CES/EE Curriculum Committee – Minutes

April 14, 2022

12:30 p.m. – 1:30 p.m.

CP303/Zoom

Attendance

Voting Faculty: Orlando Baiocchi, Vahid Dargahi, Debasis Dawn, Max Laddomada, Thillainathan Logenthiran, Michael McCourt, Jie Sheng, Nafiul Siddique, Matthew Tolentino

Non-Voting Faculty and Staff: Bob Landowski, Christopher Barrett, Zaide Chavez, Don McLane, Beth Jeffrey, Kira King, David Ross, Noelle Wilson, Alice Dixon, Rachel Long

Items

1) Approve the minutes of our last meeting held on March 17, 2022

*Some edits were made to clarify name change, to ensure that all documented information about this change is accurate.

> **Moved: V. Dargahi**
>
> **Seconded: M. McCourt**
>
> *Eligible to vote: 9*
>
> **9 in favor, 0 against, 0 abstained**

2) Revise PEO's for our BS CES program

Given our pending name change, we have to change the PEOs (Program Educational Objectives) – specifically in PEO #4 – this change will simply remove "and systems" to reflect the program's name change). The proposed edit for CE's PEOs is as follows:

"Within three to five years of graduate from the CES program, it is expected that many graduates will have:

1) Developed a product or process by applying their knowledge of mathematics, computing, systems, and development tools,

2) Applied the principles of mutual respect, safety, quality, integrity and inclusion as a member of a multi-disciplinary development team and undertaken a leadership role when appropriate,

3) Taken graduate courses or continuing education classes to improve their skills and abilities,

4) Made positive contributions to their community and society by applying skills and abilities learned during their undergraduate program in computer engineering ~~and systems~~,

5) Made decisions related to their work that demonstrate an understanding of the importance of being an ethical engineering professional,

6) Applied their technical communication skills to effectively promote their ideas, goals, or products

Motion: To approve the edited Program Educational Objectives for Computer Engineering

Moved: M. McCourt

Seconded: T. Logenthiran

Eligible to vote: 9

9 in favor, 0 against, 0 abstained

3) Discuss new grid for EE/CES

Currently for EE students, TCES 380 (Scholastic Signal Theory for Engineers) is taught in winter of their junior year, TEE 453 (Digital Signal Processing) is offered in autumn quarter of senior year, and TEE 341 (Communication Theory) is offered in spring quarter of junior year. In order to optimize our course offerings and to encourage CE and EE students take some courses together, it is being suggested to offer TEE 453 in winter of junior year, TCES 380 in spring of junior year, and TEE 341 in fall of senior year. To accommodate this change for current students TEE 341 will be offered in **both** winter and spring quarters for 1 year during this transitional period. It's important to note that degree requirements will

remain unchanged, and this is just a proposed shift in the schedule. A final decision on this will be made in August when we have a better idea of what our enrollment will look like for AY 2022 -2023.

4) Hybrid teaching format for our MS ECE courses: I-tech Fellows

Since we are offering master courses in the evening, there is an opportunity to offer them in a hybrid format to better accommodate students' and faculty's time (meaning that instead of meeting twice a week, faculty who complete the I-Tech Fellows training can record a lecture offline for one day, and teach in-person the other day). If you decide to begin the I-Tech Fellow training, please work with the Academic Administrator (Zaide Chavez) to make sure that offering your course in a hybrid format will work for students/the current course offering schedule. There is a list of current I-Tech Fellows on the UW Tacoma website.

5) Assess Student Learning Outcomes for your promotion package (suggestion coming from the Provost at UW)

The Provost has recommended that faculty show how their teaching led students to achieve the Student Learning Outcomes set in place for each course. To strengthen faculty's future promotion packages for teaching, it is recommended to complete an assessment of the student learning outcomes of each course taught. This data can be reported in your teaching narrative when applying for promotion.

6) Reminder to get the annual peer review of teaching for the upcoming merit meeting

This meeting is taking place next month, so peer reviews need to be completed as soon as possible (due May 1st).

7) Reminder to perform graduate applicant reviews as soon as possible

The Graduate Advisor is assigning reviews for faculty daily – please complete reviews as soon as possible to ensure we accept students before they commit elsewhere.

8) ABET

As a reminder, please provide all assessment data from all courses taught in previous quarters to the Chair as soon as possible. Sample coursework (best, intermediate, and worst for each assignment given) to the Google Share Drive.

9) Reminder: ECE Faculty will met in June after finals to discuss all assessment data collected in AY 2021 – 2022. The outcomes have to be documented in the two self-studies before they are submitted to ABET in June.

This committee will need to meet sometime mid-June, and attendance of all committee members is important.

10) Updates from the direct admission committee

This committee has been meeting regularly to discuss the structure for a direct admission program, specifically regarding how this will impact curricula for all SET programs, and have been writing a report with recommendations. Generally, the impact on ECE curriculum with this new program will require some shifting in the schedule – specifically moving some courses to the sophomore year, since direct admission would be they start with us during their freshman year. We will also need to review our prerequisite structures before making a decision. The recommendations from this committee are scheduled to be presented at the end of June, and a document will be presented for voting in early July. This report will be given to the Dean if approved.

11) Updates from the advisors

Currently for CE, 5 students have been admitted and none are pending acceptance. For EE, 10 students have been admitted, with 3 pending acceptance (so could be a total of 13 depending on students' decisions). The advisors shared that these are modest numbers for this time of year, and is a little low for CE in comparison to previous years, but for EE we generally don't get a lot of applications until after spring quarter grades are posted. The applications are open until summer, so we will wait until closer to the start of fall to accommodate late applicants.

The undergraduate recruiting advisor has a few events in the works, including a few TCC events/Green River class visits and drop-in advising.

One question raised was in regards to CE electives, and if it's possible to expand the list of electives for CE students to be "any 400 level CS course." This would give students more options for electives. Advisors have allowed exceptions for this in the past, but it would be nice to show the students up front what electives they can take, as opposed to a list of courses that are rarely offered. Adding any 400 level CS course to the list of options would not require a 1503 form. After some discussion, **this committee agreed to allow CE students to take "any 400 level CS course, except for 422."**

12) Updates from the faculty council

The Faculty Council has been working on their annual activity report, and will meet next week to discuss what has been done so far.

The committee was reminded of the SET Research Showcase on 4/22. This event will be held in WPH.