

CILC Meeting
October 20, 2016

AGENDA

1. Cris
 - a. Curriculum committee
 - i. Will email the CDC chairs for suggestions of who will serve
 - b. Requests for textbooks
 - i. Kristin will be submitting textbook adoptions for the spring
 - ii. Committee voted to remain consistent with textbooks for courses offered for the full academic year

2. Mock Audit Schedule
 - a. Starts 10/15 and runs through June
 - b. Criteria 2, 3
 - i. 2: Program Educational Objectives
 1. These don't really change
 - ii. 3: Student Outcomes
 1. Howard, Scott, and Emmanuel will work on these by November 15
 - a. It may be challenging to show (b) ability to design and conduct experiments as well as to analyze and interpret data; (c) ability to design system, component, or process to meet needs within realistic constraints
 2. Will ask Deb for information on student evaluations
 3. Look longitudinally at what students accomplish during 270 as compared to what they accomplish in capstone
 - a. Involve industrial advisors?
 4. Evaluate writing skills
 - a. Develop a rubric?
 5. (i) Recognition of the need for, and an ability to engage in life-long learning
 - a. Work with Career Services and Alumni to determine

3. Pre-Req Checks
 - a. Currently, there is not a general statement publicly available about pre-req checks
 - i. Cris will send out the approved language
 1. Similar to wording listed by CBE
 - a. Course prerequisites will be enforced according to University policy:
<http://catalog.iastate.edu/informationaboutcourses/>. This means that students who are enrolled in this course but have not met the prerequisite requirements must drop the course. The instructor will not grade any coursework submitted by a student who has not met the course prerequisites and if the student does not drop this course,

the student will earn an “F” grade for this course. Students who do not meet prerequisites but do have equivalent preparation may submit a request for a prerequisite waiver to the instructor.

- ii. Include in syllabi
 - iii. Registrar’s office runs a pre-req check
 - 1. Check done after registration has ended, when classes start, and after the 1st week
 - 2. Advising checks list to ensure accuracy
 - 3. If a student is a violator, they are dropped from a course
 - iv. Pre-Req Waiver
 - 1. Paper vs. Electronic
 - 2. Discussion for Academic Standards Committee
4. Next meeting: October 27
- a. Are these outcomes still what we want to continue to use?
 - i. Are they well stated? Look at the language
 - ii. Consistency across sections
 - iii. What data needs to be collected?