MINUTES

Attendees, Faculty:
Abu-Ghazaleh, Nael
Asif, Salman
Balandin, Alexander
Dumer, Ilya
Farrell, Jay
Haberer, Elaine
Hua, Yingbo
Korotkov, Alexander
Liu, Jianlin
Liu, Ming
Mourikis, Anastasios
Ren, Shaolei
Ren, Wei
Roy-Chowdhury, Amit
Wong, Daniel
Yu, Nanpeng
Zhu, Qi

Absent, Faculty:
Barth, Matthew (S)  Karydis, Kos (LWOP)  Tan, Sheldon
Bhanu, Bir (S)  Kassas, Zak  Tuncel, Ertem (S)
Hackwood, Susan  Kim, Hyoseung  Wang, Albert
Lake, Roger  Mohsenian-Rad, Hamed
Liang, Ping  Ozkan, Mihri

Attendees, Staff:
Bill Bingham

1. Jay Farrell called meeting to order.

2. Chair (Dylan Rodriguez) and Vice Chair (John Cioffi) of the UCR Academic Senate spoke to faculty about the importance of shared governance and the faculty’s active participation.

3. Minutes of 11/02/2016 meeting were unanimously approved.

4. Tassos presented results of the faculty survey on a graduate student writing course. Faculty strongly support the idea.
   - Faculty stated the following course organization desires: the focus should be on technical writing; it should involve extensive writing; each student should be writing on a topic relevant to their research, not on a generic topic.
   - The following questions are still open: Will the course be required or optional? Will the course credits count toward the degree minimum requirements or be treated like the colloquium (i.e., EE 259)? How will enrollment be managed in the case where demand exceeds capacity? Will enrollment be limited or prioritized for Ph.D. students relative to M.S. students?
   - Faculty also requested that: students of all ECE faculty be prioritized equally, even if the students were admitted through other programs; the graduate committee to research what other universities are doing related to technical writing; the course to be taught by an ECE faculty member.
   - Faculty interested in organizing or teaching the course should talk with the graduate committee.

5. Wei provided briefing on ABET:
   - ABET review scheduled for Fall 2018
   - Self-study due 06/30/2018
   - Perform faculty assessment of course objectives a-k. Use of instruments to assess quantitatively is critical.
   - Collect End of Course ABET survey
   - Capture student data (best, mid-range, worst) from homework, quizzes, exams, etc.
   - EE 114 and EE 132 are good examples to review

6. ECE department has staff and funds to support faculty organized workshops at UCR. Please make them happen. There is a checklist on the meeting web site.

7. Meeting adjourned.