

Memorandum

TO: Engineering Curriculum Committee
FROM: Karen Marais
DATE: April 21, 2019
RE: Agenda for Meeting #16– Monday, April 22, 2019 in ARMS 3001 at 12:30pm

1. Call to order
2. ECC meeting #16 agenda review and approval.
3. Meeting minutes (ECC #15 04/15/2019) review and approval.
4. Consent approval on behalf of the faculty the following EFD:
 - EFD 54-18 MSE 58600 Experimental Characterization of Advanced Composite Materials
5. Consideration by the ECC for approval to distribute to the faculty the following EFD:
 - EFD 10-20 NE – online deliver of MS program
6. Old Business
 - EFD 10-18 CEM 42501 and Capstone I and Capstone II – new undergraduate courses
7. New business
8. Adjournment



Engineering Curriculum Committee

Minutes of Meeting #15

April 15, 2019

Present: Marais, Midkiff, Kvam, Cherkauer, Nies, Weidner, Kim, Yuan, Krousgrill, Liu, Bean, Groll
Recorder: Ortiz

1. Meeting was called to order at 12:31 pm in ARMS 3041.
2. Motion to approve the agenda for meeting #14 was made by Krousgrill and approved by consent.
3. Motion to approve the minutes from meeting #1 (03/25/2018) was made by Weidner and seconded by Cherkauer. Motion passed unanimously with no abstentions.
4. A motion was made by Weidner and seconded by Cherkauer to approve the following EFD for distribution to the faculty:
 - a. EFD 50-18 CEM 42501 and Capstone I and Capstone II – new undergraduate coursesDiscussion led by Weidner. Motion to table made by Cherkauer.
5. A motion was made by and Yuan seconded by Cherkauer to approve the following EFD for distribution to the faculty:
 - a. EFD 9-20 CHE – New graduate concentration in Gas & Petroleum engineeringDiscussion led by Yuan. Motion passed unanimously.
6. Old Business
 - a. A motion to remove from the table the following EFD was made by Weidner and seconded by Kvam:
 - i. EFD 17-18 CEM 28000 Construction Engineering Professional Development I - change in course descriptionDiscussion led by Weidner. Motion to approve for distribution to the faculty passed unanimously.
 - b. A motion to remove from the table the following EFD was made by Weidner and seconded by Kvam:
 - i. EFD_14-18 CEM 45700 Inland Navigation new undergraduate courseDiscussion led by Weidner. Motion to approve for distribution to the faculty passed unanimously.
7. New Business- Future ECC members
 - a. Bob Stwalley-ABE
 - b. Jon Howarter-EEE
8. Motion to adjourn was made by Kvam and seconded by Yuan. The meeting adjourned at 1:12pm.

EFD Requirements

Undergraduate & Graduate

a) New Courses

i) EFD (see page 2)

- (1) Course Name
- (2) Course Number
- (3) Attributes
- (4) Course description
- (5) Rationale

ii) Supplementary Information

- (1) Syllabus
- (2) Number of times the course has been taught
- (3) Prior course enrollments

b) Course Revision

i) EFD (See page 2)

- (1) Course Name
- (2) Course Number
- (3) Attributes
- (4) Change From
- (5) Change To
- (6) Rationale

ii) Supplementary Information

- (1) Syllabus – if course content is changing

c) Course Deletion

i) EFD (See page 2)

- (1) Course Name
- (2) Course Number
- (3) Attributes
- (4) Rationale

Suggestions:

- Make sure it is clear in the EFD what changes you are requesting
- Be sure to proof-read your course descriptions as these will end up verbatim in the course catalog
- Please try to turn in your EFDs on Tuesdays to get them going in the process as efficiently as possible



Sample EFD

Engineering Faculty Document 39-15
March 9, 2015
Page 1 of 1

To: The Engineering Faculty
From: School of Electrical and Computer Engineering
Re: ECE 56764

The School of Electrical and Computer Engineering has approved the following change to an ECE graduate courses. This action is now submitted to the Engineering Faculty with a recommendation for approval

ECE 56764 Specifics about Electric Computers

Semesters offered: Fall, Spring Summer
Non-repeatable
Credit 3
Pre/Co-requisites: None

Changes

The course is adding a pre-requisite of ECE 56763 Non-Electric Computers and is also changing from 3 credits to 2 credits.

Reason

The need for students to take the pre-requisite is to better prepare them for the content and the change in credits is a reflection of the course assignments. Please see syllabus.

Head of ECE
