This report describes activity from May 26, 2017 through May 21, 2018.

New Request for Action Form
The Curriculum Committee requests that proposals for new courses/programs or for changes to existing courses/programs be submitted via a Request-for-Action (RFA) form. Starting in September 2017, the RFA form was modified so that it can be submitted electronically, with no physical signature, and so that all course information is placed on a single page.

Course Approvals and Modifications
Fifty-two new courses and course modifications were approved by the SoE Curriculum Committee. All changes were submitted to the SoE Faculty and approved via consent agenda. Courses impacted include:

- BME7
- BME8
- BME100
- BME295
- BME296
- BME297
- BME298
- CEE6
- CEE24
- CEE32
- CEE34
- CEE36
- CEE80
- CEE111
- CEE112
- CEE127
- CEE151
- CEE152
- CEE156
- CEE159
Bulletin Change

The SoE-CC approved a proposal to change Bulletin text regarding introductory requirements for SoE undergrads. This text was subsequently approved by the SoE Faculty at the March 14 SoE Faculty Meeting. Starting in Fall 2018, the Bulletin text will be updated as follows.

*Delete previous text reading*

f. Physics 12 and/or Chemistry 2
g. One approved natural science elective course.

*Replace with new text reading*

f. Two program-approved courses in mathematics or natural science
Pre-matriculation Credits
The pre-matriculation credit table was modified such that Computer Science pre-matriculation credits (such as the Computer Science AP exam) will now be listed as equivalent to COMP 5.

Semester-Hour Unit (SHU) Petitions
The Curriculum Committee was responsible for converting units of all SoE courses from a course-credit basis to a semester-hour unit (SHU) basis. During the transition period, no approvals for this process were required from the full SoE Faculty; however, full faculty approval will be required for future SHU changes, via the standard consent-agenda process.

The Committee discussed thesis credits over several meetings to determine whether theses would be listed as 3 SHU per semester (for each of two semesters) or as 0 SHU in the first semester and 6 SHU in the second. Although we historically have assigned all thesis credit in the second semester (equivalent to a 0/6 SHU system), the Curriculum Committee felt that workload would be expressed more accurately by moving to the 3/3 system. In this system, a student’s total SHUs will reflect actual workload on a per semester basis. At the request of the Dean of Undergraduate Studies, this change was implemented uniformly all SoE departments, so as to enable clear messaging regarding the requirements for Senior Honors Theses.

Final SHU updates were requested from departments. Minor errors in SHU listings were fixed when identified.

Block Schedule
The Committee discussed the block-schedule change proposed by the Deans and Provost, who suggested adding the R+ and T+ blocks. The Committee supported the proposed change but did not vote on the matter, as we felt the topic fell in the purview of the Educational Policy Committee (EPC). The EPC later approved the proposed block-schedule changes.

Co-Op Program
A new co-op program was discussed. It was determined that the only part of the co-op program needing Curriculum Committee approval was the course component (i.e., credit-bearing courses needed to support the co-op program). BME proposed ES85 as a career-skills course, to prepare students for the co-op worksite experience. It was determined that the worksite experience, itself, would not be a credit-bearing component of the co-op program.

Led by Qiaobing Xu (BME) and Darryl Williams (Dean of Undergraduate Education), the broader co-op program was introduced to the Educational Policy Committee and subsequently to the SoE Faculty, who approved the SoE co-op as a pilot program.
Graduate Programs

Historically, the Curriculum Committee has reviewed both undergraduate and graduate programs; however, it was noted that graduate programs are also of interest to the Engineering Graduate Studies and Research Committee (chair: Karen Panetta). To avoid redundancy in the approval process, the committees agreed that primary approval for new graduate programs and changes to existing graduate programs would be transferred to the Engineering Graduate Studies and Research Committee. The Curriculum Committee will continue to provide feedback on graduate programs if feedback is requested.

The Tufts Gordon Institute requested Curriculum Committee feedback on changes proposed for the MSEM program; feedback was offered.

The question of whether graduate theses should be offered pass/fail or for a letter grade was reviewed by both the Curriculum Committee and the Graduate Studies and Research Committee. Prior to this academic year, all MS and PhD thesis credits have been available only for a letter grade. Though representatives on both committees favored the idea of making graduate-thesis grading policies uniform across SoE, no consensus was obtained about how to implement a uniform policy. A majority of members on both committees felt that MS theses should be letter grade and that PhD theses should be pass/fail; however, because the Departments were divided on implementation, it was determined that departments should make their own decisions on this topic. To date, BME has been the only department to propose changing graduate-thesis grading to a pass/fail basis (BME295, 296, 297, and 298).

Undergraduate Programs

The Curriculum Committee approved several program name changes, which were subsequently approved by the full SoE faculty. Program name changes are summarized in the table below. Changes help align program titles better. The name Biotechnology now describes both the second major and the related minor. Similarly, the name Human Factors Engineering now describes the related minor, BS, and MS degrees offered by SoE. (Note: The Department of Psychology will continue to offer a distinct major in Engineering Psychology for LA students.)

<table>
<thead>
<tr>
<th>Old program name</th>
<th>New program name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biotechnology Engineering Minor</td>
<td>Biotechnology Minor</td>
</tr>
<tr>
<td>BS in Engineering Psychology (SoE only)</td>
<td>BS in Human Factors Engineering</td>
</tr>
<tr>
<td>MS in Human Factors</td>
<td>MS in Human Factors Engineering</td>
</tr>
</tbody>
</table>

The Curriculum Committee considered aligning certain course numbers across departments. Specifically, it was proposed that all special topics be listed as 93, research be listed as 94, theses be listed as 95 and 96, and internships be listed as 99. The benefits of the proposed change (cross-department clarity) did not outweigh the liabilities (forcing departments to change course numbers), so the proposal was shelved.

Review of degree sheet changes has been delegated to the Dean of Undergraduate Advising (Jennifer Stephan). The Dean will approve trivial changes; however, the Dean will identify any nontrivial changes and bring those to the Committee for review and approval.
New-Program Approval Process
The provost instituted new rules regarding review of proposals for new programs. The rules are summarized at the link below:


Through discussion with Dean Qu and Dean Sarazen, it was determined that our existing SoE approval process would not change as a result; rather, SoE review will be conducted in parallel with Provost review. To initiate a new program, the proposer should submit the program proposal first to the Engineering Dean’s Office (and specifically to EAD Sarazen) and shortly after to the appropriate SoE committee (Curriculum Committee -- for undergraduate programs or Graduate Studies and Research Committee -- for graduate programs). If approved by the Dean’s office, the EAD will forward the proposal to the Provost. If approved by the appropriate SoE committee, the proposal will proceed to an SoE faculty meeting for SoE faculty approval. Final authorization will require votes of approval both by the Provost’s advisory committee and by the SoE Faculty.

Course Deletions
Based on Departmental requests, the following courses were removed from the Catalog.

- CEE1     Introduction to Civil & Environmental Engineering
- CEE103   Modeling Environmental Systems
- EE216    Advanced Topics in Computer Architecture
- ES88     CAD for Engineers