

# Faculty Meeting Notes

## September 22, 2017

# Agenda

- Updates
- eCourse
- Degree Audits
- Spring Courses
- Curriculum and Course Inventory Changes
- Critical Deadlines

# Lab Presentation by Riaz Kureshi

Meeting NOTES: **Problem – Lab Instructors are allowing student to leave the labs disorganized.**

- Lab instructors should ensure that the labs are clean before leaving each lab.
- Riaz will email a lab presentation that should be presented to the students each semester. The presentation will also include the safety material.
- The lab safety material should be updated. Information is on the page that does not apply to ECE.
- The lab instructors should lock the labs each time after use after 5 pm.
- ECE will hire student workers to keep the computer lab in room 125 open with the same hours as the library.
- The lab printer will be placed in the server room outside of the computer lab.
- Students will have a limit to print. After a limit is reached it will be 5 cents per printed page.

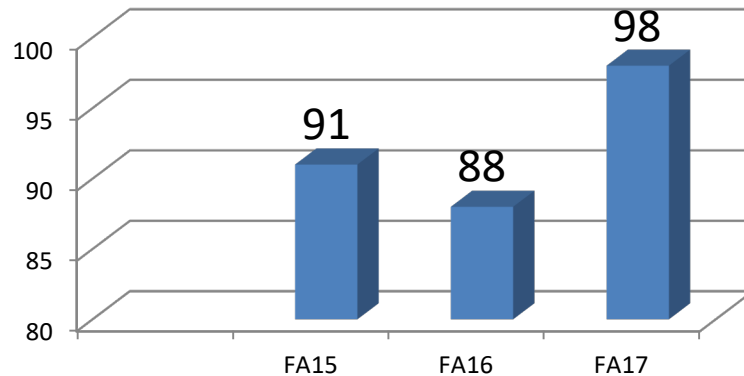
# Space and Room Issues

## Meeting notes:

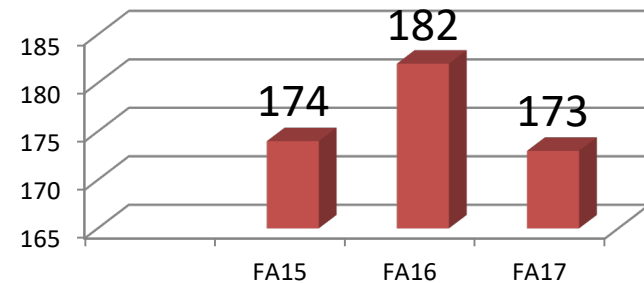
- Engineering Technology has two very large rooms that ECE may be able to occupy. Dr. Kirby will check on the space for senior design before someone outside of the college gets it.
- ECE should claim the space as soon as possible.
- ECE needs 2 to 4 rooms.
- ECE will check to see if Distance Learning has Laptops for students to use in the C++ class.
- Senior Design has 58 students.
- ECE will investigate if the Success Center can be used for senior design. The students may be able to keep projects in the lockers.
- ELEG 1011 no longer needs room 137 it will be open.

# Undergraduate Coordinator

**CPEG**



**ELEG**



- 4.0 program off to a good start
- 43 courses taught
- 1,218 students in the classes

## SUMMARY BY APPLICANT STATUS

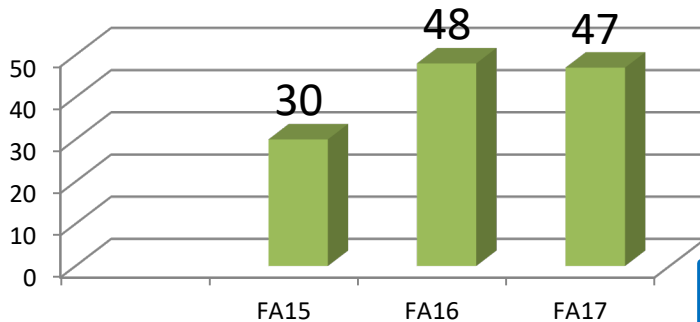
| Student Type | Lvl | Col | Major                  | Inquired | Applied | Admitted | Enrolled |
|--------------|-----|-----|------------------------|----------|---------|----------|----------|
| Freshmen     | UG  | EN  | Computer Engineering   | 167      | 78      | 66       | 19       |
| Freshmen     | UG  | EN  | Electrical Engineering | 158      | 77      | 55       | 13       |

# Intel Grant \$650K for ECE and Comp Sci

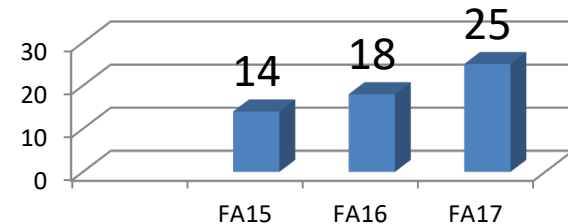
- ECE – Lead received \$350,000
  - 5 Juniors Intel Scholars (\$100K)
  - 5 Intel Scholars 5yr BS/MS Program (\$100K)
  - 5 Undergraduate Researchers (\$47.5K)
  - Lab equipment for Embedded Systems (\$35K )
  - Equipment for project-based lower level courses(\$25K)

# Graduate Coordinator

**MSEE**



**EEPH**



- 30 Graduate Courses Taught
- 156 students in all classes
- New forms coming.

## Meeting Notes:

- There are new graduate forms.
- ECE needs a new faculty member for Power.
- Power is the most concentration area now.
- PhD review is coming spring of 2017. Dr. Wilkins may be asking for written qualifying exams.

## SUMMARY BY APPLICANT STATUS

| Student Type Lvl |    | Col | Major                        | Inquired | Applied | Admitted | Enrolled |
|------------------|----|-----|------------------------------|----------|---------|----------|----------|
| Masters          | GR | EN  | Electrical Engineering       | 39       | 21      | 19       | 15       |
| Masters          | GR | EN  | Electrical Engineering-Ph.D. | 2        | 0       | 0        | 0        |
| Doctoral         | DR | EN  | Electrical Engineering-Ph.D. | 11       | 8       | 6        | 3        |

# FA17 Courses

- 74 courses and labs
- 1,374 students in classes

|    | CRN   | Subj | Crse | Sec | Title                          | Instructor        | Enrolled |
|----|-------|------|------|-----|--------------------------------|-------------------|----------|
| 1  | 10035 | ELEG | 1011 | P01 | Intro Engr Computer Sci & Tech | Kelvin Kirby      | 19       |
| 2  | 10110 | ELEG | 1011 | P02 | Intro Engr Computer Sci & Tech | Kelvin Kirby      | 20       |
| 3  | 10122 | ELEG | 1011 | P03 | Intro Engr Computer Sci & Tech | Kelvin Kirby      | 18       |
| 4  | 10147 | ELEG | 1021 | P01 | Intro Elect and Comp Engr Lab  | John Attia        | 21       |
| 5  | 10157 | ELEG | 1021 | P02 | Intro Elect and Comp Engr Lab  | John Attia        | 22       |
| 6  | 10165 | ELEG | 1021 | P03 | Intro Elect and Comp Engr Lab  | Mahamadou Tembely | 18       |
| 7  | 13151 | ELEG | 1021 | P04 | Intro Elect and Comp Engr Lab  | Mahamadou Tembely | 21       |
| 8  | 10182 | ELEG | 1043 | P01 | Comp. Appl. in Engr.           | Kelvin Kirby      | 48       |
| 9  | 10194 | ELEG | 1043 | P02 | Comp. Appl. in Engr.           | Kelvin Kirby      | 47       |
| 10 | 10217 | ELEG | 1043 | P03 | Comp. Appl. in Engr.           | Kelvin Kirby      | 44       |
| 11 | 10223 | ELEG | 1043 | P04 | Comp. Appl. in Engr.           | Justin Foreman    | 43       |
| 12 | 13829 | ELEG | 1043 | P05 | Comp. Appl. in Engr.           | Ramesh Dwivedi    | 42       |
| 13 | 14484 | ELEG | 1043 | P06 | Comp. Appl. in Engr.           | Penrose Cofie     | 13       |
| 14 | 13830 | ELEG | 1043 | P81 | Comp. Appl. in Engr.           | Kelvin Kirby      | 48       |
| 15 | 13832 | ELEG | 1043 | P82 | Comp. Appl. in Engr.           | Kelvin Kirby      | 47       |
| 16 | 10253 | ELEG | 1043 | P83 | Comp. Appl. in Engr.           | Kelvin Kirby      | 44       |
| 17 | 10261 | ELEG | 1043 | P84 | Comp. Appl. in Engr.           | Justin Foreman    | 43       |

# About the Instructor

## Vewiser (V.J.) Turner Jr, P.E.



### EXPERIENCE

Retired Executive and worked 35 years for ExxonMobil Corporation

### EDUCATION

University of Texas – Austin (1982)  
MS – Electrical Engineering

Prairie View A&M University (1980)  
BS - Electrical Engineering

### PREVIOUS ORGANIZATIONS AND RECOGNITIONS

ExxonMobil Engineering Campus Recruiting Team Captain for the University of Texas at Austin  
Advisory Board - National Society of Black Engineers Region V  
Board of Directors - Texas Alliance for Minorities in Engineering  
Alumni Key Note Address at University of Texas – Austin College of Engineering Commencement  
1996 Awarded Distinguished NACME Alumni  
1997 Awarded Texas-Ex Distinguished African-American in Engineering  
Board Of Directors Houston A+ Foundation  
Texas Society of Professional Engineers

### PROFESSIONAL SOCIETIES

During my career at ExxonMobil I have managed associates all over the world. I've led teams with staff members in the United States, Canada, Brazil, Argentina, Singapore, Malaysia and Europe.

It's been my observation that early job success is vital to long term career growth and development.

The topics covered in this course will help jumpstart student awareness of what it takes and how to be successful when they enter the workplace.

In my opinion these are skills that students need exposure and awareness just like their technical training.

### Meeting notes:

- Looking forward to having our EE Alumni, Mr. Vewiser Turner as a part of the Department. He will 1) teach our student how to have careers in engineering and not just jobs and 2) teach a Special Topics course on Engineering Professionalism and Ethics.
- He will also play a role as an industry representative and work with our Alumni.
- The faculty will review the final course description of the Special Topics class in the next meeting and decide if this should be a technical elective or regular Special Topics course.
- Will the class be open to sophomores as well?
- We will consult Mr. Turner to see if he would like to add technical content to the class so that it can be used as a technical elective.



# eCourse

✚ November 20 - November 26 ✎

Hidden from students

✚  \*\*\* Student Opinion Survey \*\*\* ✎

✚  Complete survey ✎

## Meeting Notes:

- **All ECE courses should be on eCourse.**
- The student Opinion Survey should be moved to the 3<sup>rd</sup> week in November.
- In all ECE classes, an assignment should be added forcing students to complete the survey (see sample below.
- Dr. Obiomon will send a tutorial.

# Degree Audits

| <b>Student Name</b>    | <b>Degc</b> |
|------------------------|-------------|
| Alsup, Damon           | BSEE        |
| Gilbert, Terry         | BSEE        |
| Liggins, Brittany      | BSEE        |
| Ali, Abdikarim         | MSEE        |
| Ali, Shukri            | MSEE        |
| Alli, Joshua           | MSEE        |
| Eno-Ibanga,<br>Aniekan | MSEE        |
| Ivory, Stephen         | MSEE        |
| James, Adeiah          | MSEE        |
| Khatri, Ishan          | MSEE        |
| Murillo, Ludwig        | MSEE        |
| Olokodana,<br>Ibrahim  | MSEE        |
| Paladugu, Sasmitha     | MSEE        |
| Sobayo, Remilekun      | MSEE        |
| Zhai, Lujun            | MSEE        |
| Zhang, Yan             | PHEE        |

## Meeting notes:

- Degree Audits are due Monday, October 2, 2017.
- The deadline for students to submit an application for the Fall graduation had passed.
- Any students who missed the deadline now has to re-apply for graduation in the Spring.

# Undergraduates

Student ID:  Name:  Degree:  Major:  Last Audit:

Worksheets Notes Petitions GPA Calc

For students, DegreeWorks:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes



## Meeting notes:

Forms required from advisors for undergraduate degree audits due Monday, October 2, 2017.

1. My Degree works printed
2. All substitution forms completed by the advisor and signed by the student and advisor.
3. Completed Certification form.

Office of the Registrar  
Prairie View A&M University  
GRADUATION AUDIT CERTIFICATION FORM  
Fall 2017

Please complete entire section below by typing or printing student name, ID, college, degree, catalog year, major, concentration if applicable, and minor if applicable.

APPLICANT'S NAME:  ID:

COLLEGE:  DEGREE:  CATALOG:

MAJOR:  CONCENTRATION:  MINOR:

Please indicate the Candidate's **FINAL** graduation status below and return this signed certification form and required substitution/directed elective, pre-approved transfer approval form and/or catalog waiver to the Office of the Registrar by the deadline.

| Check Which Apply        | Final GRADUATION STATUS:                                                                                                                                                                                             | NOTES<br>(Those that would have been on Excel spreadsheet for each applicable category below) |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | All Degree Requirements met. Nothing is pending.<br>Applicant's CAPP Audit/Compliance is approved for graduation.                                                                                                    |                                                                                               |
| <input type="checkbox"/> | Pending Successful Completion of Currently Enrolled/Graduation Semester Courses.<br>Applicant's CAPP Audit/Compliance <u>will be</u> approved provided course(s) listed are passed based on appropriate catalog.     |                                                                                               |
| <input type="checkbox"/> | Pending Successful Completion of Transfer Courses.<br>Applicant's CAPP Audit /Compliance based on appropriate catalog and transcript reviewed and approved for graduation pending successful completion of currently |                                                                                               |

You may use your TAB key to navigate the fields, or click in the field for typing.

PRAIRIE VIEW A&M UNIVERSITY  
OFFICE OF THE REGISTRAR

### SUBSTITUTION/TARGET ELECTIVE FORM

Student Name:  Student ID Number:

Only fill in action being taken:

Major:  Minor:

I hereby request permission for one of the following actions:

**SUBSTITUTION**

|                     | Course No. | Descriptive Title | Credit Hours | Reason<br>(choose from list below) | For Office Use Only<br>Requirement Pointer<br>for use with 2 for 1 substitutions |
|---------------------|------------|-------------------|--------------|------------------------------------|----------------------------------------------------------------------------------|
| Required Course     |            |                   |              |                                    |                                                                                  |
| Substitution Course |            |                   |              |                                    |                                                                                  |
| Substitution Course |            |                   |              |                                    |                                                                                  |

Codes to be used for reason above:

|                               |                          |    |                                     |
|-------------------------------|--------------------------|----|-------------------------------------|
| AC                            | More advanced course     | DH | Degree Hours                        |
| CC                            | Course Cancelled         | EP | Exempted Pseudo Course              |
| CD                            | Course Discontinued      | NE | No Equivalent for A Transfer Course |
| CH                            | Core Hours               | NO | Course Not Offered                  |
| CP                            | Completed Pseudo Courses | SC | Similar Course Content              |
| Other (Provide justification) |                          |    |                                     |

**TARGET COURSES** (to be used to meet elective, targeted elective, technical or other requirements when a substitution is not applicable):

| Course No. | Descriptive Title | Credit Hours | Catalog Requirement (i.e. core, major, college, minor) | For Office Use Only<br>Requirement Pointer |
|------------|-------------------|--------------|--------------------------------------------------------|--------------------------------------------|
|            |                   |              |                                                        |                                            |

# Graduate Forms for a Degree Audit

## Meeting notes:

Forms required from advisors for graduate degree audits due Monday, October 2, 2017.

1. Graduate Degree Audit form found on ECE Website
2. Completed Certification form.

Office of the Registrar  
Prairie View A&M University  
GRADUATION AUDIT CERTIFICATION FORM  
**Fall 2017**

Please complete entire section below by typing or printing student name, ID, college, degree, catalog year, major, concentration if applicable, and minor if applicable.

|                   |                |          |  |
|-------------------|----------------|----------|--|
| APPLICANT'S NAME: |                | ID:      |  |
| COLLEGE:          | DEGREE:        | CATALOG: |  |
| MAJOR:            | CONCENTRATION: | MINOR:   |  |

Please indicate the Candidate's **FINAL** graduation status below and return this signed certification form and required substitution/directed elective, pre-approved transfer approval form and/or catalog waiver to the Office of the Registrar by the deadline.

| Check Which Apply        | Final GRADUATION STATUS:                                                                                                                                                                                                  | NOTES<br>(Those that would have been on Excel spreadsheet for each applicable category below) |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | All Degree Requirements met. Nothing is pending. Applicant's CAPP Audit/Compliance is approved for graduation.                                                                                                            |                                                                                               |
| <input type="checkbox"/> | Pending Successful Completion of Currently Enrolled/Graduation Semester Courses. Applicant's CAPP Audit/Compliance <u>will be</u> approved provided course(s) listed are passed based on appropriate catalog.             |                                                                                               |
| <input type="checkbox"/> | Pending Successful Completion of <u>Transfer Courses</u> . Applicant's CAPP Audit /Compliance based on appropriate catalog and transcript reviewed and approved for graduation pending successful completion of currently |                                                                                               |

**Electrical and Computer Engineering  
Department  
(MASTER'S DEGREE REQUIREMENTS)**  
(Candidacy for Graduation)

NAME:  ID:

Major:  MSEE - Thesis Catalog Year   
Graduating From:

The following is an evaluation of the credits for the above named student who has applied for graduation:

| Required COURSE & NUMBER | SEM HRS Required | Currently enrolled | Deficient | Grade | Grade Points | Semester Hrs. Resident | Completed Transfer |
|--------------------------|------------------|--------------------|-----------|-------|--------------|------------------------|--------------------|
| GNEG                     |                  |                    |           |       |              |                        |                    |
| GNEG                     |                  |                    |           |       |              |                        |                    |
| EE Track                 |                  |                    |           |       |              |                        |                    |
| EE Track                 |                  |                    |           |       |              |                        |                    |

# Spring Courses

| Subj | Crse | Sec | Title                                          | Instructor<br>Assignment  | Spring 2017<br>Enrolled |
|------|------|-----|------------------------------------------------|---------------------------|-------------------------|
| ELEG | 2053 | P04 | Intro Electrical<br>Engineering<br>Sr Design & | Abburu Kumar<br>Annamalai | 22                      |
| ELEG | 4482 | P81 | Professionalism II                             | Annamalai                 | 37                      |
| ELEG | 6303 | P01 | Signal Det Estimation                          | Annamalai                 | 5                       |
| ELEG | 2023 | P02 | Network Theory I                               | Charlie Tolliver          | 18                      |
| ELEG | 2053 | P01 | Intro Electrical<br>Engineering                | Charlie Tolliver          | 30                      |
| ELEG | 2053 | P02 | Intro Electrical<br>Engineering                | Charlie Tolliver          | 16                      |
| ELEG | 1021 | P01 | Intro Elect and Comp<br>Engr Lab               | John Attia                | 26                      |
| ELEG | 1021 | P03 | Intro Elect and Comp<br>Engr Lab               | John Attia                |                         |
| ELEG | 3043 | P01 | Electronics I                                  | John Attia                | 52                      |
| ELEG | 6423 | P01 | VLSI and ULSI Design                           | John Attia                | 9                       |
| ELEG | 2011 | P01 | Electric Circuits Lab                          | John Fuller               | 17                      |
| ELEG | 2023 | P01 | Network Theory I                               | John Fuller               | 13                      |
| ELEG | 1043 | P01 | Comp. Appl. in Engr.                           | Justin Foreman            | 22                      |
| ELEG | 1043 | P81 | Comp. Appl. in Engr.                           | Justin Foreman            | 22                      |
| ELEG | 1011 | P01 | Intro Engr Computer Sci<br>& Tech              | Kelvin Kirby              | 25                      |
| ELEG | 1011 | P05 | Intro Engr Computer Sci<br>& Tech              | Kelvin Kirby              |                         |
| ELEG | 1011 | P06 | Intro Engr Computer Sci<br>& Tech              | Kelvin Kirby              |                         |
| ELEG | 1043 | P02 | Comp. Appl. in Engr.                           | Kelvin Kirby              | 31                      |
| ELEG | 1043 | P04 | Comp. Appl. in Engr.                           | Kelvin Kirby              | 37                      |
| ELEG | 1043 | P05 | Comp. Appl. in Engr.                           | Kelvin Kirby              |                         |
| ELEG | 1043 | P82 | Comp. Appl. in Engr.                           | Kelvin Kirby              | 31                      |
| ELEG | 1043 | P84 | Comp. Appl. in Engr.                           | Kelvin Kirby              | 37                      |
| ELEG | 6021 | P01 | Graduate Seminar II                            | Lijun Qian                | 10                      |
| ELEG | 4011 | P01 | Electronics Lab                                | Mahamadou<br>Tembely      | 44                      |
| ELEG | 3023 | P02 | Signals And Systems                            | Matthew Sadiku            | 34                      |

## Meeting notes:

- Proposed spring courses handed out
- Some faculty submitted course to be taught
- Dr. Obiomon will send out a request for additional courses such as thesis, special topics etc. by next week.
- Student begin priority registration , November 14, 2017. All courses need to be posted before the end of October.
- Dr. Wilkins mentioned a need for more graduate level Microelectronics courses to be offered this Spring.

# Course Inventory Changes

- Lower-Level computing courses
- Logic Circuits to lower-level?

## Meeting notes:

- Dr. Obiomon will be re-submitting the project based lower-level courses again this year.
- Several faculty members have made a request to move Logic Circuits a lower-level courses
- ECE faculty will discuss course inventory changes in more detail at the next meeting.

# Deadlines

|                 |                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------|
| 20-Sep          | Deadline to Apply Late for Fall 2017 Graduation                                                       |
|                 | Wednesday                                                                                             |
| 20-Sep          | Deadline for Undergraduate Graduating Students for Fall 2017 to submit Application for Tuition Rebate |
|                 | Wednesday                                                                                             |
| Sep 21 - Nov 06 | Withdrawal from Courses with Academic Records ("W") Period                                            |
|                 | Thursday through Monday                                                                               |
| 2-Oct           | 20th Class Day                                                                                        |
|                 | Monday                                                                                                |
| Oct 19 - Oct 21 | Mid-Semester Examination Period                                                                       |
|                 | Thursday through Saturday                                                                             |
| 24-Oct          | Mid-Semester Grades Due                                                                               |
|                 | Tuesday                                                                                               |
| 7-Nov           | 60% of Term                                                                                           |
|                 | Tuesday                                                                                               |
| Nov 14 - Jan 10 | Priority Registration Period for Spring 2018 semester                                                 |
|                 | Tuesday through Wednesday                                                                             |
| 17-Nov          | Deadline to Apply for Spring 2018 Graduation                                                          |
|                 | Friday                                                                                                |
| Nov 23 - Nov 25 | Thanksgiving Holiday (University Closed)                                                              |
|                 | Thursday through Saturday                                                                             |
| 27-Nov          | Classes Resume                                                                                        |
|                 | Monday                                                                                                |