

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: October 13, 2014
TO: Dr. Matthew Steele
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 131 – Engineering Computer Based Design

The library has examined the course proposal and is able to support the proposed course. Please contact your librarian liaison, Mark McCallon (mccallonm@acu.edu), if additional library resources are needed to support the proposed course. Thank you.

October 6, 2014

Dr. Matthew Steele
Foster Science 317
Office: (325) 674-2002
mts13a@acu.edu

Re: Review of ENGR131: Engineering Computer-based Design

Dear Dr. Steele,

Thank you for the submission of ENGR131: Engineering Computer-based Design. I reviewed the syllabus based on the ACU Syllabus Guidelines. I found that your syllabus met the requirements outlined in this guideline.

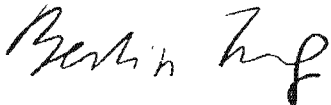
However, here are a few things that further clarification or improvements would be appreciated when you send the syllabus to the council for final approval:

- I noticed that your "course description" and "catalog description" are identical. I wonder if you could keep only one of them, perhaps "catalog description"?
- I wonder if there are better ways to present the "criterion", "competencies" and "measurement" section. It is not very clear how the competencies get measured specifically.
- The topics are not described in the calendar. It would help students keep track what each week is about if you write down the concrete topics, instead of just providing the chapter numbers.

These are my questions or suggestions from a design perspective. It is up to you to incorporate them. There is no further need to bring the application back to the Adams Center for another review.

We would like to thank you for allowing the Adams Center team to review your course application. If there is anything else we can do to help you in the development of the course, please feel free to let me know.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Ben H. Huff". The signature is written in a cursive, flowing style.

Berlin Fang's suggested changes have been implemented.

MTS