Minutes of the Engineering Undergraduate Studies Committee (EUSC)
November 12, 2014

Present, EUSC: Masten (ENE), Rothwell (ECE), Lee (CHE), Liao (BAE), Wolff (DE, part time), Owen (CSE), Genik (AES), Brereton (ME), Al Dhaneem (Student), Ruiz (Student)

Absent, EUSC: Mahapatra (ECE, UCC)

Also present: Pease (DE), Idema (DE), Guenther (IT Services), Carlson, (IT Services), Fotiu (IT Services)

1. Agenda: Approved

2. Minutes of October 29, 2014 were approved with a minor correction.

3. Online SIRS Q&A with guests: Brendan Guenther, Michelle Carlson and Randy Fotiu of IT Services and Learning.
   - If a department opts in, all courses within that Common Unit Code (CUC) will go online
   - Online SIRS are not course specific
   - The College could develop a general SIRS with questions that would be used College wide. Departments or instructors could add custom paper forms that are course specific.
   - 51% of campus is using Online SIRS
   - The response rate for SS14 was 66.41%. This includes “Click Throughs” that may not have answered the questions.
   - During regular fall and spring semesters, for courses that follow the University’s normal academic calendar, the Online SIRS close date would be the last day of final exams week + 12 days. There are a number of reminder emails that are sent to the instructor and students on the status of their SIRS form:

   Instructors:
   Email sent 7 days before the survey opens and a reminder the day the survey opens.

   Students:
   Email sent the day the survey opens
   Reminder email sent 7 days after the survey opens
   Reminder email sent 8 days before the survey closes
   Reminder email sent the day before the survey closes

   - Grades are held 7 days if the Online SIRS are not completed. Students can go in and opt out. 4.1% opted out during SS14.

4. ECE 230 Course Change approved with change to pre-requisites.

5. AES Program Change approved with minor corrections.

Meeting adjourned at 11:05 am

Respectfully submitted,

Thomas F. Wolff
Secretary