

EIT Graduate Curriculum Committee

3 March 2015

11:00 AM

EIT 635

Minutes

Members Present: Nitin Agarwal, Coskun Bayrak, Jim Carr, Michael DeAngelis, Hirak Patangia

Members Absent: Yupo Chan

Meeting called to order at 11:05 a.m. by Michael DeAngelis

Old Business

No approval of previous minutes (minutes not available)

New Business

Determine future meeting time, date, and location

11:00 a.m.; every other Tuesday (only as needed) starting March 3, 2015; EIT 543

Reviewed current procedures for processing of Curriculum Change Forms (CCFs) and Program Change Forms (PCFs).

1. Originator fills out CCF/PCF
2. Originator gets department approval
3. CCF/PCF sent (by originator) to EIT GCC chair (both paper and electronic)
4. CCF/PCF sent (by EIT GCC chair) to EIT GCC members for review
5. EIT GCC meeting to discuss CCF/PCF and either approve or return to originator for modification
6. After EIT GCC approval, CCF/PCF sent (by EIT GCC chair) to EIT faculty for mandatory review period (7 days)
7. After review period, CCF/PCF sent to EIT dean (if no changes) or returned to committee/originator (if changes required)
8. CCF/PCF sent (by EIT dean) to UALR Graduate Council

Distributed copies of PCF for IFSC 4+1 program (to be discussed at March 17 meeting)

Discussed issues with previously approved (but not yet signed) CCFs and PCFs

All outstanding issues resolved by members of the committee. After revision, all CCFs and PCFs were deemed either ready for distribution to the EIT faculty or ready to be sent to the EIT Undergraduate Curriculum Committee for review.

Open Forum

No discussion

Meeting adjourned at 11:55 a.m. by Michael DeAngelis