

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: March 20, 2015
TO: Dr. Matt Steele
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, ENGR 430 – Senior Engineering Design Project I

The library has examined the course proposal and is able to support the proposed course topics. Depending on the nature of the project, the library may be able to provide resources to assist the students. Please contact your librarian liaison, Mark McCallon (mccallonm@acu.edu), if additional library resources are needed to support the proposed course. Thank you.

February 27, 2015

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

Re: Review of ENGR430: Senior Engineering Design Project

Dear Dr. Steele,

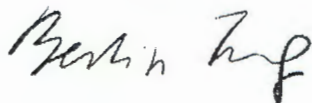
Thank you for the submission of ENGR430: Senior Engineering Design Project. I reviewed the syllabus based on the ACU application requirements. Please see the attached checklist and make changes as needed.

There are some items in the syllabus requirements that can be inferred from your other descriptions, but it might help if you add some short description to make it more apparent for students to know what kind of activities to expect ("Description of the types of activities students should expect in the course".) I also noticed that certain sections could use better sequencing. For instance, ADA compliance and Academic integrity are both university-wide policies. Right now they are separated and have other content in between. Ideally you use what instructional message designer call the proximity principle to group content of similar nature together.

Other than these, the syllabus meets the requirements by the university guidelines. However, this letter is not meant to be a final approval in the course application process. Instead it is intended as a reference, which will be read by your department chair and members of the council, who may also have questions or comments of their own.

We would like to thank you for allowing the Adams Center team to review your course application. The instructional design team would love to work with you on your syllabus, as well as the design, development or revision of this and other courses. If there is anything else we can do to help you, please feel free to let me know.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Berlin Tuf". The signature is written in a cursive, flowing style.