

COUNCIL ON EDUCATIONAL POLICY

Meeting Minutes: January 8, 2013

3:30-5:00 PM, 355 Loew

Members present: Chris Neils, Chair (Bioen); Adam Bruckner (AA); Bruce Darling (EE); David Farkas (HCDE); Mark Ganter (ME); Brad Holt (ChemE); Brenda Larson (EE Adviser); Hal Perkins (CSE); Eve Riskin (Assoc. Dean); David Stahl (CEE); Janice Henderson (Ex officio).

Members absent: Christine Luscombe (MSE).

Guests: Anne Goodchild (CEE); Mariko Navin (CEE Adviser); Scott Winter (Engineering Student Academic Services).

The December 4, 2012 minutes were approved.

Curriculum

Approved New Course Prefix

SCTL prefix for use with the new Supply Chain Transportation and Logistics program to be offered jointly by Civil Engineering and UW Professional & Continuing Education.

Approved New Course

BIOEN 585 / BIOEN 485 *Computational Bioengineering*

Approved Course Change

BIOEN 485 / BIOEN 585 *Computational Bioengineering*

Approved Revised Continuation Policy

Aeronautics & Astronautics is updating their Continuation Policy to include Direct Freshmen Admission and Early Admission. (Approved contingent on changes to sections 5.a.i and ii.)

Low course enrollment criteria

Eve explained that the low course enrollment notice sent to Department Chairs is for general guidance. The notice is sent for courses that have 15 or fewer students enrolled in an undergraduate class, and 6 or fewer students enrolled in a graduate class. Eve said the minimum enrollment counts to use for the notice were discussed with the Dean. The numbers are arbitrary, and she is willing to change them.

Given the current UW budget situation, it doesn't seem practical to have a class with 3 enrolled count as a full course while a course with 100 enrolled also counts as a full course. However, departments determine what courses best serve their student population and how to distribute the teaching load among the faculty. Canceling a course based on low enrollment can leave graduate students with fewer options that relate to their research. In some cases the instructor of a canceled course can co-teach a larger course (Eve gave an example from EE) but in other cases it means the instructor will teach no course at all.

Elective enrollments fluctuate by year and departments should consider historical data when considering whether to drop course offerings. Notices from the dean's office can help a department know when to evaluate course offerings.

The group talked about the timing of the notice, which is sent during the 9th week of the previous quarter. Students might still be registering for the class. Perhaps the notice should be sent after the quarter ends. Janice will get the courses for last year that had low enrollments after the quarter ended.

Eve will soften the language in future emails regarding low course enrollments so the Department Chair understands that the notice is for general guidance and is not a strict enforcement. The Dean's office would like to know what each department's criteria is for enrolling courses. Eve will bring a draft of the revised notice to the next CEP meeting.

Policy for obtaining undergraduate student input on CEP business

Currently, the CEP does not have an undergraduate student or a graduate student representative. Chris Neils suggested that it is important that there is at least a graduate student rep. Janice will advertise for a graduate student by asking the Department Graduate Advisers.

CoE Guidelines for Departmental Continuation Policies

Scott Winter presented a draft of the guidelines. This list of items that should be included in continuation policies should be useful for the Departments since the College no longer has a continuation policy. Scott will incorporate the items discussed today into the document. The CEP might do an email vote or talk about it at the next meeting.

CEP could think about creating other policies, and putting the meeting minutes on the web.

Future Items

- Communication Channels: How can the College's councils and committees stay in communication with each other (in particular, CEP and ExCom) – Are CEP reps. sharing with their departments – Are the engineering departments sharing with the Dean's office?
- Putting CEP documents on the web
- Report from subcommittee for the College and Department Continuation Policies
- Report from the Engineering Fundamentals Committee and CEP oversight of CoE service courses

Future Winter quarter Meetings

Time: 3:30 – 5:00 PM

Location: 355 Loew Hall

Dates: January 29, February 12, and March 5.