

COUNCIL ON EDUCATIONAL POLICY

Meeting Minutes: April 1, 2014

3:30-5:00 PM, 355 Loew

Members present: Chris Neils, Chair (Bioen); Bob Breidenthal (AA); Brad Holt (ChemE); Hal Perkins (CSE); Jennifer Turns (HCDE); Mark Ganter (ME); Brenda Larson (EE Adviser); Eve Riskin (Assoc. Dean)

Members absent: David Stahl (CEE); Alex Mamishev (EE); Benita Beamon (ISE); Evan Carroll (AA Grad student); Derek Sutherland (AA Grad student);

Guest: Scott Winter (Engineering Student Academic Services)

Minutes

The January 21 minutes were discussed and approved, with changes:

- Edit language in “Courses for diversity status” section;
- Strike “interdisciplinary programs” and replace with “integrated degree programs”.

The March 4th minutes were approved, with minor changes (“PHARME” to “PHARBE”). It was agreed that undergraduate scholarship distributions would be removed from future items.

Curriculum

New Course

EE 560: Advanced Electric Machines and Drives - There was concern about overlap with ME 560 - it was reviewed and minimal overlap was found. The instructor, Stephan Graham, was asked if the course title could be changed to ADV MACHINES DRIVES; he agreed. An updated catalog description (on final form) was also inquired about; the instructor agreed to this also. A discrepancy in the credit hours not adhering to the University-mandated 3:1 ratio (4:12:16 - should be 4:8:12) was noticed and there were questions if there may be an exception to UW policy for this course. The instructor would be contacted regarding this.

The course was conditionally approved, with justification of exception to credit hours and updated catalog description.

Course Change

HCDE 231: Technical Writing and Oral Communication - Name change. There was concern - especially the oral communication aspect - about the title. The discussion began with the inquiry of if there was an oversight committee that monitored content, e.g. if there needed to be more written than oral elements of the course. The consensus was there is not, but this Council could serve as a de facto oversight committee, if agreed to by faculty. It was noted that Jan Spyridakis, the chair of HCDE, has led the development of this course including the addition of the components dealing with oral communication. The Council discussed the oral communication component more and it was decided to ask Jan to address the Council regarding the oral communication component.

There was further discussion about the right emphasis of oral communication or if written communication should be focused on as well. There was a reminder to the Council that all instructors in HCDE teach from a master syllabus and the syllabus could be shared with the Council. A suggestion of changing the title to *Introduction to Technical Communication* was raised; however, it was suggested that the Council should review the syllabus. The syllabus should not be different among sections and there should be a balance of oral and written communication. The course was tabled; the motion was moved to accept the name change and to invite Jan to discuss content, and seconded.

Next steps:

- Council receives copy of current syllabus.
- Jan Spyridakis is invited to a council meeting to discuss content.
- Invite other interested parties for feedback.

Community of Innovators nominees

The council discussed the nominees and submitted 2 each to the Dean for approval.

Coordination of entrepreneurship courses within CoE

Discussion of this topic was deferred to a later meeting where stakeholders on this issue can be present. Matt O'Donnell will be invited to a future meeting.

Future Items

- Requirements for diversity course status
- Revisit funding model for service courses (engineering fundamentals courses)

Spring 2014 Meetings

All meetings are at 3:30 – 5:00 pm in room 355 Loew.

May 6 & 20

June 3