Present: Professors J. Jessop, J. Kuhl, J. Lu, Associate Dean K. Hornbuckle, T. Papanicolaou, H. S. Udaykumar

1. The meeting was called to order by Prof. Jessop at 1:00 PM.

2. Minutes of October 4th meeting were reviewed, amended and approved.

3. Prof. Jessop announced that the State of the College address will be given by the Dean on November 13th (Tuesday, 2:30 PM – 4:00 PM, Room 2229 SC).

4. Curriculum committee charges were reviewed. Prof. Papanicolaou (EFC liaison to the committee) requested feedback on the charges.
   a. The issue that drew extensive discussion as the charge on reviewing core course content. Prof. Hornbuckle suggested that ABET type assessment would be useful for these courses. She said she would be happy to work with the curriculum committee on developing such an assessment mechanism. The committee expressed interest in looking at the core course curriculum which would be a longer term task. Prof. Kuhl asked if this was the right time to take on such a task given the upcoming ABET visit. In the past the curriculum committee has ventured into this type of investigation and it has been very burdensome.
   b. Prof. Jessop said that there was a need to appoint a student representative to the curriculum committee and sought suggestions from CEE or ECE departments to appoint candidates. Prof. Kuhl and Prof. Papanicolaou agreed to look for and suggest candidates from their respective departments.
   c. The charge on promoting the Honors program among students was discussed. Measures such as talking to qualified students during advising, offering TAs to honors students etc were suggested. The charge was modified to read that the committee should follow up on previous committee’s suggestions on how to do this. Also, there is a need to clearly distinguish between the University’s honors program and the college’s interpretation of it as these are different.

5. Dean Hornbuckle brought up the issue of how best to inform students on the Honors program and other opportunities. Prof. Jessop asked if we should use student focus groups to see how best to reach them. Prof. Kuhl suggested that social media could be used to reach them as students of this generation appear to have a lot of presence on social media. Dean Hornbuckle said she would form an ad hoc committee to look into these issues.

6. Teaching committee charges on Universal Design were discussed again. The need to clarify the issue if universal design and the origins of the requirement was emphasized. The charge was amended to reflect the need for information gathering.

7. The meeting adjourned at 2:00 PM.

Prepared by: H. S. Udaykumar