College of Engineering Committee on Academic Affairs
Meeting Minutes 9 March 2012

Attendance:
   AVN – Not present (Seth Young)
   BME – Derek Hansford
   CHE – Jeff Chalmers
   CEG – (Civil, Environmental, Geomatics) – Not present (Hal Walker: Chair)
   CSE – Paul Sivilotti
   ECE – George Valco
   ENG PHY – Not present (Richard Hughes)
   FAB – Not present (Gonul Kaletunc)
   ISE – Carolyn Sommerich
   MSE –
      MSE – John Morral
      WLD – Dave Farson
   MAE –
      Aero – Not present (Jen Ping Chen)
      ME – Blaine Lilly: ASAP Rep and Acting Chair
   Graduate Student – Kevin Disotell (not present Sushma Santapuri)
   Undergraduate Student –Not present Chelsea Setterlin & Dominic Labanowski
   Secretary – Ed McCaul
   KSA – Not present (Jane Murphy)
   Guests – Nikki Strader, Roberto Rojas-Teran

1. The minutes from the 24 February 2012 meeting were approved as amended.

2. Paul Sivilotti made a motion that ECE 3561 and ME 2651 be approved and that ChBE 5740 be approved contingent upon receipt of concurrences from Biology, Molecular Genetics, and EEOB. George Valco seconded the motion. The floor was opened for discussion.
   2.1. The committee was informed that ECE 3561, Advanced Digital Design, is the course that is part of the ECE Computer Engineering curriculum change.
   2.2. The committee was informed that ME 2651, FIRST Robotics Mentoring, is a mentoring course for students who participate in the FIRST project and work with high school students.
   2.3. The committee was informed that ChBE 5740, Quantitative Cell Biology for Engineers and Scientists, has been offered before as a group studies and got concurrence from Biology, Molecular Genetics, and EEOB. The subcommittee thought that it would be appropriate for the proposal to get their concurrences before making the course a permanent course. The course is cross listed with Physics.
   2.4. The question was asked as to whether ChBE 5740 would use Biology 2100 as a prerequisite. The response was that prerequisite for the course is permission of instructor.
2.5. There being no further discussion a vote was taken: 8 approved, 0 opposed, and 0 abstentions. The motion passed.

3. George Valco presented the proposed BS/PhD proposal to the committee (attached).
   3.1. The proposal has been endorsed by the Graduate Studies Chairs Committee.
   3.2. Curriculum Subcommittee A is in favor of the proposal with a few changes that have been noted on the proposal.
   3.3. The subcommittee could not come to a consensus on whether the minimum GPA to enter the program should be 3.6 or 3.7. The graduate school’s rule is 3.5 but we can make ours stricter.
   3.4. The subcommittee would like to add an acceptance criteria that programs be encouraged to require evidence of research on the part of the student before they are accepted into the program. The subcommittee considered making this a requirement but realized that if honors research was a requirement that it would eliminate our honor students as most of them do their research their last term.
   3.5. The question was asked as to how far along does an undergraduate need to be before they can apply. The response was 90 semester hours.
   3.6. The comment was made that when the Graduate Chairs discussed the proposal that they liked it as while the BS/MS program attracts good students that some of them take a terminal masters. This program would encourage students to take a PhD.
   3.7. The question was asked as to why we should be stricter than the Graduate School on our GPA requirement. The response was that each program has their own reason, but the idea is to only give the opportunity to our best students.
   3.8. The question was asked as to whether a BS/PhD student could stop with an MS. The response was that they could, depending on the program.
   3.9. The comment was made that we should not expect too many students to enter this program.
   3.10. The question was asked as to whether we will be disqualifying these students from fellowships. The response was that the Graduate School does not give fellowships to BS/MS students, but would give them to BS/PhD students.
   3.11. The comment was made that the Graduate School has stated that we do not need to do this as they would like these students to use their petition process. However, this would be a better option as our students could double count the hours.
   3.12. The comment was made that currently students can be directly admitted to the PhD program after they complete their BS. The question was asked as to whether this was automatic. The response was no, as the student needs to apply and be approved by both the Graduate School and the program.
   3.13. The question was asked as to how many programs admit students directly into their PhD program. The response was that most do.
3.14. The question was asked as to whether we should be encouraging our students to go somewhere else for their graduate degree as that will make them more competitive for post doctoral positions. The comment was made that we are losing many of our best students to other schools and that this will give us an opportunity to keep them here. The question was asked as to whether we are doing this for our benefit or the students.

3.15. The comment was made that our BS/MS students cannot hold a GTA position.

3.16. The comment was made that we should not be admitting students directly into a PhD program as they need to get some experience conducting research first. Too many students flounder when they first conduct research and this can cause trouble in their PhD program.

3.17. The question was asked as to whether the idea behind the proposal is to allow students to graduate earlier, as in the BS/MS program. The response was that it is more of a recruiting tool.

4. George Valco made a motion that the proposal with the edits from the subcommittee to include requiring a 3.7 GPA and a recommendation that evidence of research be considered for acceptance be approved. Derek Hansford seconded the motion. The floor was opened for discussion.

4.1. There being no discussion a vote was taken: 6 approved, 2 opposed, and 0 abstentions. The motion passed.

5. George Valco updated the committee on the semester version of the CCAA Handbook.

5.1. Everyone was asked to review the updated handbook and to let George know if any additional changes need to be made to it. To simplify reading it most of the original changes have been accepted, although some have been left in along with blanks for dates.

5.2. The committee secretary stated that he would send the handbook to everyone electronically.

5.3. The BS/MS policy has been changed to keep it in line with the Graduate School’s requirements.

5.4. There are still some unresolved issues between the college and honors and once they are finalized that portion can be updated.

5.5. The graduate policy will need to be changed after ChBE’s semester SAP policy is approved as they will be changing their minimum GPA for graduation to 2.0 rather than 1.7.

5.6. The comment was made that on page 33 the GPA for honors needs to be included.

5.7. The suggestion was made that on page 33 that rather than 3/4ths of the way through the semester for a student to submit a graduation absentee form that it be changed to the 10th Friday for the Autumn and Spring semesters and the 4th Friday for the Summer Term.

6. The meeting was adjourned at 3:24.
SUBJECT: College of Engineering Combined BS/PhD Degree Program Policy Proposal

DATE: Date Approved by CCAA

The College of Engineering wishes to establish a combined BS/PhD Degree Program. The purpose of this combined degree program is to encourage our best students to obtain an advanced degree thus furthering their education and academic preparation.

The following are minimum criteria for admission to a combined BS/PhD degree program in the College of Engineering.

1. All current graduate school requirements for a combined BS/PhD degree program must be met.
2. A student must have a minimum GPA of 3.7 on all undergraduate work to enter the program. (The suggestion has been made that the minimum GPA be 3.6 as that is the minimum requirement for a University Fellowship.)
3. Graduate Studies Committees in Departments that will offer combined BS/PhD programs are strongly encouraged to require evidence of research ability as part of their admissions criteria (for example though successful completion of an undergraduate research course such as x998 or x999).

College limits upon programs departments having such a program are:

1. If applicable, all ABET requirements for the accredited undergraduate program must be met.
2. A maximum of 12 credit hours at the 5000 level or higher may be counted toward both the BS and PhD degrees.
3. All programs must be reviewed by CCAA every three years (2013, 2016, 2019, etc) at the beginning of the autumn quarter semester. At that time each program department having a combined BS/PhD degree program must inform CCAA how many of their students successfully graduated from it.