

**UNIVERSITY OF MICHIGAN**  
**College of Engineering**  
**Curriculum Committee Meeting**  
**Tuesday, January 30, 2024**

**Attending:** Achilleas Anastasopoulos, Sarah Barbrow, Yavuz Bozer, Chris Fidkowski, Fei Gao, Saadet Albayrak Guralp, Vineet Kamat, Amir Kamil, Ryan Latimer, Xiaogan Liang, Emmanulle Marquis, Radoslaw Michalowski, Mika Panagou, Ben Spector, Elyse Vigiletti, Roxanne Walker

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

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

**Adjourned: 2:12 PM**

**Agenda:**

1. Approval of 1.16.2024 Meeting Minutes - Page 2 - **APPROVED**
2. HLC Annual Audit Questions 3 & 4 for the CoE Curriculum Committee – Informational Item – Page 5 - **PENDING**
  - a. ChE: This discussion was brought to our department meeting. Overall conclusion was that the department is not opposed to courses having online modules or components that count toward the contact hour as long as it is a small portion of the course. How this is defined needs to be specified, such as being able to watch the student’s progression. There needs to be a deliverable assessment piece that proves the outcome was achieved and it should be standardized across the college. This is an acceptable and needed change of the policy, as the learning environment is constantly changing and there is a need to adapt for the students’ learning outcomes.
  - b. Graduate Education: Graduate and Undergraduate degrees completed online is the future. Policies, such as the credit policy, need to be adjusted as it will only be an issue later, and will position the college well. Another issue would be lab as online learning continues. How will this be monitored and affect the contact hours and credit hour overall? Examples that have been used through online learning for lab are sending lab equipment for the student to complete on their own and virtual learning through a shared, collaborative and possible virtual space. Institutions that are already incorporating this in undergraduate and graduate education are University of Illinois and Purdue University. Of course, this depends on the nature of the course to use online as a learning method, but collaborative work can be done this way and will become the standard for education.
  - c. Chair/MECHENG: I will look at previous meeting minutes to include all feedback regarding this ongoing discussion and meet with the CoE Registrar Office to discuss revising the Credit Policy.
3. CoE/LSA Joint Meeting Agenda Items – Informational Item - **PENDING**
  - a. We are reaching out to ADUE and LSA to determine if a joint meeting is of interest between both colleges and determining what topics are to be discussed.
    - i. Previous Topics that were submitted for last year’s Joint Meeting that was cancelled:
      1. Reciprocity for Minor Approvals between CoE and LSA
        - a. Response from Kevin Pipe: Go through LSA/CoE Curriculum Committee and include Tim McKay. Not a blanket reciprocal policy, understanding between both schools.
        - b. CoE Member who brought this topic forward has discussed with those needed and cleared up any issues.
      2. HLC Annual Audit Process within CoE
        - a. Betsy Dodge reached out to LSA and they have no issues. CoE does have issues.
        - b. This topic does not need to be pursued with LSA.
      3. The CoE Incomplete Grade Policy and Course Withdrawals

- a. Response from Kevin Pipe: LSA is planning to move back to the 9<sup>th</sup> week for AY24-25. We don't have an incomplete policy written up yet.
  - b. Chair/MECHENG: We need to double check these policies compared between the two colleges and will provide the information to the committee at the next meeting.
- 4. Sharing of student credit hours
  - a. Xiaogan asked, Is this for cross-listed courses? I know we mentioned this to the University Registrar Office, but I haven't talked with Tim about it.
  - b. There is no background information from anyone in CoE for a reason as to why this was brought up as a topic to bring to LSA. Therefore, there is no need to bring this up to LSA, unless a member remembers the background information for this topic.
- ii. Are these topics still of interest to bring to LSA? Any new topics?
  - 1. EECS - CSE: Whether an I Grade shows up on a transcript. In LSA, they asked that we get rid of the I when we submit the final grade. There are Honor Code Issues with the I Grade. Student finishes the work and doesn't make sense for an I Grade to show up because of this. To post an I Grade for an LSA Student, LSA needs to approve this twice, which creates double the work for the department that is not needed.
    - a. MECHENG: To keep or remove as this can affect students and their career development. I Grade is a temporary mark. We don't want this as a permanent mark.
    - b. Graduate Education: The I Grade does not factor into the GPA, which can cause issues for students applying to graduate school. Doesn't leave a good impression on the student. I Grade vs F Grade. Students would rather choose the I Grade. Refer to ADGPE Policy and Process for Graduate Students with Incomplete Grades document shared in the chat as this includes instructions for graduate students and I Grades.
    - c. CEE: Current rule has until the following semester to complete the work. The department recently had an issue with a student who applied to another school and had an I Grade listed on their transcript. I Grade is not for students to pass and make up the work. There needs to be a legitimate reason as to why the student didn't finish the course in time. Sort of a punishment as the student doesn't want the I Grade and affects the transcript. Does LSA have the same policy?
    - d. Chair/MECHENG: Yes. We shouldn't let this affect the student. Not a good mark and shouldn't permanently appear.
    - e. Graduate Education: More education needed for the advising faculty. Y grade is a work in progress and better to appear on transcripts.
    - f. CoE Registrar Office: The URO is very clear that Y Grades should not be used for an I Grade. Y Grades are strictly used for multi semester courses and should only be the use of the Y grade.
    - g. IOE: Courses that have a Summer term team project, but the course is taken in the Winter term. Work continues over two terms and therefore will then receive a grade once completed.
    - h. Chair/MECHENG: Is this enough to take to the LSA to pursue as a topic of discussion?
    - i. CEE: Would be good for LSA to also have a response and stay consistent with the policies.
    - j. Chair/MECHENG: Change CoE's Incomplete Policy like the LSA policy.
      - i. CEE: What is the rationale behind their updated policy?
      - ii. Chair/MECHENG: I am unsure. There needs to be a review of their policy to continue our discussion on this topic.
  - 2. Graduate Education: There needs to be more information provided for SUGS as this would benefit all students, campus wide. In April, ADUE will partner for a campus/cross campus reach for sessions providing a pathway for SUGS. To what extent would we need to formalize this with LSA? Pilot programs consisting of IOE and CLASP. These departments already had relationships with LSA faculty and programs so this could be a route to pursue to spread information and grow these programs.
    - a. Chair/MECHENG: Please provide any documentation for this topic to further pursue if this is a topic to discuss with LSA.

**CARF SUMMARIES**

PAGE	SUBJECT	COURSE #	ACTION	SUMMARY	EFFECTIVE TERM	MIN. GRADE REQ. FOR ENF. PREPREQ	Is Course on LSA Course Guide?	APPROVED	NOTES & REVISIONS	TABLED
7	ECE	517	MOD	Changes in Course & Abbreviated Title, Course Description, and Advisory Prerequisite.	FT 2024	NO	YES	CONDITIONALLY APPROVED	Cross listed with NERS 578. Changes to Course Description and Advisory Prerequisite.	