

COUNCIL ON EDUCATIONAL POLICY

Meeting Minutes: April 7, 2020

3:30 PM, Zoom

Members present: Jennifer Tsai (ISE Advisor); Andrew Davidson (HCDE); Mike Dodd (CEE); Ting Cao (MSE); Ruth Anderson (CSE); Brian Fabien (Associate Dean, Academic Affairs); Zelda Zabinsky (ISE); Valerie Daggett (BioE); Uri Shumlak (AA); Sawyer Fuller (ME); Rene Overney (ChemE); Taylor Bellefeuille (COESAC);

Members absent: Jim Ritcey (ECE)

Guests: Mike Engh (COE); Charlotte Goddard (COE); Virginia Vacchiery (COE); Shanai Lechtenberg (COE); Eve Riskin (COE); Ken Yasuhara (COE)

Review of Minutes

- *March 3 – APPROVED*
-

Course Proposals (see below)

- *See table below for new and modify course proposals*

Programs

- None

Old Business

- None

New Business

- *Diversity course list for students*
 - Eve Riskin, Associate Dean of Diversity and Access, presented the idea of listing online all COE courses that fulfill the university's Diversity general education requirement as a resource for students. It was suggested for this list to be available on COE advising websites. CEP supported this idea.
- *Confirmation of Spring Quarter members for course proposal subcommittee*
 - Mike Engh reminded CEP that members are expected to serve on the course proposal subcommittee for one quarter each academic year. Spring Quarter members of the subcommittee will be contacted by email for more details.
- *Discussion on process for developing and approving CEP policies*
 - Brian Fabien suggested a need for more and clearer processes about how CEP can generate, review, and approve new policies. Processes should make sure policies are meaningful for the entire College and that faculty are fully involved in decision making. Processes could also empower CEP members to bring proposed policies to their departments for their faculty to review and improve.
 - A course proposal template was mentioned as a needed policy that could be developed through these processes. Brian also suggested that primary areas for CEP to review for additional policy needs are grading standards, academic integrity and misconduct,

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- capstone projects and courses, and quality of instruction, particularly in engineering fundamentals courses.
- Concern was raised about CEP members' time commitment to developing policy. It was suggested that COE staff could initiate policy materials and CEP could facilitate faculty feedback and approval.
- Suggestion was made to share CEP policy decisions more prominently with departments and students
- Next steps are for COE staff to research how other UW faculty committees generate, review, and approve new policies and bring information to a future CEP meeting for review
- *Online Instruction*
 - Discussion about reactions from students to courses transitioning online for Spring Quarter.
 - Members raised a number of points, including that students seemed largely satisfied, that faculty were working hard to improve the experience for students, and that additional information about online tools and hardware suggestions to help with learning online. Ken Yasuhara pointed faculty to an online learning resource page developed by the College for faculty to support them in the transition to online instruction.
 - Concern was raised about issues regarding midterms and finals, specifically that exams typically administered as closed book would need to effectively be considered open book and updated accordingly.

Adjourn

Spring Quarter meetings: April 21, May 5, May 19, June 2

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April 7, 2020 - College of Engineering Council on Educational Policy Meeting, Course Applications

Course	Type	Submit Date	Title	Notes	Subcomm. Status	CEP Status
HCDE 592	Modify	10 March 2020	Capstone Planning		N/A	APPROVED
E E 393	Modify	17 March 2020	Advanced Technical Communication	Concern about content overlap between this course and ENGR 333	N/A	APPROVED
M E 592	New	18 March 2020	Mechatronics Master's Project		N/A	APPROVED
E E 526	New	1 April 2020	Capstone Integrated Digital Design Projects	Concern that proposal does not sufficiently explain evaluation differences for undergraduate and graduate course numbers	N/A	SEND BACK
BIOEN 536	Modify	1 April 2020	Quantitative Physiology	Concern that proposal does not sufficiently explain evaluation differences for undergraduate and graduate course numbers	N/A	SEND BACK