DROP COURSE FORM

1. General Information.

a. Submitted by the College of: Engineering   Today's Date: 10/28/10

b. Department/Division: Electrical and Computer Engineering

c. Contact Person Name: Danielle Green-Hinkle   Email: dgreen@engr.uky.edu   Phone: 257-8041

2. Course Information.

a. Course Prefix and Number: EE 499

b. Course Title: Electrical Engineering Design (Subtitle Required)

c. Credit Hours: 3

3. Effective Date[1] of Drop: ☒ Semester Following Approval   OR   ☐ Specific Term[2]: _____

4. Is this course cross-listed?   YES[3] ☐   NO ☒

If YES[3], what is the cross-listed course prefix and number? _____

If YES[3], should the cross-listed course(s) also be dropped[3]?   YES[3] ☐   NO ☐

Explain, if necessary: _____

5. Why is the course being dropped? This course has been changed to a two-semester senior design with different course numbers.

6. Will dropping this course change the requirements[4] for any program?   YES ☒   NO ☐

If YES[4], list the program(s) here: BS in Computer Engineering

7. Has the course been taken by a significant number of students in other colleges/depts?   YES ☐   NO ☒

If YES, list the colleges/departments: _____

If YES, what provision has been made for meeting the needs of these students? _____

8. Is this course currently included in the University Studies Program?   YES ☐   NO ☒

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[1] The effective date for a dropped course is **the first term when the course is not available**, <u>NOT</u> the last term the course is offered.

[2] Effective dates are typically the semester following approval. No course will be made effective until all approvals are received.

[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

[4] In order to change a program, a program change form must also be submitted.

DROP COURSE FORM

Signature Routing Log

General Information:

Course to be Dropped (prefix and number): __EE 499__

Proposal Contact Person Name: __Danielle Green-Hinkle__   Phone: __257-8041__   Email: __dgreen@engr.uky.edu__

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
ECE Faculty	09/07/2010	Larry Holloway / 323-8523 / holloway@engr.uky.edu	*Larry E. Holloway*
Engineering Faculty	1/27/11	Richard Sweigard / 78827 / rsweigar@engr.uky.edu	*Richard H. Sweigard*
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[5]
Undergraduate Council	3/29/2011	Sharon Gill — Digitally signed by Sharon Gill DN: cn=Sharon Gill, o=Undergraduate Education, ou=Undergraduate Council, email=sgill@uky.edu, c=US Date: 2011.03.31 13:31:15 -04'00'	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

_____

_____

[5] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

From:	Burnell, Joni M
Sent:	Thursday, May 12, 2011 12:54 PM
To:	'danielle green-hinkle'
Cc:	Brothers, Sheila C
Subject:	RE: Proposed Course Drop EE 499

Thank you. I will edit the drop form to show that the BS in Computer Engineering Program will be affected, and move the proposal to the next step in the process.

Best regards,

Joni Burnell
Office of the Senate Council
joni.burnell@uky.edu

From: danielle green-hinkle [mailto:dgreen@engr.uky.edu]
Sent: Thursday, May 12, 2011 10:08 AM
To: Burnell, Joni M
Subject: RE: Proposed Course Drop EE 499

Please see correspondence below:

Hi Danielle, let me resend this email - if you have any suggestions regarding the questions below, please let me know. We're meeting with Undergraduate Council tomorrow, and it would be great if EE499 could be on the agenda.
Cheers,
Arne

Dear Danielle,

on behalf of the Undergraduate Council, I am reviewing your EE499 course drop request.

Just a few questions:
    (1) What is the rationale for this change from one course to two courses?
The rationale was stated in the EE 490/491 proposal that was submitted and passed in 2009. The rationale stated on that paperwork was: The change for the Senior Design course to two semesters will allow sufficient exposure to a wide range of topics such as team management, time management, budget management, and writing and presentation skills. An ABET review of our curriculum indicated that many of our senior designs lacked evidence of critical engineering processes such as setting specifications and designing around them. The two-semester Capstone Design proposal will remedy the lack of these processes. The curriculum will have 3 hours less in Technical Elective requirements in order to accommodate the additional 3 hours in senior design.

    (2) You did not indicate whether dropping this course will change requirements for any program (item 6), will it?
The Computer Engineering (COE) program required students to take CS 499 or EE 499, but a program change has been submitted to give COE students the option to take CS 499 and one Technical Elective OR EE 490 and EE 491. I'm not sure where this program change paperwork is as of the date of this email.

(3) Does having two courses (which ones are the new ones, by the way?) (EE 490 and EE 491)instead of one will change credit hours for students or have any other program implications? This should be explained in questions (1) and (2) above. Dropping EE 499 will not affect the credit hours for the EE program, because one Technical Elective was

removed. It will also not affect the credit hours required for the COE program with the two options stated in question (2).

Cheers,
Arne

Dr. Arne Bathke, Associate Professor
Director of Graduate Studies/Admissions,
Department of Statistics, University of Kentucky

Thanks,

Danielle Green-Hinkle
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From: Burnell, Joni M [mailto:joni.burnell@uky.edu]
Sent: Thursday, May 12, 2011 9:49 AM
To: danielle green-hinkle
Cc: Brothers, Sheila C
Subject: Proposed Course Drop EE 499

Good morning,

I am writing regarding the proposed course drop for EE 499 (attached).

When we reviewed the drop form in our office, we noticed that question #6 was left blank. It asks whether or not this course drop will change the requirements for any programs. *Please provide a yes or no answer to this question.*

Once we receive that information we will move the proposal forward to the next stage in the process.

Thanks very much for your assistance. Have a great day.

Joni Burnell
Office of the Senate Council
joni.burnell@uky.edu