

**University of Florida**  
**Computer Engineering Program**  
**Governing Procedures**

June 5, 2006

(final approval by CISE and ECE faculty June 2006)

***Introduction***

The Computer Engineering program (CEN) is an ABET accredited degree program leading to a BS through the College of Engineering. It is jointly taught and administered by the Departments of Computer and Information Science and Engineering (CISE) and Electrical and Computer Engineering (ECE). This document describes the procedures for governing the joint program. This document will become effective (as per the current governing agreement) when approved by the curriculum committee and faculty from both the CISE and ECE departments.

***Definitions***

**CEN Faculty** The members of the CEN faculty are listed on the CEN web page. The chairs of CISE and ECE, in consultation with the CEN faculty and the Dean of the College of Engineering, will do removal/addition of CEN faculty.

**CEN Coordinator** The CEN coordinator will be a member of the CEN faculty who has responsibility for overseeing curriculum related issues in the CEN program. The CEN coordinator shall serve as chair of the CEN curriculum committee and will be responsible for ABET accreditation of the CEN program. He/she will be appointed by the College of Engineering Associate Dean for Academic Affairs in consultation with the CISE and ECE Chairs and shall report to this Associate Dean.

**CEN Curriculum Committee** The CEN curriculum committee will be appointed by the chairs of the CISE and ECE departments in consultation with the CEN coordinator, who will serve as chair of this committee. These departments will consider service on the CEN curriculum committee as service equivalent to a departmental committee.

**CEN Representative on the College of Engineering Curriculum Committee** This representative will be elected by the CEN faculty and becomes an ex-officio voting member of the CEN curriculum committee. The college curriculum committee will be the formal mechanism for ensuring that curricular changes are compatible with the CEN curriculum. The departments and the CEN faculty will informally communicate prior to bringing such matters before the College of Engineering curriculum committee.

**CEN ABET Industrial Advisory Board (IAB)** Members of the CEN ABET industrial advisory board will be a subset of the CISE and ECE industrial advisory boards. The CISE and ECE IABs will nominate members to the CEN ABET IAB. The CEN ABET IAB will elect a chair and provide feedback on the CEN program as required by ABET and as useful to the CEN faculty in improving the program.

### ***Changes to the CEN Curriculum***

All changes to the curriculum must be approved by the 2/3 vote of the CEN curriculum committee, and then the CEN faculty using one of the mechanisms described below. If required, the change will be submitted to the College of Engineering Curriculum Committee by the CEN representative.

### ***Changes to the CEN Governing Procedures***

All changes to the CEN Governing Procedures must be approved by a 2/3 majority vote of the CEN faculty.

### ***Mechanisms for approval by CEN faculty***

**Unanimous approval of proposals by email** Items may be submitted to the CEN faculty by email for consideration. The email shall include a deadline at least 3 business days after the email was sent. If no objections are received by the deadline, the item shall be considered to be passed. If one or more objections are received, the item will be reconsidered at a physical meeting of the CEN faculty.

**2/3 Majority vote of the CEN faculty at a meeting** Items may be approved by a 2/3 majority of the CEN faculty vote at a meeting of the CEN faculty. The CEN coordinator and the chairs of CISE and ECE may call meetings of the CEN faculty. Primarily, meetings will be called to discuss items that have failed an email vote, or that are expected to be controversial or require significant explanation.

### ***ABET accreditation***

The CEN coordinator shall have the primary responsibility of overseeing ABET accreditation of the Computer Engineering Program.