

College of Engineering's Policies
Electronic Guidebook

Electronic minutes
(April 1983-Present)

Directions:

Items in **purple** refer to student-based policies

Items in **green**, refer to faculty-based policies

- Click on the **red square** to view the link within this document, including an excerpt from the Faculty Meeting Minutes.
- Click on the **blue square** to view the entire set of Faculty Meeting Minutes in which the policy was passed.
- Click on the **orange square** to view background materials in which the policy was based

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**24-Semester Hour GEC Policy:
December 18, 2002**

Excerpt from Faculty Meeting Minutes:

EFC Motion on 24-sh GEC Policy: The EFC presented a motion to discontinue the "24-semester hour GEC policy" currently used by the Student Development Center. The motion was approved unanimously by voice vote.

Bookmark name: 24-Semester_Hour_GEC_Policy_2002

Background materials:

Motion on 24-Semester Hour GEC Policy
December 18, 2002

Bookmark name: 24-Semester_Hour_GEC_Policy_Background

Admission Requirements-Undergraduate
December 10, 1987

Excerpt from Faculty Meeting Minutes:

Move that the admission requirements for entering freshman in the College of Engineering be changed to require:

- *English/language arts: 4 years;*
- *Mathematics: 4 years (2 years algebra, 1 year geometry, 1/2 year of trigonometry , 1/2 year beyond trigonometry)*
- *Natural Science: 3 years (must include 1 year of chemistry and 1 year of physics)*
- *Social Studies: 2 years*

In addition, one-half year of computer programming is recommended. The changes in admission requirements are to become effective in the fall semester of the 1990-91 academic year.

ii) Move that the College of Engineering establish an entrance requirement of two years of study of a single language other than English , effective for incoming freshman and transfer students beginning with the fall semester of the 1990-91 academic year. Applicants not meeting this requirement may be admitted on a conditional basis for a maximum of four regular semesters in order to complete the equivalent of two semesters of an introductory level foreign language, which may be taken on a pass/fail basis. International students for whom English is not their native language are exempted from this requirement.

The Faculty adopted, by voice vote, these changes in undergraduate admission requirements. These proposed changes will be submitted to the Board of Regents for final approval.

Bookmark name: Admission_Requirements_1987

Background materials:

Motion on Admission Requirements
December 10, 1987

Bookmark name: Admission_Requirements_1987_Background

Advanced Course Work in Social Sciences & Humanities
January 28, 1986

Excerpt from Faculty Meeting Minutes:

Dean Hering opened discussion on the first item of new business, advanced course work in Social Sciences and Humanities. Professor L.D. Chen read the motion from the Engineering Faculty Council (meeting No. 9, Jan. 13, 1986):

“The advanced course work in Social Sciences and Humanities must be in the same department as the introductory work. A listing of examples, exclusions, and exceptions in accordance with College policy is to be yearly reviewed by the Humanities and Social Sciences Stem Committee. This listing is to be maintained by the Dean’s Office and will be made available to students and advisors.”

Discussion continued regarding the change from “advanced course work should be in the same department” to “advanced course work must be from the same department.” Professor Lance moved to amend the motion to read “...must be from the same department unless prior approval has been obtained from the Curriculum Committee...” Dean Scholz seconded the motion. The amendment to the motion was passed. The amended motion was passed.

Bookmark name: Advanced_Coursework_Social_Sciences_&_Humanities_1986

Background materials:

EFC motions
January 13, 1986

Assessment Tools for ABET Reports
May 10, 2001

Excerpt from Faculty Meeting Minutes:

Motion on Policy on Assessment Tools for ABET Reports (see Appendix #1).

- 1. Motion was made by Prof. Nixon/seconded by Prof. Holly as follows: Amendment to the original motion, to strike the last sentence under item #1 and add paragraphs to the last bullet in item 2 of Appendix 1. A vote was taken. The result was 9 Yes /9 No /4 Abstained. The Motion did not pass.*
- 2. Motion by Prof. Collins/seconded by Prof. Chandran: Postpone the original Motion indefinitely and have EFC address it again. The vote was 5 Yes and 7 No. The Motion failed.*
- 3. Motion by Prof. Scranton/seconded by Prof. Nixon: Amendment to the original Motion, delete item #1 (see Appendix #1). The Motion passed unanimously.*
- 4. Motion by Prof. Scranton/seconded by Prof. Nixon: Pass the Motion on Policy on Assessment Tools for ABET Reports without item #1. The Motion passed unanimously.*

Bookmark name: Assessment_Tools_for_ABET_2001

Background materials:

Motion on Policy on Assessment Tools for ABET Reports

May 10, 2001

Bookmark name: Assessment_Tools_for_ABET_Reports_Background

Common Courses Among Departments Policy
May 15, 2002

Excerpt from Faculty Meeting Minutes:

Motion 1: GEC Courses: The EFC presented a motion to update GEC course (see appendix #1). The motion was approved unanimously by voice vote.

Bookmark name: Common_Courses_Policy_2002

Background materials:

Motion on Policy Common Courses Among Departments
May 15, 2002

Bookmark name: Common_Courses_Policy_Background

Computer Literacy Policy
April 30, 1985

Excerpt from Faculty Meeting Minutes:

The Engineering Faculty Council moves that the Computer Literacy Policy, as recommended by the Curriculum Committee and distributed with the EFC minutes of April 23, 1985, be adopted by the College faculty. Motion passed.

Bookmark name: Computer_Literacy_Policy_1985

Background materials:

Computer Literacy Policy

April 30, 1985

Bookmark name: Computer_Literacy_Policy_1985_Background

Course Description for EPS I
May 15, 2002

Excerpt from Faculty Meeting Minutes:

Motion 2: EPS I Course Description: The EFC presented a motion to approve a course description for EPS I (see appendix #2). Professor Arora summarized the changes made since the previous version of May 2001. The motion was approved unanimously by voice vote.

Bookmark name: Course_Description_for_EPSI_2002

Background materials:

Motion on Course Description for EPS I
May 15, 2002

Bookmark name: Course_Description_for_EPSI_Background

Course Description for EPS II
May 15, 2002

Excerpt from Faculty Meeting Minutes:

EPS II Course Description: The EFC presented a motion to approve a course description for EPS II (see appendix #3). The motion was approved unanimously by voice vote.

Bookmark name: Course_Description_for_EPSII_2002

Background materials:

Motion on Course Description for EPS I

May 15, 2002

Bookmark name: Course_Description_for_EPSII_Background

e-ACE Policy
May 11, 2004

Excerpt from Faculty Meeting Minutes

Motion on e-ACE Policy. After some discussion, the motion was adopted unanimously on a voice vote. The following points were discussed.

- *This e-ACE policy does not apply to teaching assistants. The Teaching Committee of AY2004-2005 should thus be charged to make recommendations on ACE policy for TAs.*
- *The question was raised whether ACE should continue to have a mandatory question on adequacy of facilities for the teaching of a course. Many argued that facilities can still be an issue when classes are taught outside of Seamans Center.*
- *The intent of the current e-ACE policy motion was to move from paper to electronic ACE. Policy refinements of the type discussed can be adopted at a later date.*

Bookmark name:

Background materials:

May 11, 2004

A Policy Proposal for e-ACE

Bookmark name:

Faculty Voting & Appointment Issues
December 10, 1987

Excerpt from Faculty Meeting Minutes

On behalf of the EFC, Professor Kuhl introduced five motions relative to voting and appointment issues. Motions carried by a voice vote.

Bookmark name: Faculty_Voting_Rights_Policy_1987

Background materials:

December 10, 1987

EFC Motion on Voting Issues

Bookmark name: Faculty_Voting_Rights_Policy_Background

General Education Component (GEC) Courses
May 15, 2002

Excerpt from Faculty Meeting Minutes

Motion 1: GEC Courses: The EFC presented a motion to update GEC course guidelines (see appendix #1). The motion was approved unanimously by voice vote.

Bookmark name: General_Education_Component_Courses_2002

Background materials:

May 15, 2004

Motions Report by EFC

Bookmark name: General_Education_Component_Courses_Background

Math Placement Policy
May 13, 2003

Excerpt from Faculty Meeting Minutes

Motion:

1. *Students may satisfy the 22M:031/22M:032 graduation requirement by completing the 22M:025/22M:026/22M:028 sequence.*
2. *Students who score 4 or higher on the Advanced Placement Program (APP) Calculus AB test or 3 or higher on the APP Calculus BC test receive credit for 22M:031*
3. *Transfer students with credit for 22M:025 or equivalent should receive credit for 22M:031, unless her/his preparation is deemed inadequate, in which case s/he should take both 22M:031 and 22M:032.*
4. *Students with credit for 22M:028 satisfy the 22M:032 graduation requirement.*
5. *Students without a high school calculus course should take either elementary functions (22M:009) or 22M:031 depending on the student's overall record.*
6. *The EFC will continuously monitor the impact of these transfer guidelines on Engineering students and make recommendations regarding modifications if necessary.*

Bookmark name: Math_Placement_Policy_2003

Background materials:

May 13, 2003

Curriculum Committee Report

Bookmark name: Math_Placement_Policy_Background

College of Engineering Mathematics Credit Policy for 1st semester & transfer students

Obtaining Faculty Perception of Administrators
May 14, 1998

Excerpt from Faculty Meeting Minutes

Engineering Faculty Council—Procedures for Faculty Perception of Administrators
Professor Ettema led discussion of the current procedure for obtaining faculty perceptions of administrators. Discussion followed by presentation of the EFC motion. EFC moves: That the procedures outlined in the attached document entitled, “College of Engineering Policy on Obtaining Faculty Perception of Administrators,” be adopted effective AY 1998-1999. Motion passed by verbal call with one abstaining.

Bookmark name: Procedure_for_Faculty_Perception_of_Adminstrators_1998

Background materials:

May 14, 1998

College of Engineering Policy of Obtaining Faculty Perception of Administrators

Bookmarks names:

Procedure_for_Faculty_Perception_of_Adminstrators_1998_Background

Obtaining_Faculty_Perception_of_Adminstrators_1998_Background

Obtaining Student Perception of Course and Instruction
May 14, 1998

Excerpt from Faculty Meeting Minutes

Professor Fischer reported on the activities of the Teaching Committee and led a discussion on the new ACE forms for collecting student perceptions of teaching. An EFC motion was presented to replace the current procedures for obtaining Student Perceptions of Course and Instruction be replaced by a new procedure (see attached description entitled, "Motion on Obtaining Student Perception of Course and Instruction" for complete motion). Motion passed unanimously by verbal call.

Bookmark name: Obtaining_Student_Perception_of_Course_&_Instruction_1998

Background materials:

May 14, 1998

Motion on Obtaining Student Perception of Course and Instruction

Bookmark name:

Obtaining_Student_Perception_of_Course_Instruction_1998_Background

Oral Communication Competence Policy
May 15, 1992

Excerpt from Faculty Meeting Minutes

The following motion was made by Professor Liittschwager on behalf of the EFC:

In response to the University of Iowa Policy on Oral Communication Competence, the Teaching Committee moves that the provisions outlined in the attached document entitled "Implementation of the University of Iowa Policy on Oral Communication Competence" be adopted.

It was moved that the last sentence be removed from the response to item 2(a). The amendment passed.

Bookmark name: [Oral_Communication_Competence_Policy_1992](#)

Background materials:

May 15, 1992

University of Iowa Policy on Oral Communication Competence

Bookmark name: [UI_Oral_Communication_Competence_Policy_Background](#)
[Revisions_to_UI_Oral_Communication_Competence_Policy](#)

Peer Review Policy
May 13, 1997

Excerpt from Faculty Meeting Minutes

Engineering Faculty Council

P. Barry Butler reported on the engineering faculty council committee activities. Butler stated the motion by an ad hoc EFC committee for Peer Review of Full Professors. Ralph Stephens questioned why the materials needed to go to the DEO. Butler responded that within the University it is not considered a review if only the person being reviewed has seen the information. Forrest Holly suggested that the information should be uncoupled with salary review so that the special review does not influence salary determination. James Andrews commended that the review process is formative and developmental rather than evaluative. Discussion followed regarding the use as an evaluative versus developmental/formative mechanism. Vote to accept the motion was unanimous by verbal call.

Bookmark name: Peer_Review_Policy_1997

Background materials:

May 13, 1997

EFC Peer Review Policy

Bookmark name: EFC_Peer_Review_Policy_1997_Background

Promotion & Tenure (P&T) Guidelines September 21, 2000

Description: College of Engineering criteria defining the qualifications for the rank of Assistant Professor, Associate Professor and Professor

Excerpt from Faculty Meeting Minutes

Prof. Dasgupta presented new College guidelines for P&T. These new guidelines are designed to bring the College guidelines in line with the University criteria. Discussion and vote on the following motion was sought:

Motion: Resolved that the current College of Engineering criteria defining the qualifications for the ranks of assistant professor, associate professor and professor be amended to read as follows. The criteria was provided in a handout to those present (see attached handout).

Amendment 1: Modify the criterion 1 for associate professor level to: “Convincing evidence that the candidate is an effective teacher, of, as appropriate, undergraduate, graduate, postdoctoral, and professional students including successful guidance of doctoral graduate students.”

Vote: The amendment passed unanimously.

Amendment 2: Strike out items 4 and 5 from the criteria for assistant professor.

Rationale: If the College guidelines were to be in line with the University guidelines, then this would be necessary since the University guidelines did not include these items. Items 4 and 5 were felt to be procedural issues, not criteria.

Vote: The amendment passed unanimously.

Vote on motion: A vote was requested for the overall motion with amendments 1 and 2. The motion carried.

Bookmark name: New_guidelines_for_P&T_2000

Background materials:

September 21, 2000

Motion on P&T

Bookmark name: New_guidelines_for_P&T_Background

Promotion & Tenure (P&T) Guidelines

April 27, 1999

Description: Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions

Excerpt from Faculty Meeting Minutes

A motion from the Special Promotion and Tenure Committee was read by the Secretary as: "The EFC moves that the College of Engineering faculty adopt revisions to the College of Engineering Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions as defined in the document attached to the agenda for today's meeting and titled 'A proposed revision of College policy to implement changes requested by the Office of the Provost, March, 1999.' These revisions are in addition to those revisions adopted by the College faculty on November 3, 1998 and are to take effect at the start of AY 1999-2000." A motion was made to approve the changes. This motion was passed with no dissent.

Bookmark name: [Proposed_Changes_to_P&T_1999](#)

Background materials:

April 27, 1999

Proposed Changes to P&T Policy

Bookmark name: [Proposed_Changes_to_P&T_1999_Background](#)

November 3, 1998

Revisions to P&T Policy

Bookmark name: [P&T_Guidelines_1999](#)

Undergraduate Curriculum
May 1, 2001

Excerpt from Faculty Meeting Minutes

Motion 1.

- *Component 1 of Motion 1: The first component discussed was the GEC requirements.*
- *Component 2 of Motion 1: EFA requirement*
- *Component 3 of Motion 1: Fundamentals of Engineering*
- *Component 4 of Motion 1: Engineering Math*
- *Component 5 of Motion 1: Engineering Physics*
- *Component 6 of Motion 1: Engineering Chemistry*
- *Component 7 of Motion 1: EPS and Technical Communications*

Motion 2: Concerns EPS II. Two options are presented to be voted on.

Dean Butler moved for vote on mail ballot for Motion 3. The motion passed.

Undergraduate_Curriculum_2001

Background materials:

May 1, 2001

Motions on Undergraduate Curriculum

Bookmark name: Undergraduate_Curriculum_Background

May 1, 2001

Substitute Motions Revised per Faculty Meeting

Substitute_Motions_Revised_per_Faculty_Meeting