

Academic Planning Council Agenda
Wednesday, February 20, 2019
1:30 PM – 3:00 PM
3609 Engineering Hall

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|----------------|--|---------------------------|
| 1:30 – 1:35 pm | Announcements; Approval of December Minutes APCRC minutes attached Approval of APC Revised By-Laws | R. Radwin |
| 1:35 – 1:50 pm | Dept. of Engineering Professional Development Conversion | J. Blanchard D. Reindl |
| 1:50 – 2:05 pm | Graduate Program Review: ECE | L. Albert |
| 2:05 – 2:20 pm | Review of Proposed Campus Guidelines on: Departments and Department-Like Academic Units Definition, Privileges, Responsibilities, and Process for Approvals | R. Radwin |
| 2:20 – 2:25 pm | Electrical Engineering Program Learning Outcomes Changes | J. Blanchard |
| 2:25 – 3:00 pm | APC Topics Discussion, continued Another suggested topic: policy for student orgs using college space? What should our oversight of space usage be? How do we ensure safety, especially if they are building something? | All |

Next Meeting:

Wednesday, March 20, 2019
1:30 – 3:00 PM
3609 Engineering Hall

APCRC Agenda
Thursday, February 7, 2019
11:00 a.m.
3609 Engineering Hall

In attendance: John Puccinelli - BME, Wendy Crone - EP, Susan Ottman - EPD, Dan Klingenberg - CBE, Jenny Binzley, Amy Wendt - ECE, Manuela Romero, Greg Harrington, Doug Wiegmann - ISyE, Franklin Miller - ME, Chris Choi - BSE, Dante Fratta - GLE, Sara Hagen, Laura Grossenbacher

Absent: MSE (Sindo Kou is on sabbatical), Jake Blanchard (ex officio)

1. Announcements
 - a. Sara Hagen is our Academic Planner - planner@engr.wisc.edu or sara.hagen@wisc.edu
 - b. Course proposal process ([diagram](#))
 - i. Feel free to contact Sara early in the process
 - ii. Contact information added to diagram - feel free to share with depts
2. Sustainability course attribute (Dan)
 - a. Environmental, economic, cultural
 - b. Has sparked a new discussion about what it takes to get an attribute
 - c. Sustainability attribute is still being worked on - Dan has latest draft if you like
3. Reminder: Obsolete courses - see list in [box folder](#) (Sara)
 - a. Obsolete courses have not been taught in past 8 years
 - b. These lists need to go to departments in future - departments have already seen these
 - c. If a course is obsolete and we don't want it removed, we can ask for 1-year reprieve, then must teach within 2 years, justification required and plan for teaching it - have to go through course proposal process again
4. FYI emails in Lumen - responsibility to notify if added after first stage (Sara)
 - a. When writing an initial proposal, there is a space to notify interested departments. Please note that if new departments or institutes are added after the initial submission, there is no automatic FYI email sent. You must email those departments separately.
 - b. Remember to think about the Nelson Institute for environment-related courses
5. Course Proposals
 - a. ABET 1-7 in new course proposals?
 - i. Wendy suggests document update of harmonized syllabus template
 - ii. Needs update anyway because of additional required items (such as grading) - in KB says that course calendar includes lecture by lecture, reading assignments; We object to this but realize UCC may not budge on this
 - iii. Greg: could we have a transition period? CEE has A-N - L, M and N, 3rd edition coming out in March - will need time to look and figure it out - ok to change a-k
 - iv. 1-7 must be included word for word
 - v. **Each department needs to initiate a degree program update** (Note: UAPC deadline is April 18 for Fall Guide changes. Jake will communicate departmental deadline soon.)
 - vi. Dan: Syllabus updates do not have to go through governance
 - vii. ABET will be looking at the 4 programs requiring updates - due process documentation will be submitted over then next month or so, will go through before these changes
 - viii. Final ABET documents will be received soon
 - b. Use of online versions moving forward
 - i. At this time, prefer PDFs. Sara will share Box folders with everyone

- c. For review . . .
- i. Every proposal needs a full syllabus
 - ii. Add statement on disputes will be handled to every syllabus
 - iii. Subject approvers - unclear who is supposed to hit the button
 1. Sara will make a list of all the subject approvers to share with APCRC
 - iv. CIV ENGR 340 - EMA and ME may be interested - overlap with other courses - justify cutting a credit in that section, adjust contact hours, add location - adjust credit hour definition - need to specify different grading for grad students - partial credit needs definition - be more specific about homework - #20 at least 6 hours per week, one of which is the discussion section - don't be unnecessarily specific, better listing of how much time is devoted to each topic - approved pending changes
 - v. Tabling all other CIV ENGR classes pending review by department
 - vi. EPD 625 - fix number of learning outcomes - update Lumen to match syllabus; add McBurney statement; approved contingent on edit
 - vii. CBE 720 - approved
 - viii. EPD 330 - deactivate - approved
 - ix. ECE 747 - tabled because ECE hasn't approved it yet
 - x. Manuela: We should have a deadline for proposals
 1. **Agreed proposals cannot be reviewed if submitted after 4:30 on the Monday the week of the meeting**
 - xi. A website with meeting dates and deadlines is needed - Sara will work on - include good example syllabi, new harmonized syllabus template
 - xii. ECE 697 - address interested subjects - headings - add an example of time and location - give examples in the TBD fields - put readings in calendar - add other statement ; approved contingent on edits
 - xiii. E P D 619 - add additional heading called Overview ; approved contingent on edit
 - xiv. Not okay to say they don't have office hours - statement of availability is required - cannot say "I will not have office hours."
 - xv. Sara will make the wisclist open for all members to post engr-apcrc@lists.wisc.edu

| Lumen Key | Type | Subject | Course Number | Title | Proposer |
|-----------------------|------------|----------|---------------|--|------------------|
| 1628 | change | CIV ENGR | 311 | Hydroscience | Dan Wright |
| 1632 | change | CIV ENGR | 340 | Structural Analysis I | Pavana Prabhakar |
| 1644 | change | CIV ENGR | 421 | Environmental Sustainability Engineering | Andrea Hicks |
| 1661 | change | CIV ENGR | 494 | Civil and Environmental Engineering Decision Making | Andrea Hicks |
| 3195 | change | EPD | 625 | Engine Gas Dynamics | Stacey Binder |
| 1460 | change | CBE | 720 | Microhydrodynamics, Brownian Motion, and Complex Fluids | Michael Graham |
| 2858 | deactivate | EPD | 330 | Technical Japanese I | Jim Davis |
| 12620 | new course | ECE | 697 | Capstone Project in Signal Processing and Machine Learning | Varun Jog |

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|-----------------------|------------|----------|-----|---|-------------------|
| 12661 | new course | CIV ENGR | 520 | Reactive Processes for Sustainable Energy and Resource Production | Greeshma Gadikota |
| 12650 | new course | ECE | 747 | Nanophotonics | Mikhail Kats |
| 12574 | new course | EPD | 619 | Fostering and Leading Innovation | Wayne Pferdehirt |

6. DARS Substitutions -- all approved

Discussed need to enforce deadline - Thursday prior to meeting - these are sent to Jenny on Friday

- a. BME, BioECert
- b. ECE
- c. EPD
- d. CBE
- e. ISYE
- f. ME, Thermal Energy
- g. MSE
- h. EP
- i. CEE

Next meeting:

Thursday, March 7, 2019

11:00 a.m.

Engineering Hall