discussion, the Committee Chair will write the self-study (the deadline for the self-study is the end of June). It's important to note that ABET's deadlines are based on the semester system.

d. Other info needed for self-studies

Other than the syllabi, the Chair will be collecting Faculty vitae – this should be 2 pages max and submitted as a word document (not PDF). Along with this, Faculty will need to list their qualifications (number of years in government/individual practice, teaching experience in general, and teaching experience at this institution). In the last 3 columns, you will list your level of involvement (high, medium, or low) in the following areas: professional organizations, professional development, and consulting/summer work in industry.

Faculty will also need to complete the Faculty Workload Summary Table for the self-study, which includes listing courses taught (just the code, number of credits, and the quarter) this academic year (Fall 2021 – present), the percentages of program activity distribution (teaching, research, scholarship, or other) and the percentage of time devoted to the program – all of this information should be sent directly to the Committee Chair.

5) Marketing for ECE and newsletter

The Committee Chair has met with the SET marketing team to create a strategy to promote ECE. We will be shooting 3 videos (one for EE, one for CE, and one MSECE) that will highlight faculty and current/former students. The Chair reminded the committee to be prepared to discuss the major, individual courses, internship opportunities, or current research activities if asked to participate in one of these videos. Students are having a hard time understanding the difference between Electrical and Computer Engineering, and these videos will hopefully serve to help make this distinction more clear. These videos will be posted on the SET website and on various social media outlets for marketing. This marketing plan is still in its early stages, and more updates will be provided in future meetings.

6) Updates from the advisors

The advisors are working on scheduling various open houses, and will be reaching out to committee members to ask to attend/speak to prospective students. There is one open house event scheduled for February with all SET majors that will most likely be held virtually. This February open house will also include graduate students, but the advisors are working on scheduling an open house event for just undergraduate majors, specifically targeting engineering. The advisors are also doing classroom visits for each individual community college in the area.

7) Updates from the Faculty Council

The Faculty Council met in December and discussed the scholarship requirement for Faculty and issues with space. Joel created a survey to address the space issue, and the Council will be taking a look at the results next week before sending it out to all Faculty.