

**UNIVERSITY OF MICHIGAN**  
**College of Engineering**  
**Curriculum Committee Meeting**  
**Tuesday, December 5, 2023**

**Attending:** Jack Baker, Robert Bordley, Yavuz Bozer, Chris Fidkowski, Fei Gao, Saadet Albayrak Guralp, Amir Kamil, Leena Lalwani, Xiaogan Liang, Emmanuelle Marquis, Frank Marsik, Radoslaw Michalowski, Mika Panagou, Eric Rutherford, Anchal Sareen, Ben Spector

**Support Staff:** Mercedes Carmona, Betsy Dodge, Matthew Faunce

**Call to Order: 1:35 PM**

**Adjourned: 2:21 PM**

**Agenda:**

1. Approval of 11.21.2023 Meeting Minutes - Page 2 - **APPROVED**
2. HLC Annual Audit Questions 1, 3, & 4 for the CoE Curriculum Committee – Informative Item – Page 5 - **PENDING**
  - a. Question 1 - How should departments handle courses that are taught in combination with other institutions? How should departments handle it when the course is taught at UM? Do courses that are a teaching collaborative need to follow CoE Policy for the Assignment of Credit Hours?
    - i. The HLC Working Group sent the ROB Department an email requesting clarification and information about the question. No follow up has been given yet, so discussion will continue at the next CoE CC Meeting once a response is given.
  - b. Question 3 - Do labs need to be scheduled in a formal CoE Computer Lab space when the work can be done online? - **PENDING**
    - i. Combined discussion with Question 4 listed below.
  - c. Question 4 - Are the activities associated with the online, self-paced, asynchronous Canvas modules used in ENGR 101 and 110 and other departmental courses acceptable as CoE contact hours? - **PENDING**
    - i. ENGR/ADUE Representative – Rachael Schemedlen – reached out to Laura Alford, an instructor of ENGR 101 online modules, who gave examples of the “help videos” created for ENGR 101. This was screenshared by the CoE CC Chair during the meeting and summarized below.
      1. Per Laura, office hours are offered Sunday – Friday each week students, so many hours are offered. Piazza is used for async help and students post a lot. The turnaround time for questions asked on Piazza is generally less than an hour, unless posted late at night or the weekend. Question responses are after 30 minutes to give the other students a chance to answer, but if no one chimes in, then an ENGR staff member will respond. Questions are always endorsed or clarified upon answering. Office hours type help is built into the async instructions, such as walkthrough videos if a student gets stuck as a ENGR staff member goes through the exercise so students can follow along and check to see what went wrong. Feedback is given as well as advice on wrong answers, which is the same responses given if a student came to office hours.
        - a. Homework Club on Sundays was run through the ECAS, which is staffed by an ENGR 101 GSI and ECAS SI for students to do their async assignments together while an instructor is on standby to assist any student. These sessions were poorly attended, with a 5 or so students a week out of 700 enrolled for the course overall, so this has been discontinued.
    - ii. MECHENG: This information was sent to other colleagues for discussion and feedback. Most agreed that this type of module is helpful for students and can benefit students greatly.
      1. Suggestion of possibly changing the wording to the CoE Contact Hours policy to allow this type of learning to count towards contact hours OR a change to the course so that this can pass the HLC audit.
      2. Overall question of, what type of activity can be included in the academic engagement?

- iii. If such learning would be allowed for the official credit hours, how would this look or reflect?
    - 1. ISD: Points out issue of constructing a website that is effective. A system/website would need to be created that stays consistent.
    - 2. MECHENG: Need to define the boundary and situation for what type of activity is allowed and be careful when doing so. Just watching the video and not fully participating should not be allowed. Instructor needs to lay down ground rules/guidelines as to how this is allowed. Understandable that emergencies and such occur that this type of learning would be beneficial to use, but this is to not be abused and allowed just for anyone to complete.
    - 3. CLIMATE & SPACE & Instructor of 110: More than creating a video. For example, students are required to perform and participate in 15 video modules and more than just videos are included in that. Before a module begins, a Pre-Survey pops up so that a student documents the learning they have gained prior to completing the module at hand. A Post Survey also occurs at the end of the module for a Reflection, which is a required 200–300-word count response. Students are engaging in both online videos and content. Piazza is also used, and questions are asked to instructors. The learning is more than simply watching a video, as pre and post work is required for each module to be completed.
  - iv. IOE member brings up, does email count as academic engagement or not? I receive a lot more emails than office hours. Significant portion of student engagement happens in email rather than in person. Is this acceptable or how would this be defined as this is not stated in the policy.
    - a. EECS - CSE: Instructor acting under academic matters, is what this should count under.
    - b. CLIMATE & SPACE: ENGN 110 Office Hour sessions are a requirement for the course due to size of class. Hold 2 hours of office hours each week. If we are to provide specific evidence for a class, this can be provided, Instructor-student contact hours.
    - c. IOE: Do we define this on our own or how do we go about this?
    - d. MECHENG: Use Piazza and encourage students to use that as this is more efficient than answering the same question many other students have as well. Piazza allows you to share the response and not feel shame for asking a question and/or show to other students.
    - e. IOE: Due to the competitive nature of the course I instruct, I strictly tell students not to ask questions to the entire class, hence why more emails are relevant to me vs other instructors.
    - f. MECHENG: This should be academic engagement. Rather in Piazza or email exchange.
    - g. IOE: Not every email is an academic interaction, but a good 70-80% emails exchanged are.
    - h. ISD: We may have a lot of emails, but this may fluctuate. How do you measure emails as contact hours? Is there a way to do this? What about a private email vs a group email?
    - i. MECHENG: Not sure as email is 1 to 1. Lecture, how do we define the contact hour? Mandatory office hour that requests a student to attend. No idea for the email as to how that would translate to a credit hour. Student as an individual can benefit from this. Should count towards a credit hour.
  - v. Feedback will be sent to Rachael and continue departmental discussion to think of a solution. Suggestion of re-wording our current credit policy that could be done early next semester.
3. Next CoE Curriculum Committee Meeting
- a. The 1.2.2024 meeting will be **cancelled** due to the extra holiday week being added for students and staff. Attendance would more than likely be low so, in the best interest of all members, this meeting will be cancelled.
  - b. **The 1.16.2024 meeting will be the first meeting for Winter 2024.** This will be in person at the Lurie Engineering Center's GM Conference Room on the 4<sup>th</sup> floor, same time 1:30PM to 3:00PM.

PAGE	SUBJECT	COURSE #	ACTION	SUMMARY	EFFECTIVE TERM	MIN. GRADE REQ. FOR ENF. PREPREQ	Is Course on LSA Course Guide?	APPROVED	NOTES & REVISIONS	TABLED
7	IOE	366	MOD	Change in Enforced Prerequisite.	FT 2024	C-	YES	APPROVED		
10	IOE	373	MOD	Change in Full Term Credit Hours, Course Credit Type, and Enforced Prerequisites	FT 2024	C-	YES	APPROVED	For Enforced Prerequisites, remove ENGR 104, EECS 100 and CMPTRSC 100 or 183 and add ROB 102 and EECS 180. For Course Credit Type, remove both groups of graduate students.	