

ECE Department Meeting

November 8, 2018

1:30 p.m., U-217

Present: Kathie DiLascio, David Koehler, Julia Kroeker, Elizabeth Perdomo, Kelly Roy, Laura Osgood, Barbara Trube, Susan Feld

- I. Approval of 10/11/18 minutes: David Koehler moved to accept the minutes of the 10/11/18 ECE Department Meeting as distributed. Elizabeth Perdomo seconded the motion. The motion was carried and the minutes of the 10/11/18 ECE Department Meeting were approved as distributed and placed on Document Manager.
- II. Enrollment for Spring 2019:
  - a. Kelly Roy reported that sections for Spring 2019 are filling and enrollment looks good.
  - b. She asked for thoughts on running courses throughout the year as opposed to how they are now run, once a year. David Koehler expressed concern because students do not always plan well and then have to wait to take a course because it is not offered when they need it, possibly delaying graduation. Laura Osgood offered it might be better to offer more frequently. Susan Feld added that students do need to take more responsibility for their education and be aware if the course is only offered in certain semesters. Barbara Trube feels EEC 1603 would benefit students if it was offered in both Fall and Spring semesters. Kelly Roy will assess the numbers to see if we have enough students to run in both semesters. She asked to email her with your preference.
- III. Plan for AS in ECE State Framework Review:
  - a. Kelly Roy reported that it has not received final approval. If not approved this month, it will be in January 2019.
  - b. Kelly will plan to complete curriculum mapping with the new framework, including reviewing each course to ensure that all objectives are included. She asked for volunteers to help her. There may be a stipend. Barbara Trube volunteered to help her with this review.
- IV. Course Master Updates and Review
  - a. Kelly Roy requested input into potential Master courses which need to be updated. CHD 1134 is being revised currently.

- b. Barbara Trube reported that some revisions are necessary in EEC 1603 and the exemplar in CHD 1220 needs to be removed.
- c. Julia Kroeker expressed concerns with having revisions made to courses when requested.
- d. Kelly Roy stated that it is likely that if you developed the course, you can make changes yourself. If you were not the course developer additional steps are necessary with eLearning to make revisions.
- e. Kelly reported that there is a new rubric for reviewing newly developed online courses.
- f. Laura Osgood can help Julia because she has administrative privileges.
- g. Laura also stated that part of her job description is to manage Canvas.
- h. Kelly reiterated the need for consistency with all courses, recognizing the importance of academic freedom for faculty.

V. Discussion ensued regarding Dean Miller's departure.

- a. An invitation will be extended to all faculty
- b. Our next meeting will be in January.

The meeting was adjourned at 2:15 p.m.