

MEMORANDUM

To: F2012, W2013, and S2013 instructors and lab instructors for:

- ECE courses taught to ECE students: ECE100A, 100B, 103, 105, 106, 124, 140, 150, 155, 200A, 200B, 207, 209, 222, 224, 240, 242, 250, 254, 290, 300A, 300B, 316, 318, 327, 331, 351, 356, 358, 361, 375, 380, 390, 400A, 406, 411, 413, 414, 415, 417, 418, 419, 428, 429, 432, 433, 444, 445, 453, 454, 455, 456, 457B, 457A, 458, 458, 459, 462, 463, 464, 467, 473, 474, 475, 477, 481, 486, 488, 492B, 498A
- MATH courses taught to ECE students: MATH 117, 119, 211, 212, 215
- ECE courses taught to SE students: ECE105, 106, 124, 140, 222, 358
- GENE 123

From: Dan Davison, Associate Chair u/g in ECE (ddavison@uwaterloo.ca, x35338)

Re: Important required accreditation paperwork in F2012, W2013, and S2013

Date: September 5, 2012

Dear instructors and lab instructors,

Almost all undergraduate engineering programs at UWaterloo are going through an accreditation process. In ECE this process is being run by Mark Aagaard (accreditation officer), Dan Davison (associate chair u/g), and Tammy Schmidt (undergraduate manager). As part of this process, we need your help to collect information about the above list of courses. This information will be collected in F2012, W2013, and S2013 for the accreditation visit that takes place in F2013. Thank you for your help with this exercise.

Summarized below are the four types of information that need to be collected, with details on page 2:

Item	Dates	Action by	Activity	Importance	Check when done
1.	F2012, W2013, S2013	All course instructors and lab instructors	Submit course outline, course notes/slides, textbook, other student handouts, and 4 samples of student work for each assignment, project, lab report, quiz, exam, ... [See the checklist on page 3]	Required Very important	[See p.3]
2.	F2012, W2013, S2013	Most course instructors, possibly with help from lab instructors	Fill out and submit green outcome assessment form. [The green form will be sent to you separately early in the term.]	Required Important	
			Submit up to 3 samples of student work related to each outcome.	Optional Not critical for this accreditation visit	
3.	F2012	Most course instructors	For each course, determine content and AU numbers	Required Important	
4.	Dec '12- Jan '13	All course instructors	Special CV needs to be submitted	Required Important	

Details for each of the four types of information to be collected

1. For each course we need a course outline (including grading schemes), course notes or slides or courseware (if applicable), a copy of the textbook (if applicable), any other handouts, plus four samples of student work for every assignment, project, lab report, quiz, midterm, and/or final exam:
 - One sample should be blank (i.e., just the instructions/questions given to students).
 - One sample should be from a student who received a low grade on the particular task
 - One sample should be from a student who received an average grade on the particular task
 - One sample should be from a student who received a high grade on the particular task.

Hence, before things like lab reports and midterms are returned to students, be sure to collect appropriate samples. This is very important since getting samples after-the-fact is almost impossible. The checklist on page 3 might be useful for keeping track of all of this. **Please send the samples, ideally scanned in and emailed, to Tammy Schmidt (t3schmidt@uwaterloo.ca, EIT-3034, x33973). Be sure the samples have the term and course number clearly marked. If you give us hardcopies, we will scan them in and return the originals to you.**

2. For most courses we need instructors to fill out the green outcomes-assessment form for your course. If your course is part of this process, the green form will be sent to you by Tammy Schmidt (see contact info above) early in the term. It is required that the green form be filled in and submitted. In addition, for each program outcome related to your course (the specific outcomes are provided on the green form), we are supposed to collect up to three samples:
 - One sample (if such a sample exists) should be of student work demonstrating an achievement level below the desired level of achievement
 - One sample (if such a sample exists) should be of student work demonstrating an achievement level equal to the desired level of achievement
 - One sample (if such a sample exists) should be of student work demonstrating an achievement level above the desired level of achievement

To keep everyone's workload manageable, and because we are still ramping up on the whole outcomes assessment process, we are making these outcome-related samples optional, but we request that you please try to provide samples of this nature for at least one outcome. Submit samples as described in bold in item 1 above. In future accreditation visits, we will not be able to make this item optional.

3. For each course we need to find out what is being taught, how that relates to the calendar, and determine the amount of AU (academic unit) numbers, which basically refers to the amount of engineering science, engineering design, basic science, math, and complementary-studies content in the course. Mark, Tammy, or I will be in contact with you if we need such information from you.
4. For each instructor we need CV information in a special format. For non-sessional instructors, this special format of CV will need to be submitted when you submit your 2012 merit paperwork. (This is the same procedure we used at the last accreditation visit.) More details will be provided near merit collection time in December 2012. For sessional instructors, you will be contacted separately if we need your CV information.

Checklist for Item 1

(For your personal use to help you keep track of materials to submit for your course—there is no need to submit this checklist)

Please submit a copy of all items listed below, as applicable*	Please check the appropriate box(es) to indicate how material was distributed to students				Check when submitted
	Not applicable	Hardcopy distributed	Softcopy distributed	Sold to students	
Course outline (with grading scheme)					
Course notes/slides/courseware					
Other handouts to students					
Textbook					
Lab/project materials					
▪ Lab/project manual					
▪ Other handouts					
▪ Assignment questions (blank copy)					
▪ Low-range grade sample					
▪ Middle-range grade sample					
▪ High-range grade sample					
Midterm(s)					
▪ Blank copy					
▪ Low-range grade sample					
▪ Middle-range grade sample					
▪ High-range grade sample					
Final exam					
▪ Blank copy					
▪ Low-range grade sample					
▪ Middle-range grade sample					
▪ High-range grade sample					
Other assignments or quizzes					
▪ Blank copy					
▪ Low-range grade sample					
▪ Middle-range grade sample					
▪ High-range grade sample					
Other (specify)					

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