

**General Responsibilities of each
Executive Committee Standing Subcommittee
(AY 2006-2007)**

1. To meet at least once each academic year to discuss matters falling within the purview of the subcommittee as described in its fixed and special charges.
2. To study and make recommendations on matters specifically requested by the Executive Committee.
3. To advise the Executive Committee on matters within the subcommittee's scope of responsibility.
4. To have the subcommittee chair, as well as other subcommittee representatives if needed, meet with the Executive Committee during the spring semester to discuss charges, issues and activities of the subcommittee.
5. To file a written annual report with the Secretary of the Executive Committee summarizing subcommittee activities and response to fixed and special charges no later than the end of the second week in April of each academic year.

Engineering-Biology/Chemistry Liaison Subcommittee
(AY 2006 – 2007)

Fixed Charges

To maintain familiarity with the chemistry and biology courses taken by engineering students; to act as an informal advisory body to departments in the biological and chemical sciences, and to maintain communication between the faculty of these departments and those of the College of Engineering.

Special Charges

1. Interact with the Department of Chemistry via the chemistry representative on this subcommittee to recommend how best to implement a plan requiring students to sit in on a general laboratory safety session or complete a web based safety course.
2. Compare the advantages and disadvantages of requiring a single core biology survey course of all engineering freshmen versus a small number of distinct introductory courses for engineering students of varying disciplines.
3. Identify the possible content of a single, or multiple, introductory biology survey courses. Specify the balance in coverage with regard to basic topics including but not limited to evolutionary dynamics, molecular constituents, biochemical mechanisms, and dynamics at the ecological level. Input should be sought from both departments whose students would take such courses as well as from departments who would teach the course.

Engineering-Computer Science Liaison Subcommittee
(AY 2006 – 2007)

Fixed Charges

Monitor the process through which students, including both freshmen and transfer students, learn computing concepts and methods. Monitor the computer skills necessary to students in departments within the College of Engineering, and communicate those needs to the Computer Science department to help in determining the content and efficacy of the related service courses.

Special Charges

1. Evaluate curricular needs of each engineering discipline with regard to an introductory course in computer science, and suggest recommendations for curriculum revisions for all engineering students.
2. Following from recommendations made in the first charge, review the contents of CS 101 for meeting the technical needs of undergraduate engineering students. In particular, address what specific topics should be included in this course.
3. Recommend programming languages or environments (e.g. Mathematica, MatLab, etc.) that would best educate engineering students with respect to essential logical elements of computer programming.

Engineering-Mathematics Liaison Subcommittee
(AY 2006 – 2007)

Fixed Charges

To maintain familiarity with the mathematics courses taken by engineering students; to act as an informal advisory body to the Department of Mathematics and to maintain communication between the mathematics faculty and the faculty of the College of Engineering. Identify means of enriching opportunities for all students to build upon and use their mathematical skills.

Special Charges

1. Compile a list of engineering courses that may be considered as elective requirements for a minor in mathematics. Present the compiled list to the Math Undergraduate Affairs Committee for further discussion toward reaching consensus on a mutually acceptable list of courses. Present a final proposal for such a minor to the Executive Committee.
2. Assess the success of the honors section of Math 231 and recommend possible extensions to the broader calculus sequence using accelerated courses with instructors from both engineering and mathematics.

Engineering-Physics Liaison Subcommittee
(AY 2006 – 2007)

Fixed Charges

To maintain familiarity with the physics courses taken by engineering students; to act as an informal advisory body to the Department of Physics and to maintain communication between the Physics faculty and other faculty of the College of Engineering.

Special Charges

1. Evaluate how well engineering students develop a breadth and depth with regard to the understanding of physics concepts as necessary for taking subsequent engineering courses. Particularly, comment on understanding of concepts as needed for those engineering courses which require physics courses as prerequisites.
2. Specifically comment on what topics or methods, if any, should be added to introductory physics courses for engineering students, and suggest what topics could be de-emphasized to accommodate new course material.

External Affairs Subcommittee
(AY 2006 – 2007)

Fixed Charges

The External Affairs Subcommittee of the College of Engineering Executive Committee serves in an advisory role in matters relating to the external affairs of the College. The subcommittee assists the Associate Dean for External Affairs in forming and accomplishing the goals of the programs he or she directs. The purview of the committee includes: the Industrial Relations and Partnerships Initiative, the operation of the Engineering Placement Office, the activities of the Office of Continuing Engineering Education, and the Cooperative Education Program. Membership of the committee is to be suggested by the Associate Dean for External Affairs in consultation with his staff and the College of Engineering Department Heads. The committee will meet at least once a semester.

Special Charges for AY 2006-2007

1. Evaluate the activities of the office of Sponsored Research Program Administration and recommend improvements with regard to how the college interacts with this office.
2. Summarize and critique past and present activities of the College of Engineering Office of External Affairs and recommend future activities.

Research Policy and Planning Subcommittee
(AY 2006 – 2007)

Fixed Charges

Advise the Executive Committee and the College of Engineering Administration on issues pertaining to research policies and directions of interest to College of Engineering departments, units, and affiliated laboratories.

Special Charges

1. Evaluate the need and status of publications and web pages that summarize and promote COE research, including the COE Research Summary, and recommend enhancements.
2. Identify challenges, opportunities, and impediments related to interdisciplinary research across the college and campus, and recommend improvements, if needed. Specifically address issues related to promotion and tenure, faculty rewards, and entrepreneurial advancements.

Teaching Evaluation and Improvement Subcommittee
(AY 2006 – 2007)

Fixed Charges

Advise the Executive Committee on matters pertaining to the undergraduate and graduate educational experience within the College of Engineering (COE) particularly as regards teaching, advising, and the dissemination of information regarding COE academic programs to students. Select the recipients of the Collins Award for Innovative Teaching and the Rose Award for Teaching Excellence.

Special Charges

1. Characterize the existing practices for teaching evaluation and improvement within departments in the College of Engineering. Meet with relevant groups (e.g. department heads, Undergraduate Programs Committees, Curriculum Committees, P&T Committees, and possibly student focus groups) to gather information on attitudes towards teaching evaluation and improvement. Investigate motivation or opposition to change, effectiveness of current methods, including ICES, and the impact of the current systems on the educational mission of the College.
2. Examine existing options for evaluating and improving teaching both at the point of P&T and beyond. Investigate both the work of leading experts in the field of teaching evaluation, as well as the efforts made to implement evaluation practices at other engineering institutions and/or colleges on the UIUC campus (ACES, for example). This is an area in which AE³ can provide guidance and support.
3. Explore the feasibility of implementing a pilot project or prototype for departments interested in evaluating and improving teaching. Collect best practices from departments and disseminate.