

TO: The Faculty of the College of Engineering

FROM: The Engineering Curriculum Committee

RE: Update of EFD 7-06 - The Processing of Faculty Documents

The Engineering Curriculum Committee has approved the following update to the existing procedure for the processing of Engineering Faculty Documents (EFDs). This action is now submitted to the Engineering Faculty with a recommendation for approval.

Amended Section of EFD 7-06 - The Processing of Faculty Documents

Amended section in italics.

4. Initial Processing. Document processing shall depend upon its point of origin and its contents as:
 - a. Documents originated by a subcommittee shall be either sent through the parent committee or they shall be sent to the parent committee with a request for endorsement, at the discretion of the subcommittee, but, in either case, the parent committee shall act within a period of two weeks of University session in one of the following ways:
 1. Request modification before further processing.
 2. Forward to the Engineering Leadership Team (ELT) and ECC with recommendations and/or comments.
 - b. Documents originated by either ELT or ECC shall be reviewed by the other body within two weeks of University session. Unless the document is withdrawn by the originating body after receiving the comments and recommendations of the other, or after the time period has elapsed without comment, the document shall be distributed to the Faculty by the Office of the Dean of Engineering.
 - c. Documents from an appropriate originating unit which has curriculum responsibility shall be forwarded directly to ELT and to ECC. If the document pertains to other divisions of the College of Engineering, such as when service courses are involved, then a copy of the document shall be sent to each affected division concurrently with submittal to ELT and ECC with a request that comments and recommendations be forwarded to ELT and ECC within one week.
 - d. *Some course modifications may be eligible for expedited processing which would bypass ELT and Full Faculty consideration. Such requests will require the*

submission of an explanatory memo and a complete form 40 or form 40G. The process to determine if a request can be considered for expediting is as follows:

- 1. Request is vetted for consideration by Chair of ECC and Associate Dean for Undergraduate Education. If they disagree, a full EFD process will be recommended to the originator of the request.*
- 2. If the Chair and the Associate Dean agree that the request should be expedited, at the next ECC meeting, the expedited request will be considered.*
- 3. An expedited request will be granted if a unanimous vote in support is achieved from all ECC members in attendance.*
- 4. If a unanimous vote is not achieved, an EFD number will be issued to the originator and full EFD process will be required to move forward.*

Reason: The purpose of this expedited pathway is to provide a more time-conscious method to amend existing courses in minor ways which minimally or do not affect departmental resources.

Jeffrey L. Gray

Jeffrey L. Gray, Chair
Engineering Curriculum Committee

APPROVED FOR THE FACULTY
OF THE SCHOOLS OF ENGINEERING
BY THE ENGINEERING
CURRICULUM COMMITTEE

ECC Minutes 4/8/14

Date 4/8/14

Chairman ECC *Jeffrey L. Gray*