



COUNCIL ON EDUCATIONAL POLICY

Meeting Minutes: April 21, 2020

3:30 PM, Zoom

**Members present:** Jennifer Tsai (ISE Advisor); Andrew Davidson (HCDE); 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); Jim Ritcey (ECE); Mike Dodd (CEE)

**Members absent:** Taylor Bellefeuille (COESAC)

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

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**Review of Minutes**

- *April 7– APPROVED*

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**Course Proposals (see below)**

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

**Programs**

- None

**Old Business**

- *Discussion on process for developing and approving CEP policies*
  - Suggestion for made for new process on how policies would be brought to CEP, how they would be shared and reviewed by departments, and how they would be approved. This will require more time for departmental faculty to review and give input on.
  - Suggestion was made that CEP look at creating a quarterly timeline and a master calendar with department curriculum or faculty meetings and the possibility of updates from CEP as a standing agenda item at department meetings
  - Part of the process may be to have a CEP person present at a meeting for big policy changes as was the case with the approval of DTC.
  - Suggestion was also made that CEP have drafts for members to look over between meetings so we spend the meeting on any big issues or questions.

- **New Business**

- *Student technology requirement policy*



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- A common question among incoming students is on laptop and technology requirements. Some COE departments have requirements and guidelines for student technology needs, including ECE, ME, and HCDE.
- Part of this has come up due to planning for the potential for online learning in Summer and possible Autumn 2020.
- UW does have a central laptop loaning program but there are some limitations to it and it does not address internet connectivity issues.
- A policy for COE on this should give guidelines for laptop capabilities to allow a student to use it for all 4 years. Policy should also address assisting students without funds to purchase a laptop, possibly with financial aid.
- Suggestion was made for COE Computing Staff to discuss minimum laptop requirements with departmental computing staff to create a set of laptop guidelines.
  
- *College syllabus template draft*
  - A draft was shared with the group on a potential syllabus template that we could share with departments and suggest that they use.
  - Request was made for CEP members to review before the next meeting. An updated draft version will be shared.
  - Suggestion to clarify what is needed for CEP/Kuali and what is best practices for students. For example, there are some things that need to be included by law.
  
- *Future initiatives for CEP consideration*
  - A summary of some future topics for CEP discussion was given
    - Assessment of engineering fundamental courses
    - Capstone learning outcomes – need for COE coordination for interdisciplinary Capstones being offered by departments, including addressing ABET requirements
    - New degree in Electrical & Computer Engineering – a proposal for a new degree recently approved at faculty meeting and is being developed
    - College standards on grading – need for policy on grading standards to promote consistency in grading practices across COE departments
    - College standards on faculty teaching workload – need to define equivalency in faculty teaching assignments
    - Updates to bylaws for CEP
  - The goal would be to discuss these at CEP and then bring them back to departments.
  - For future meetings – what initiatives should we prioritize for the next academic year? Suggestion was made to survey members for priority of topics.

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- Suggested topic – Policy on courses that another department has concerns with due to content overlap
- Other Announcements:
  - As of 2021, CSE students are going to directly admitted to the Allen School
  - Common 1<sup>st</sup> year is moving thought the University approval system

**Adjourn**

*Spring Quarter meetings: May 5, May 19, June 2*



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**April 21, 2020 - College of Engineering Council on Educational Policy Meeting, Course Applications**

Course	Type	Submit Date	Title	Notes	Subcomm. Status	CEP Status
<u>E E 547/</u> <u>A A 547/</u> <u>M E 547</u> <a href="#">(UW CM link)</a>	Modify	9 April 2020	Linear Systems Theory		Send back for more information about proposed prerequisites (not all cross-listed courses are included) and justification language regarding a new ME course	