**Electrical and Computer Engineering Committee – Minutes**

**October 13, 2022**

**CP 303 / Zoom**

**Attendance**

**Voting Faculty:** Orlando Baiocchi, Max Laddomada, Debasis Dawn, Matt Tolentino, Nafiul Siddique, Mohammed Jasim, Thillainathan Logenthiran, Mike McCourt, Vahid Dargahi, Jie Sheng\*

***\*=not present for vote***

**Non-Voting Faculty and Staff:** Rachel Long, Christopher Barrett, Don McLane, Beth Jeffrey, Raj Katti

**Items**

1) Approve the minutes of our ECE Curriculum meeting held on September 21, 2022

**Moved:** M. Tolentino

**Seconded:** M. Jasim

***Eligible to vote: 10 (1 voting faculty member absent for vote)***

**9 in favor, 0 against, 0 abstained**

**2) Discussion on prerequisites for admission to the EE and CENGR majors**

Links for reference:

* <https://www.washington.edu/students/crscatt/tee.html#tee317>
* <https://www.washington.edu/students/crscatt/tces.html#tces330>

We need to reduce the number of pre-requisite courses to make it easier on students to enter our majors – currently, some of our pre-requisite courses create a barrier for students to enter EE or CENGR majors. This way, we don’t have to automatically reject so many students, and can instead require these pre-requisite courses later in the student’s academic career (i.e. to their junior or senior year). For example, if a student doesn’t have the appropriate calculus or math course to take 310, they can still go through the program in other areas like logic design, computer architecture, etc. and then take 310 when they are more prepared in another quarter. The Chair mentioned that some of the material learned in the pre-requisite courses, like linear algebra, is used mostly in the senior year, so it makes sense that we can admit students into the major and give them more time to complete the pre-requisites while still being admitted to the major. This will also prevent the Chair from having to grant some exception for pre-requisites. The committee agreed that they want to admit as many students as possible, and that our current pre-requisite courses are creating unnecessary roadblocks. The Chair reminded the committee that they need to refer to the catalog info at the links shared when creating their syllabus to make sure that the pre-requisites listed for their course are accurate and up to date. All questions about pre-requisites should be directed to the Chair.

The Chair recommended that all ECE members take a look at their syllabi and create a revised list of pre-requisites for each of their courses if necessary.

**3) Recruiting efforts, including TCC: Monday afternoon at 2:30 p.m. How about Oct. 24, Oct. 31, or Nov. 7?**

The Chair has been focusing on recruiting, and has specifically asked some faculty to recruit in different areas of Washington to see if we can go and talk to students in community colleges who are taking our pre-requisite courses.

A representative from TCC reached out to the Chair and asked for some of our Faculty to visit on either Monday Oct. 24, 31, or Nov. 7. Events organized by this representative have been well attended in the past.

**4) ABET updates**

The Chair met with our ABET evaluators for 2 hours over Zoom last week – they didn’t have any additional questions for us, but it’s possible that they may have some more questions before their visit on Oct. 30 – Nov. 1. The Chair will inform the committee if any questions come in.

The committee discussed issues with scheduling a representative from Humanities with our ABET Program Evaluators – the undergraduate advisor agreed to help with this, to ensure that a meeting is scheduled in time for ABET’s visit.

All textbooks have been collected for ABET, with one exception – the Program Coordinator will send out an email to the committee to see if anyone has a copy of this missing textbook. If not, we can order a copy on Amazon via SET Operations.

**5) Updates from our ECE advisor**

The advisor will remind seniors to make an appointment with them to help them with their graduation application. There have been some recent shifts in advising responsibility, so some students may not know who to schedule a meeting with – the advisor will start visiting classes so that students can get to know their new advisor.

The advisor will also be sending an email to all EE students informing them that if they haven’t met with an advisor yet, they have to do so soon.

Some students have expressed that they don’t feel prepared for graduation, and because of this, are extending to a 5th quarter so they have more time to prepare for the job search post-graduation. The advisor recommended that we host a “life after graduation” event for EE and CE, where we can encourage that they apply for internships and provide guidance for finding them.

**6) Emag issue**

This item was not discussed in this meeting